September 12, 2019

Board of Trustees,

This 2019 Annual Report comprehensively describes how well Labette Community College (LCC) fulfilled its mission, "…to provide quality learning opportunities in a supportive environment for success in a changing world" during the year beginning July 1, 2018 through June 30, 2019. Below are a few highlights for the year.

The Workforce Training Center is nearly completed, however, our new Welding Program was piloted during the Spring 2019 semester. There were 32 Welding students in the pilot program many of whom continue their Welding classes this fall semester. Although, outside of the scope of this Annual Report, we have nearly 70 students enrolled in Welding this Fall 2019 semester.

The Foundation Steering Committee and several volunteers have continued to raise funds for the Capital Campaign. At press time, $4,038,078 has been raised towards the $5,729,000 goal. This includes $1,000,000 committed by LCC. The campaign is scheduled to conclude February, 2020.

We have been working on the Four Year HLC report which is a follow up report to the HLC 10 year accreditation notification in October, 2015. While no follow up visits or monitoring reports were required, HLC did have some recommendations. Our VPAA, Joe Burke, is overseeing the report and is making good progress. The report is due February, 2020.

In addition, LCC students performed admirably both in our classrooms and activities. This past year 100% of the graduates in Radiography and Nursing, passed their board exams! This was the second year in a row for both programs to achieve 100% pass rate. Softball, Women's and Men's Basketball, Wrestling, and Baseball participated in post season play.

The Annual Report's following pages begin with the Strategic Plan, a global perspective which includes LCC's five Core Values: Student Learning, Education for a Globally Connected World, Continuous Improvement, Integrity and Transparency, and Sustainability of the Institution.

Other important information includes various highlights, student perspectives recorded through student surveys, various club achievements, program reviews, Kansas Board of Regent's Performance Agreement report, LCC committee work, and the three year President's goals which were supported throughout the college.

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

As always, thank you for your support.

Sincerely,

Mark Watkins
President

LABETTE COMMUNITY COLLEGE
STRATEGIC PLAN 2018-2019

VISION STATEMENT

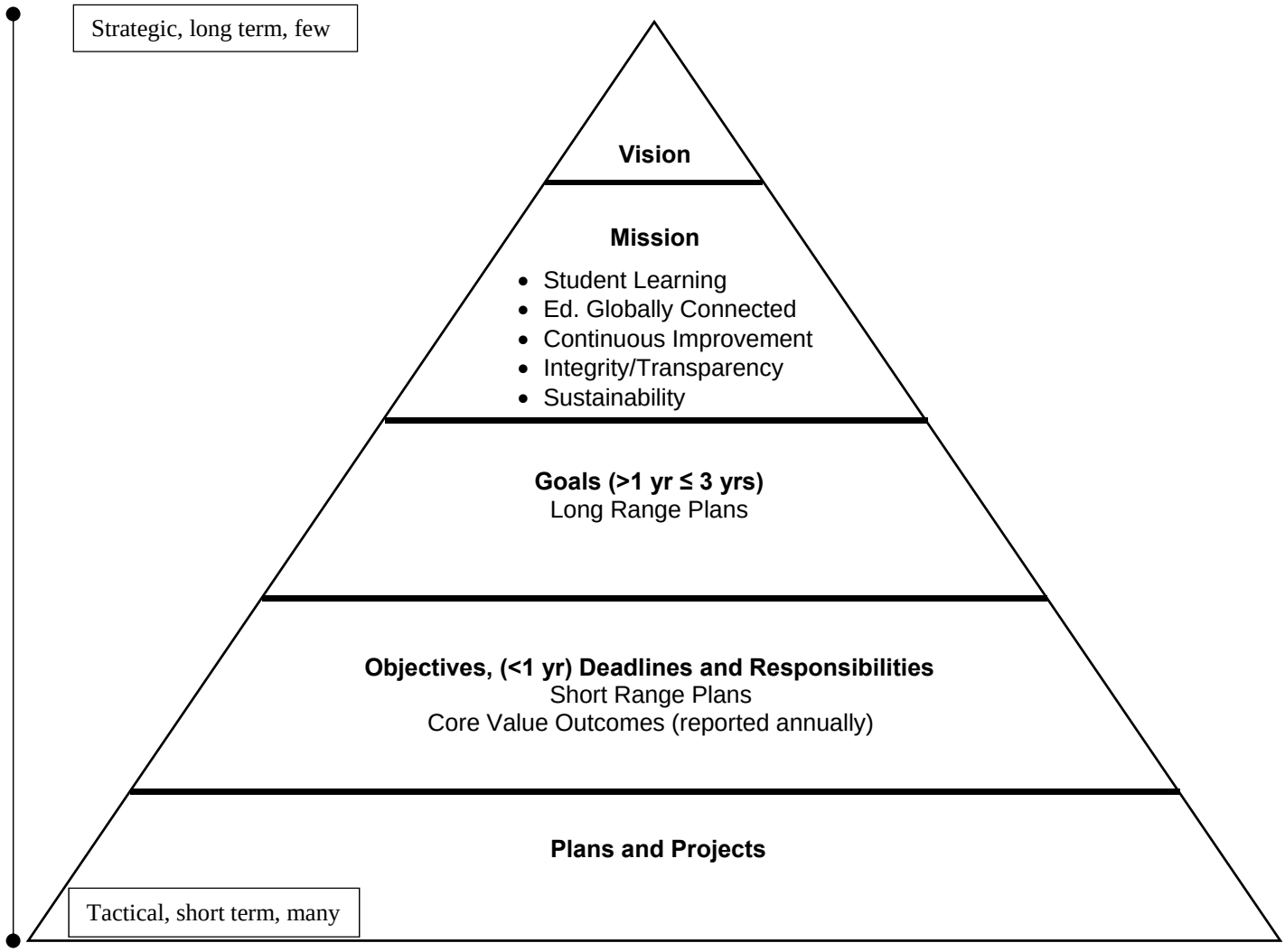
Labette Community College will continue to enhance its standing as an exceptional College by striving for excellence in all its programs, services, and activities.

MISSION STATEMENT

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

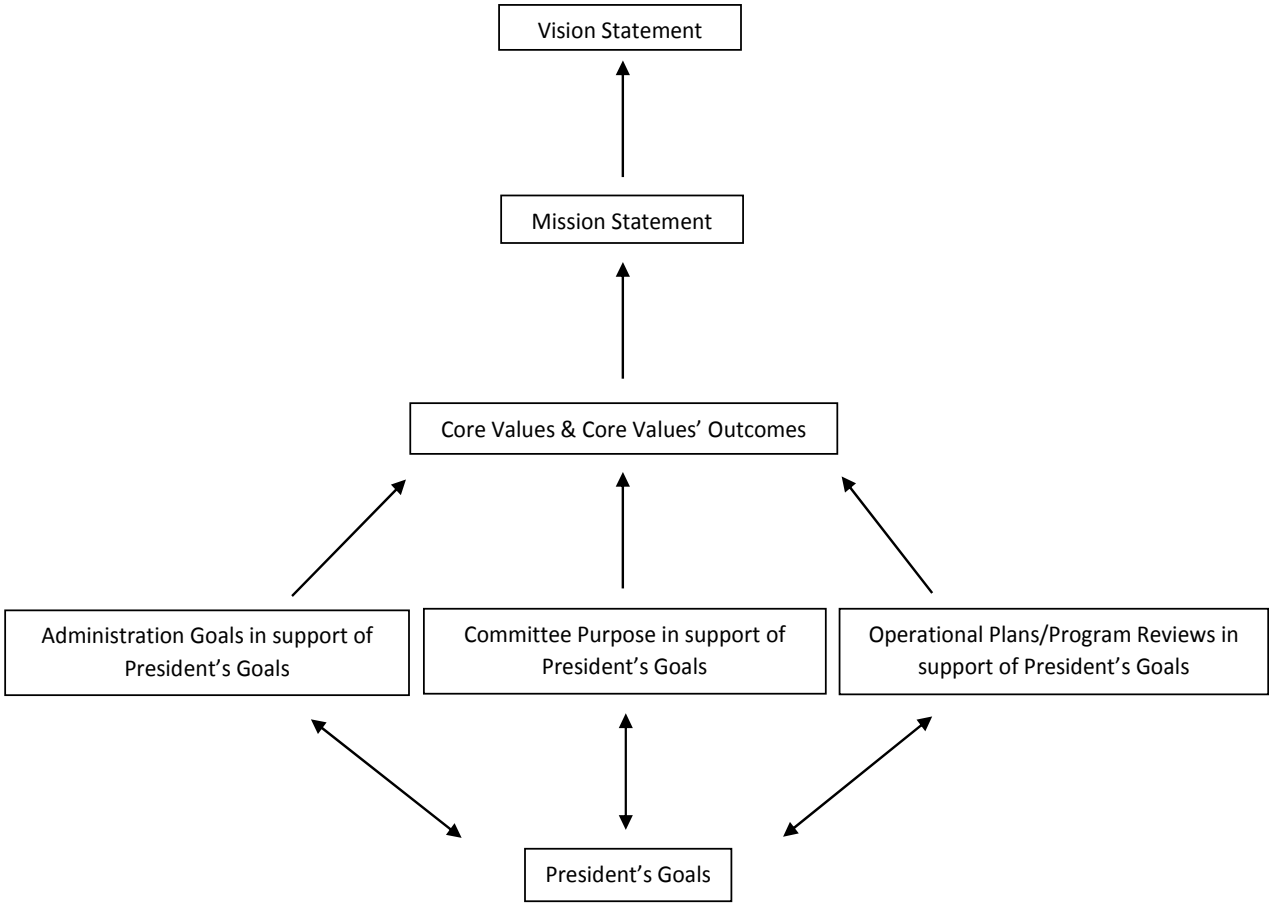
Below is the Hierarchy of Strategic Intent which indicates the relationships between global and more specific elements of LCC's strategy. The hierarchy construct is taken from the work of Alex Miller, University of Tennessee.

Labette Community College
Hierarchy of Strategic Intent



Strategic Planning Process

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



LCC's Core Values more clearly define our mission in terms of student learning, global connections, continuous improvement, integrity and transparency, and institutional sustainability. Core Values include more specific outcomes which are supported in the Operational Plans. In order to fulfill our community college mission, goals are established by the five administrative areas of the college: Academic Affairs, Financial Affairs, Student Affairs, Foundation/Alumni, and Public Relations and linked to our Core Values. Goals are long term in nature taking anywhere from one to three years to accomplish.

CORE VALUE OUTCOMES

Core Value 1: Student Learning

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

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

1. Explore/implement new Workforce/CTE programs which will benefit our service area. Examples might include: Workforce, Workforce Development program (2+2 with Pittsburg State University), Diesel Technology, CDL, Automotive, Plumbing, Wind Energy, Railcar Repair, Industrial Maintenance, or Residential Wiring. (as of AY19)
2. Increase the utilization of technology in the classroom (on ground or online). (as of AY19)
3. Improve the accuracy and consistency of instructor evaluations (as of AY20)
4. Increase the number of developmental student successes through the use of resources such as Student Support Services, concurrent enrollment, co-requisite courses, improved pathways, etc. (added AY19)

Outcomes

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

Academic Affairs

- Provide a full-time/adjunct ratio that allows for the best learning opportunities for our students that our budget will allow. (as of AY20)
- The Dean of Instruction will oversee the CTE Director Meeting for the purpose of sharing effective teaching techniques and methodology. (as of AY20)
- Support the college through full participation in committee work by Academic Affairs personnel and ensure committees are accomplishing their purpose statements. (as of AY20)
- Support faculty to allow them to meet course and program outcomes. (as of AY20)
- Evaluate services that support learning and make adjustments as needed. (as of AY20)
- Look at the possibility of increasing enrollment in CTE programs if number of applicants increase due to CTE Recruiter efforts. (as of AY20)

- Improve retention and completion rates in all CTE programs. (as of AY20)
- Recruit non-traditional students into health science programs to improve 5P1 and 5P2 Core Indicators of Performance for Perkins reporting requirements. (as of AY20)
- Utilize grant writer and take advantage of any grant opportunities to support updated technology in CTE programs. (as of AY20)

Finance & Operations

- Support the IDL system. (As of AY20)
- Continue proctoring exams at the Cherokee Center and enforce procedures. (As of AY20)
- Annually review sections of the policy and procedures manual and update as needed. (As of AY20)
- Ensure that we operate within the parameters of the policy and procedures manual. (As of AY20)
- Annual review the computer usage policy. (As of AY20)

Student Affairs

- Continue to make connections between the core outcomes and student organization efforts. (As of AY20)
- Reduce barriers for military-connected students by working with campus administration to develop and update policies & procedures minimize barriers to military-connected students learning. (As of AY20)
- Continue to administer Student Satisfaction Inventory and make modifications at the college based on the results. (As of AY20)
- Develop policy and procedure for scheduling campus visits/tours to implement throughout "all campus". (As of AY20)

Public Relations

- Create design images/content in advertising which emulate student learning comes first at LCC. (As of AY20)

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

Academic Affairs

- Support student clubs and organizations by providing supplemental contracts to club and organization sponsors and ensure they are accomplishing their goals by assessing year-end reports. (as of AY20)
- Support faculty when implementing additional instructional methods, such as a flipping the classroom, or when developing educational support sessions, such as education sessions for clinical instructors. (as of AY20)
- Recruit highly qualified applicants for our Health Science programs. (as of AY20)
- Promote diversity in all of our programs. (as of AY20)
- Improve overall national pass rates of our Health Science students (as of AY20)

- Support program initiatives to implement practice exams and assessment tools to improve outcomes. (as of AY20)

Finance & Operations

- Upgrade computer labs as needed to keep technology current. (As of AY20)
- Perform maintenance and repairs on technology as needed. (As of AY20)
- Support the ID card system. (As of AY20)

Student Affairs

- Expand the Military-Connected Student Services Program, including enhancing the new lounge. (As of AY20)
- Plan a monthly event for freshmen as a retention effort. (As of AY20)
- Update the Student Lounge with new furniture and upgraded computers. (As of AY20)
- Support student organizations through student government allocations for their travel.
- Further enhance the Military-Connected Student Services Program. (As of AY20)
- Develop a non-credit-bearing companion course for SSS participants enrolled in health science programs with the goal of increasing their retention, pass, and success rates in said programs. (As of AY20)
- Develop a Senior Wrap up event for Talent Search participants. (As of AY20)

Public Relations

- Promotion of student success stories-through press releases, articles, advertising, social media. (As of AY20)

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

Academic Affairs

- Fully support the Accelerated English Learning course as a new way to move our developmental English students through the course sequence more quickly. Assess its success. (as of AY20)
- Fully support the Beginning Algebra with Review course as a new way to move our developmental math students through the course sequence more quickly. Assess its success. (as of AY20)
- Continue to work with Student Support Service to increase the success of our developmental students, especially with new efforts to help students with extremely low scores and ABE efforts to move them forward. (as of AY20)
- Monitor course enrollment trends and opportunities, and expand or reduce as needed. (as of AY20)
- Evaluate KCOG alignment of newly approved courses. (as of AY20)
- Support improved classroom and library learning environments (as of AY20)
- Support faculty-student mentoring to promote academic success. (as of AY20)

Finance & Operations

- Offer payment plans to students as a way of removing the financial barrier. (As of AY20)
- ADA Coordinator will work with students to provide reasonable accommodations. (As of AY20)
- Perform the financial reporting for the Title IV grants. (As of AY20)
- Promote accessibility training for faculty and staff. (As of AY20)

Student Affairs

- Increase students applying for student financial aid. (As of AY20)
- Support the Student Support Services program in providing assistance for academic needs. (As of AY20)
- Implement additional tutoring modalities such as asynchronous web-based interaction to address the needs of students whose primary mode of attendance is not daytime at the Main Campus. (As of AY20)
- Implement on-site tutoring and mentoring to target area high school freshman and sophomore Talent Search participants. (As of AY20)

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

Academic Affairs

- Utilize Smartboards to improve student learning (as of AY20)
- Look for ways to be more collaborative with area community colleges, such as the utilization of IDL to provide greater access for low enrollment courses or programs. (as of AY20)
- Support technology needed to improve course offerings including on-line resources, simulation courses and clinical courses. (as of AY20)
- Support maintenance of current lab equipment purchase of required lab supplies and equipment as much as possible to meet the needs of students given our budget constraints. (as of AY20)
- Ensure faculty and appropriate Academic Affairs employees fully support Accessibility trainings as they occur. (as of AY20)

Finance & Operations

- Offer training to faculty and staff to get the most from our technology. (As of AY20)
- Support the ID Card system. (As of AY20)
- Support Smartboards and other classroom technology. (As of AY20)
- Determine a new payment plan option for students. (As of AY20)
- Encourage staff to participate in Jenzabar module trainings. (As of AY20)
- Offer online payment plans for students. (As of AY20)

Student Affairs

- Work to automate more financial aid processes utilizing Jenzabar. (As of AY20)

- Create a video blog geared toward students to post on social media cites pertaining to student academic success. Will focus on academic resources, overcoming hurdles, and hints for success. (As of AY20)

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

Academic Affairs

- Address the workforce training needs of our service area by offering appropriate courses at their places of business or on our main campus, Workforce Training Center, Cherokee Center, online, or extension sites. (as of AY20)
- Explore/implement new programs or educational opportunities which will benefit our service area through 2+2 agreements with PSU. (as of AY20)
- Explore/implement courses and programs to support area business and industry needs such as Industrial Coating and Safety, Plumbing, Wind Energy, Industrial Maintenance, Automotive, Building Trades, Railcar Repair, or Residential Wiring. Also explore/implement more computer application courses with local businesses: for example, Excel Boot Camp with Labette Health. (as of AY20)
- Assess all online courses between fall 2017 and spring 2020 with the goal of ensuring quality, consistency, and improving retention. (as of AY20)
- Offer a variety of health science continuing education opportunities, such as Excel. (as of AY20)
- Explore additional course and resource opportunities at the Cherokee Center including 8 week courses. (as of AY20)
- Address any accrediting agency recommendations. (as of AY20)
- Evaluate the implementation of Program Review Action Plans. (as of AY20)
- Expand fitness class opportunities to Cherokee Center if possible. (as of AY20)
- Develop health science continuing education opportunities to generate additional revenue, maximize use of health science facilities and equipment, and increase visibility of LCC's health science programs. (as of AY20)

Finance & Operations

- Assist students with FAFSA questions at the Cherokee Center. (As of AY20)
- Support the classes and programs offered at the Cherokee Center. (As of AY20)
- Enroll students coming into the Cherokee Center. (As of AY20)
- Gather data for program reviews and serve on the committees. (As of AY20)
- Maintain the Agency Funds for the student organizations. (As of AY20)
- IT will support the online environment. (As of AY20)
- Support activities on campus and at the Cherokee Center. (As of AY20)
- Assist with making the new Workforce Training Center a positive learning. (As of AY20)

Student Affairs

- Increase student life activities/student organizations on Main Campus and at the Cherokee Center. (As of AY20)
- Increase admissions activities at the Cherokee Center. (As of AY20)
- Financial Aid will work with Admissions to make FAFSA completion a part of Senior/Junior Day. (As of AY20)
- Make scholarship application available in October and accept a six semester transcript for freshmen academic scholarships. (As of AY20)
- Investigate new Jenzabar Financial Aid module as an option to PowerFAIDS. (As of AY20)

Core Value 2: Education for a Globally Connected World

Labette Community College promotes the diversity in our communities and our world by valuing the dignity, worth, and potential of all persons; by using diverse delivery methods and evolving technology; and by improving the communities we serve through civic engagement opportunities.

President: Prepare our students for the interconnected, interdependent, and globally diverse society.

1. Make the Main Campus and Cherokee Center available to community organizations, school groups, and activities. (as of AY19)
2. Since we at LCC believe our college is an important part of the community, county, and service area, LCC employees are encouraged to participate in community clubs and activities. (as of AY19)
3. Add more program and institutional articulation agreements to strengthen LCC's ties with state and regional universities. (as of AY19)
4. Increase LCC diversity through an increase in our international student presence. Investigate an Intensive English program in the summer to help prepare international students for course work. (as of AY20)

Outcomes

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

Academic Affairs

- Continue to strengthen our current SB155 course offerings. (as of AY20)
- Have faculty advisors encourage students complete specific certificates and degrees, rather than allowing them to enroll in any course, which may result in an Associate in General Studies degree or no degree completion at all rather than their intended degree. (as of AY20)
- Continue to expand program and institutional 2+2 Articulation and/or Affiliation Agreements to strengthen ties with state and regional universities. (as of AY20)
- Continue to expand our course and Articulation Agreements with are high schools. (as of AY20)
- Continue to prepare our students for the workforce in all programs the college has to offer. (as of AY20)
- Work with various agencies to improve and expand services. (as of AY20)
- Continue to add and strengthen relationships with clinical sites. (as of AY20)
- Explore partnerships with nationally and regionally recognized programs. (as of AY20)
- Build partnerships with area businesses and organizations. (as of AY20)
- Improve minority and non-traditional participation in Health Science programs. (as of AY20)

- Work with the Chamber of Commerce to increase community awareness of library services. (as of AY20)
- Pursue Sociology/Social Work practicum affiliated agreements. (as of AY20)

Finance & Operations

- Maintain the financial records for the Carl Perkins grant. (As of AY20)
- Support the Excel in CTE reporting requirements. (As of AY20)
- Meet the deadlines of the Excel in CTE reporting requirements. (As of AY20)
- Assist in the financial evaluation of the new SB155 programs and offerings. (As of AY20)
- Promote the Cherokee Center more within the community. (As of AY20)

Student Affairs

- Transition Talent Search grant objectives towards more student involvement in a rigorous curriculum that will open more scholarship opportunities for its participants. (As of AY20)
- Provide additional recognition to high school counselors. (As of AY20)
- Explore possibilities of partnering with local University to allow military-connected student to attend LCC and participate in University ROTC program. (As of AY20)
- Explore possibilities of partnering with local Veteran Service Organizations, mental health organizations, and community services organizations to support military connected student. (As of AY20)

Public Relations

- Engage community service organizations with the speaker's bureau. (As of AY20)
- Promote mission of the college, both internally and externally, through campus & community events. (As of AY20)

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

Academic Affairs

- Strengthen our personal enrichment educational offerings in response to the needs of our community. (as of AY20)
- Look for ways to have community members utilize our facilities to encourage community "buy in". For example, continue to host Lunch & Learn programs. (as of AY20)
- Explore offering courses for non-degree seeking students. (as of AY20)
- Support inclusion of class projects that reflect diversity. (as of AY20)
- Explore Continuing Education seminars for community and business needs. (as of AY20)

Finance & Operations

- Provide support for Diversity Committee activities. (As of AY20)

- Promote Safe Zone and Green Zone training to staff. (As of AY20)
- Continue to improve online accessibility. (As of AY20)
- Provide reasonable accommodations for ADA students. (As of AY20)
- Provide accessibility training to improve student learning. (As of AY20)

Student Affairs

- Expand military-connected sensitivity training and provide faculty and staff multiple opportunities to learn about and support the military-connected student population. (As of AY20)
- Implement more formalized methods of training VA work study. (As of AY20)
- Talent Search will identify a historical site that addresses diversity awareness with particular attention paid to the Civil Rights movement or current immigration issues. (As of AY20)
- Talent search will conduct additional FAFSA nights. (As of AY20)
- Student Success Center will implement formalized methods of training and developing Peer Tutors. (As of AY20)

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

Academic Affairs

- Ensure all CTE courses and programs utilize industry-recognized assessment tools, and that all programs fully participate in KBOR alignment opportunities when scheduled to do so. (as of AY20)
- Ensure all HLC and KBOR requirements are adhered to when starting new programs. (as of AY20)
- For list of possible new programs, please see 1.E. (as of AY20)
- Hire appropriate faculty/coordinators to teach program courses at appropriate locations while meeting enrollment/retention/graduation goals. (as of AY20)
- Evaluate CTE programs in regards to meeting enrollment/retention/graduation goals. (as of AY20)
- Support methods to improve objective measures utilized in student selection processes. (as of AY20)
- Support newly hired welding instructors at PSH and LCHS. Determine if we will hire a welding instructor at Baxter Springs High School. (as of AY20)
- Consider offering CNC machining courses in Baxter Springs through a private industry. (as of AY20)
- Consider offering Building Trades courses with local high schools. (as of AY20)

Finance & Operations

- Support the new Workforce Training Center. (As of AY20)

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

Academic Affairs

- Encourage faculty to include community service projects and activities as part of their courses. (as of AY20)
- Encourage Academic Affairs staff to participate in community services opportunities themselves. Often times these opportunities lend themselves to engaging students. (as of AY20)
- Encourage Academic Affairs staff to complete WIKI's to share community outreach opportunities in our annual report. (as of AY20)
- Encourage faculty and directors to find meaningful projects for their students to participate in. (as of AY20)
- Support implementation of intramural programs. (as of AY20)
- Encourage programs, as applicable, to have more projects off campus in support of nonprofit organizations. (as of AY20)

Student Affairs

- Develop a community service project for all SGA organizations to participate in. (As of AY20)
- Develop a community service project for the Student Ambassador group. (As of AY20)

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

Academic Affairs

- Assist with efforts to increase our international student presence. (as of AY20)
- Investigate an Intensive English program, perhaps in conjunction with PSU, to help prepare international students for course work in the fall. (as of AY20)
- Utilize ABE testing or other computerized testing to assess international students to address deficiencies and to try to improve just those deficiencies to get them through a course of action to have them ready to take college courses as quickly as possible. (as of AY20)
- Expand our face-to-face concurrent offerings and our online offerings to high school students as concurrent offerings. (as of AY20)
- Provide course development funding to encourage adding and improving course offerings and delivery methods to meet the needs of our programs and students. (as of AY20)
- Work with schools to develop additional pathways. (as of AY20)

Finance & Operations

- Review Cherokee schedule to ensure a variety of class offerings and times at the Cherokee Center. (As of AY20)
- Cherokee Center will continue to assist and support international students. (As of AY20)

Student Affairs

- 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. (As of AY20)
- Expand TEAS review course. (As of AY20)

Core Value 3: Continuous Improvement

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

President: Academic Year 2020 (2019-2020) Create documentation which will address the HLC visiting team's recommendations following the October 2015 ten year accreditation. This documentation and additional preparation will continue through the following academic year for the four year visit scheduled for February 2020. By creating documentation, we will address HLC's recommendations, such as Institutional Effectiveness. (as of AY19)

Increase student retention and graduation rates among student groups, i.e. full-time students, part-time students, student athletes, minorities, international students. (as of AY19)

All LCC employees are encouraged to read articles about research-based teaching strategies in classrooms, effective use of college activities, or best practices and benchmarks we could incorporate in our processes. (as of AY19)

Outcomes

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

Academic Affairs

- Support efforts to create documentation for four year HLC Report. (as of FY20)
- Support satisfaction surveys. (as of FY20)
- Support maintaining student records. (as of FY20)
- Support examination of end-of-program Student Learning Outcomes. (as of FY20)
- Support development of a patient-centered simulation scenario exam for nursing. (as of FY20)

Student Affairs

- Continue to administer and utilize the Student Satisfaction Inventory. (As of AY20)

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

Academic Affairs

- Support efforts to increase student recruitment, retention, and graduation rates in all departments and among all student groups. (as of AY20)
- Support innovative online course development and practices. (as of AY20)
- Support continuing education for adjunct faculty through Monday Morning Mentor presentations. (as of AY20)
- Support efforts of CTE Recruiter to increase program applications and improve KBOR Core Indicators 5P1 and 5P2 – nontraditional participation and completion. Measure this enrollment year-to-year. (as of AY20)
- Continue to review and revise online best practices, online handbook, and online teaching course to support instructors. (as of AY20)

Finance & Operations

- Implement salary increases for all employees when possible. (As of AY20)
- Oversee the hiring process. (As of AY20)
- Look for new and affordable advertising venues. (As of AY20)
- Review the evaluation process to determine if improvements can be made. (As of AY20)
- Ensure staff member receive Jenzabar module training. (As of AY20)

Student Affairs

- Plan and execute internal advising training during inservice for all faculty and general academic advisors. (As of AY20)
- Continue to enhance the role of the Case Manager/Advisor position in serving students as well as supporting training. (As of AY20)
- Finalize transition to a full-time athletics director to manage our athletic programs, facilities, and fundraising efforts. (As of AY20)
- Military-Connected Student Services Coordinator & VA student worker to attend Kansas School Certifying Official Workshop. (As of AY20)

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

Academic Affairs

- Explore with KBOR the idea of establishing regional professional development activities for CTE programs and creating a mentoring program/networking opportunities for similar community colleges. (as of AY20)
- Provide for faculty growth through the use of professional development funds. (as of AY20)
- Promote local professional development of faculty to strengthen programs. (as of AY20)
- Encourage Academic Affairs personnel to read articles about research-based teaching strategies, effective use of other college activities, or best practices and benchmarks

that we could incorporate at LCC. Share this information in our HLC depository to demonstrate environmental scanning. (as of AY20)
- Support certification programs, continuing education modules, professional development opportunities, webinar reviews, and CEU opportunities to support our faculty. (as of AY20)
- Support submission of work for competition/publication. (as of FY20)
- Support efforts to provide continuing education modules for our clinical instructors. (as of FY20)
- Support all accessibility opportunities to learn more about it, including WSU Tech's Accessibility Summer Camp. (as of FY20)

Finance & Operations

- Conduct professional development/training opportunities for faculty and staff: New Employee Orientation, Title IX, Redzone, Jenzabar, Red Flag, Safety, ALICE, Blood Borne Pathogens, Sexual Harassment, EEO for hiring committees and Diversity Training. (As of AY20)
- Oversee the faculty professional development accounts. (As of AY20)
- Assist staff and faculty with arrangements for professional development activities. (As of AY20)
- Research employee engagement opportunities re: employee of the month. (As of AY20)
- Conduct leadership activities for supervisors. (As of AY20)

Student Affairs

- Seek out a professional development opportunity in the area of enrollment management and retention. (As of AY20)
- Seek out leadership development opportunities for staff. (As of AY20)
- Military-Connected Student Services Coordinator to attend conference related to military connected students. Seek out retention focused training for Student Life Specialist. (As of AY20)
- Student Support Services will attend professional development to increase services for SSS participants with disabilities. (As of AY20)

Public Relations

- Seek professional development, such as NCMPR or Graphic Design conference. (As of AY20)

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

Academic Affairs

- Provide a budget that supports the best possible learning opportunities for our students at the main campus, Cherokee Center, area high schools, and through hybrid, online, and IDL offerings. (as of AY20)

- Ensure the Academic Affairs office remains a viable, functioning unit fully in support of our mission statement as multiple retirements and open positions affect the infrastructure of this area. (as of AY20)
- Explore software needs to improve programs (as of AY20)

Finance & Operations

- Have strong financial policy and procedures in place. (As of AY20)
- Thoroughly review all expenditures. (As of AY20)
- Human Resource office will support and maintain human capital resources for staff, including transfer, resignation or retirement. (As of AY20)
- Perform deferred maintenance to buildings to prevent a backlog of deferred maintenance issues. (As of AY20)
- Continue to review and improve IT security. (As of AY20)

Student Affairs

- Hire an additional recruiter. (As of AY20)
- Hire an additional general academic advisor. (As of AY20)
- 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. (As of AY20)
- Build restrooms and storage space at off campus fields for basic equipment. (As of AY20)
- Resurface Baseball and Softball fields. Replace old irrigation issues. (As of AY20)
- Replace scoreboards at baseball and softball fields. (As of AY20)
- Purchase side basketball goals and a new volleyball net for the gymnasium. (As of AY20)
- Purchase a new commercial washing machine for the gymnasium. (As of AY20)
- Hire a maintenance staff member dedicated to the new Athletic Department facilities once built. (As of AY20)
- Contract with an outside default management vendor. (As of AY20)

Public Relations

- Replace equipment: digital camera(As of AY20)

Core Value 4: Integrity and Transparency

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

President: Improve program outcomes' data integrity to inform both internal and external constituents about the effectiveness of our programs. (as of AY20)

Improve college website accessibility. (as of AY20)

Outcomes

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

Academic Affairs

- Support survey tools to assist with tracking efforts. (as of AY20)
- Support creating of reports to maintain program eligibility. (as of AY20)
- Prepare for our Mid-Cycle HLC Review in February 2020. (as of AY20)
- Prepare KBOR performance agreements approvals. (as of AY20)
- Prepare Perkins Core Indicators of Performance for CTE programs. (as of AY20)
- Ensure academic program reviews accurately reflect the enrollment in our programs, the needs of our programs, and that the needs are pursued through the date on Perkins performance indicators, accreditation, and licensure exam pass rates when applicable. (as of AY20)

Finance & Operations

- Provide reports as needed for decision making. (As of AY20)
- Provide reports to Kansas Board of Regents and Kansas Association of Community College Trustees as needed. (As of AY20)
- Make modifications to improve website accessibility for students and the public. (As of AY20)

Student Affairs

- Support the HLC and KBOR reporting efforts. (As of AY20)
- Admissions will work to more effectively use Jenzebar's "funnel" feature to track students from prospect to enrollment. (As of AY20)
- Student Life will generate documentation for HLC correlating Student Life activities with applicable Core Values and Outcomes. (As of AY20)
- Improve tracking of student retention and graduation rates for military connected students. (As of AY20)
- SSS will implement a comprehensive recruiting strategy to focus on eligible students who are first time college students. (As of AY20)

Public Relations

- Update tracking system of Public Relations requests. (As of AY20)

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

Academic Affairs

- Support the writing of grants to provide funding for program opportunities. (as of AY20)
- Support the enhanced athletic facility once it is completed. (as of AY20)
- Explore additional continuing education opportunities to maximize facility use and revenue generating opportunities for the health sciences. (as of AY20)
- Offer additional short-term training credentials. (as of AY20)
- Utilize the Grant Writer for additional resources. (as of AY20)

Finance & Operations

- Participate in an annual financial audit. (As of AY20)
- Respond to request for information under the Kansas Open Records Act. (As of AY20)
- Adhere to the LCC purchasing policy. (As of AY20)

Student Affairs

- Investigate grant opportunities to enhance student services. (As of AY20)

Public Relations

- Create/update fact cards, and other forms of marketing materials which show transparency in funding. (As of AY20)

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

Academic Affairs

- Support the development of materials and/or possible external consultation in preparation for program site visits and self-study reports. (as of AY20)

Finance & Operations

- Look for ways to show the economic impact of the college. (As of AY20)

Student Affairs

- Continue to promote the college image as local civic organizations, in the media, and through other efforts. (As of AY20)

Public Relations

- Add social media platforms if applicable. (As of AY20)

- Target marketing and advertising for new programs at the Workforce Training Center. (As of AY20)
- Redesign of brochures. (As of AY20)
- Redesign of viewbooks. (As of AY20)
- Increase enrollment advertising via social media platform. (As of AY20)

Foundation

- Speak at two community events. (As of AY20)
- Seek in-kind gifts for Health Science programs. (As of AY20)

4D. Strengthen internal communication practices.

Academic Affairs

- Support implementation of departmental curriculum calendar mapping. (as of AY20)

Finance & Operations

- Conduct an HR Audit – for legal compliance, obtaining, maintaining, and developing the HR department for comparison to past and future performance. (As of AY20)

Student Affairs

- Enhance the student planners. (As of AY20)
- Develop a comprehensive calendar for all student organizations' activities. (As of AY20)
- Student Life will implement Google Docs as the primary resource for club/organization advisors at LCC to improve internal communication. (As of AY20)
- Create a master calendar/checklist for the Admissions Department to communicate recruitment events. (As of AY20)

Core Value 5: Sustainability of the Institution

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

President: Focus attention on Phase II of our Capital Campaign in support of enhanced athletic facilities for instructional as well as community activities. (as of AY19)

Student retention continues to be a high priority for LCC. Our expectation should be to work to maximize enrollment, retain students through completion of the college career goals, pass Board exams if needed, and find jobs or successfully transfer to four year institutions.

Outcomes

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

Academic Affairs

- Support the enrollment management process. (as of FY20)
- Support new advising course and resulting outcomes based on the outcomes. (as of FY20)

Finance & Operations

- Support the enrollment management process. (As of AY20)

Student Affairs

- Research, develop, and implement a formal Enrollment Management Plan. (As of AY20)
- Increase enrollment through new programs, enhanced recruitment efforts, and new partnerships. (As of AY20)
- Increase the number of students earning degrees and certificates. (As of AY20)
- Talent Search will implement a September recruiting schedule designed to complete enrollment goals by the end of November each year. (As of AY20)
- Talent Search will implement a participant recruiting initiative with each middle school to specifically target students whose families meet the Department of Education's low-income and potential first generation guidelines. (As of AY20)

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

Academic Affairs

- Pursue establishing a Health Science Technology and Endowment Fund or develop a different long range plan within the Foundation to meet the growing needs for technology and equipment in the Health Sciences. (as of AY20)
- Seek funding for additional review courses from national vendors. (as of AY20)

- Seek to identify sources of outside funding to supplemental shrinking Perkins grant money. (as of AY20)

Finance & Operations

- Assist the Foundation as needed with the Auction and other scholarship opportunities. (As of AY20)
- Assist with Capital Campaign as needed. (As of AY20)

Student Affairs

- Increase academic scholarships for students who meet the requirements. (As of AY20)
- Increase scholarships for student athletes to the level the NJCAA allows. (As of AY20)
- Increase scholarships for international students. (As of AY20)
- Increase scholarships for military connected students. (As of AY20)

Public Relations

- Promote Annual Scholarship Auction. (As of AY20)
- Acquire donation, decorations, event planning for scholarship auction. (As of AY20)

Foundation

- Increase Foundation Board's role in identifying and cultivating new prospective donors for scholarships. (As of AY20)

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

Academic Affairs

- Support increase of instructor pool by reaching out to previous graduates and by promoting retention and recruitment of faculty. (as of FY20)
- Develop partnerships with other programs and businesses to enhance instructional opportunities. (as of FY20)

Finance & Operations

- Increase custodial/facilities salaries to attract more applications and retain current employees. (As of AY20)
- Host the holiday luncheon. (As of AY20)

Student Affairs

- Continue implementing the International Student Recruitment Proposal to increase the number of international students at the college. (As of AY20)
- Investigate opportunities to share cost of student life programming opportunities with other colleges in the area. (As of AY20)
- Investigate new software for the college catalog that is easier to use and provides more formatting options. (As of AY20)

- Identify, recruit, and retain processional tutors in the areas of health science and math. (As of AY20)
- Prepare and submit an application to the Department of Education to re-fund the Student Support Services grant in FY2020. (As of AY20)

Labette Community College Institutional Effectiveness by Core Values, 2019

Core Values Level of Achievement

1. **Student Learning** 82.9%

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.

2. **Education for a Globally Connected World** 83.6%

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.

3. **Continuous Improvement** 68.8%

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.

4. **Integrity and Transparency** 62%

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

5. **Sustainability of the Institution** 77.3%

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.

LCC faculty, staff, and administration have attempted to demonstrate how well we have satisfied our five Core Values during the 2018-2019 Academic Year. This was our first year for generating and collecting the data.

Data Generation

Data generated to measure how well we are fulfilling our Core Values derives from our Operational Plans. In the example below, (Core Value 1, Outcome 1A, Objective 1) The Chemistry/Physical Science Department worked to improve notebooks for various Chemistry and Physical Science classes. Once the academic year was completed, a rating was determined by the person responsible for the objective. In this case, the instructor assigned a three out of a possible four to the *Satisfactory level of objective completion.*

Core Value 1: Student Learning

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

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

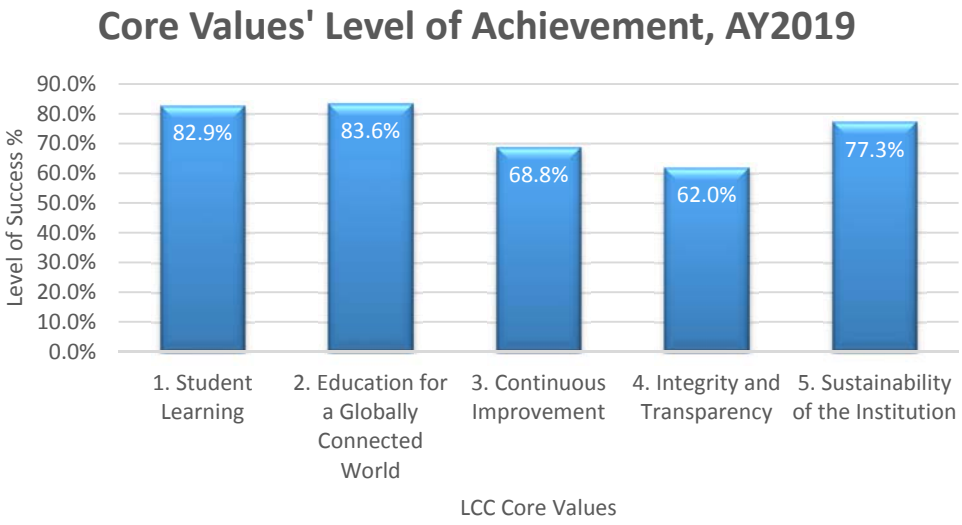
Chemistry/Physical Science Department

Objective 1	Continue to improve notebooks used in six courses; Physical Science, Introduction to Chemistry, College Chemistry I, College Chemistry II, Organic Chemistry I, and Organic Chemistry II	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Prior to each offering of each course	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 out of 4 Rationale: The notebooks used in these classes are central to teaching and learning.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 out of 4 Satisfactory Level Number and Rationale: Notebooks were improved for College Chemistry I & II, and Organic Chemistry I & II in particular has had major revisions.	

Data Collection

These numbers are collected from the five areas of the college (Student Affairs, Financial Affairs, Academic Affairs, Foundation/Alumni, and Public Relations) and aggregated by Core Value. Consequently, in the case of

the Chemistry/Physical Science Objective, the chart below includes the 3 out of 4 score as part of the Core Value 1 aggregate for an overall level of satisfaction of 82.9%.



Operational Plans are reviewed by members of the President's Council three times during the course of the year. Operational Plans are built, then reviewed midyear, and finally evaluated at the end of the academic year. Objectives which were partially completed are either carried over the next academic year's plans or discontinued depending on the situation. All results are reviewed to determine what can be done to improve. For example, in order to be transparent about student success (part of Core Value #4), surveys were sent to students who have graduated. Graduates have moved forward in their careers or have transferred to four year colleges and oftentimes, do not respond to surveys. This affects our ability to collect data to share with others. As a result, we will do a better job of informing and encouraging students while in our programs to respond to our surveys.

8/1/2018

TIMELINE FOR OPERATIONAL PLANS FY2019

July 2018

1. All administrative areas other than Academic Affairs (which was done in May) will:
   a) Update the FY2019 Plans, including additional Carryover plans from FY2018.
   b) Complete the FY2018 Operational Plan reports (add Results and Comments, and change estimated costs to actual costs if possible) and submit to Megan Fugate for Fiscal Year 2018 Annual Report.

August 2018

1. President's Cabinet reviews, modifies and approves carry over report containing list of items not completed in FY2018 to be completed in FY2019, then send to all LCC. This should be sent to all LCC only after the BOT budget work sessions in July.
2. Prior to in-service which is scheduled for the week of August 13-17, President's Cabinet reviews and recommends any changes to the Academic Affairs FY2020 and FY2021 Operational Plans.
3. Student Affairs, Finance and Operations, Foundation, and Public Relations will use the Academic Affairs FY2020 and FY2021 Operational Plans to:
   Update or revise their first four areas of their Operational Plans for FY2020 and FY2021 (Objectives, Estimated Cost, Expected Completion Date, and Relevance to Outcome rating and rationale), share their reports with the other administrative areas, and submit to the President's Office by November 15 for Megan to combine into one document.
4. President's Office prepares FY2018 Annual Report for the September BOT meeting. The Annual Report consists of:
   a) Strategic Plan Document (Goals from President, Academic Affairs (DOI, CTE, Library, ABE, Workforce) Student Affairs, Finance Operations, Foundation/Alumni, and Public Relations.)
   b) Timeline
   c) Organizational Charts (HR)
   d) Highlights
   e) Student Satisfaction Inventory
   f) Completed Operational Plans FY18
   g) Student Organization Annual Report
   h) Program Reviews (list of completed program reviews FY2018)
   i) KBOR Performance Agreement
   j) Committee Support of Core Values

September 2018

1. Board of Trustees reviews Annual Report for FY2018. (Following their review, the President's Office emails the annual report to IT to prepare PDF for October report.)

October 2018

1. Board of Trustees reviews Report of Student Learning.
2. Strategic Operations Advisory Committee will review the completed FY2018 Annual Report, FY2019-2021 administrative goals, and review the Report of Student Learning. The committee will also review the FY2019 Operational Plans. (Once the FY2019 Plan will be modified by the President's Office to reflect these changes and be redistributed to all areas.)
3. IT Department will convert the Annual Report and Report of Student Learning into a PDF and post it to the President's Office page on the website. The President's Office will send out an email campus wide to announce the posting of both reports.

November 2018

1. Student Affairs, Finance and Operations, Foundation, and Public Relations will submit FY2020 and FY2021 Operational Plans to President's Office and will share them with the other administrative areas.

December 2018

1. Mid-year update report of FY2019 Operational Plans by Academic Affairs departments due to Megan Fugate.

8/1/2018

2. The President's Office integrates FY2020 and FY2021 Operational Plans from all areas into one plan.
3. DOI begins evaluating Student Learning Outcomes' and Program Outcomes' results for the Fall 2018 semester in preparation to share with faculty at February Faculty/Staff meeting. Academic Affairs Assistant, Lindsey Drummond, obtains the data from Tracy Moon.

January 2019

1. President's Cabinet will begin to review the FY2020 and FY2021 Operational Plans from all administrative areas.

February 2019

1. President's Cabinet will complete its review of the FY2020 and FY2021 Operational Plans from all administrative areas and approve the FY2020 Operational Plans.
2. Strategic Operations Advisory Committee will begin to review the FY2020 Operational Plans from all administrative areas after President's Cabinet completes its review.

March 2019

1. Strategic Operations Advisory Committee will complete the review of FY2020 and review FY2021 Operational Plans (Objectives, Estimated Cost, Expected Completion Date, Objective Relevance to Outcome Rating and Rationale) from all areas.
2. President's Cabinet will review the current Operational Plan. Any changes will be applied to the FY2021 Operational Plans.
3. President's Cabinet reviews and revises their Goals based on President's Goals. (This is the first step of the next cycle.) (End of March)

April 2019

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

May 2019

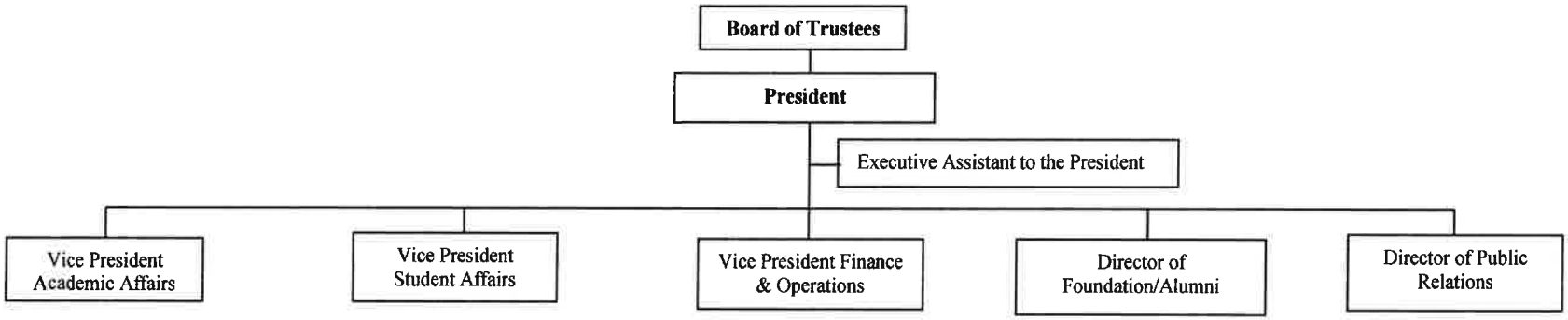
1. Academic Affairs departments will:
   a) Complete the FY2019 Operational Plan report (add Satisfactory level of objective completion and Rationale, and change estimated costs to actual costs if possible) and submit to Megan Fugate.
   b) Megan Fugate will combine all Academic Affairs FY2019 Operational Plans.
   c) Megan Fugate will complete Academic Affairs FY2019 Carryover Report and insert them into the FY2020 Academic Affairs Operational Plans after review by VP and DOI.
   d) Update the first four areas of the Operational Plans for FY2021 and write the FY2022 (Objectives, Estimated Cost, Expected Completion Date, and Objective Relevance to Outcome Rating and Rationale) and submit to Megan Fugate. Be sure to use the Goals from President, VP's and Dean for guidance. (The FY2020 plans go into effect July 2019 while faculty members aren't under contract, so FY2022 is considered here as being 2 years out).
   e) Faculty will complete Highlights FY2019 list on WIKI.
2. Committee Chairs submit Committee Support of Strategic Plan FY2019 to Joe Burke.

June 2019

1. Vice Presidents and President will review the Academic Affairs FY2020 Operational Plans.
2. All administrative areas will:
   a) Complete the FY2019 Operational Plan reports (add Satisfactory level of objective completion and Rationale, and change estimated costs to actual costs if possible) and submit to President's Office to prepare for President's Cabinet in July.
   b) Review and approve FY 2019 WIKI Highlights list and submit to President's Office to prepare for President's Cabinet in July.
3. Academic Affairs VP will submit the Committee Support of Core Values, Student Organization Annual Report and organizational chart to the President's Office to prepare for President's Cabinet in July.
4. DOI begins evaluating Student Learning Outcomes' and Program Outcomes' results in preparation to share with Faculty at Fall Inservice.

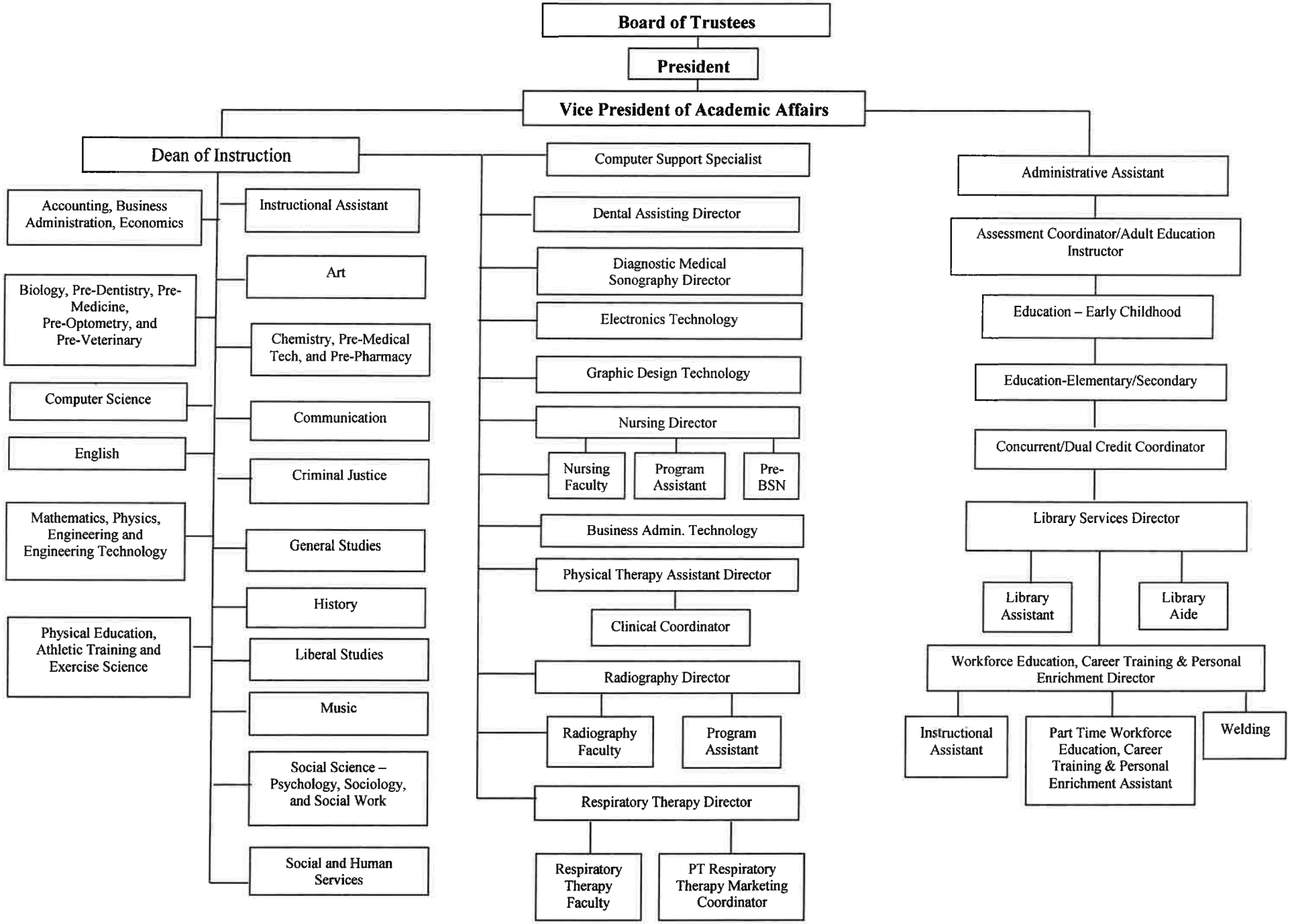
Revised 6/27/18

Organizational Chart: Office of the President FY19



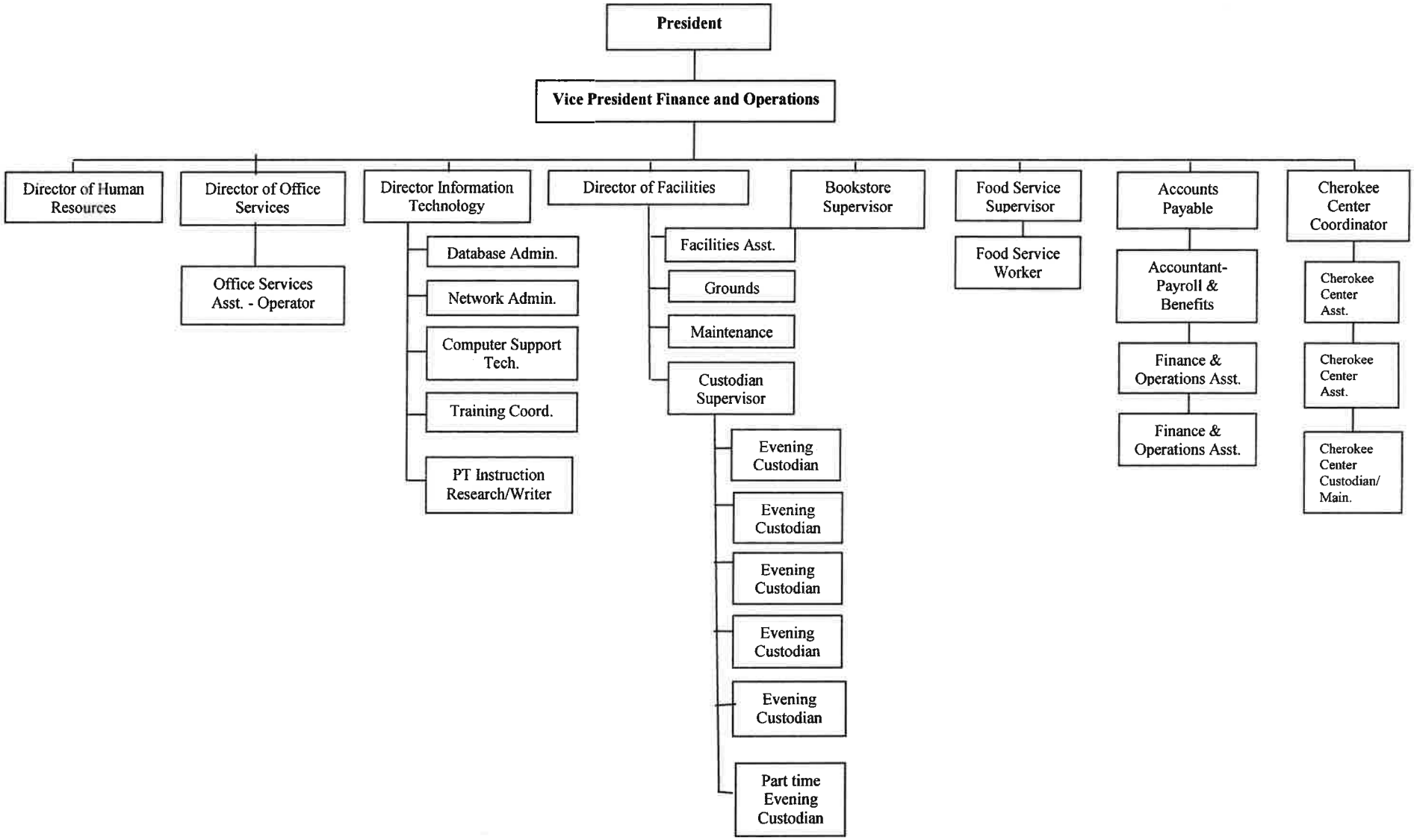
Updated 7/12/18

Organizational Chart: Academic Affairs FY2019



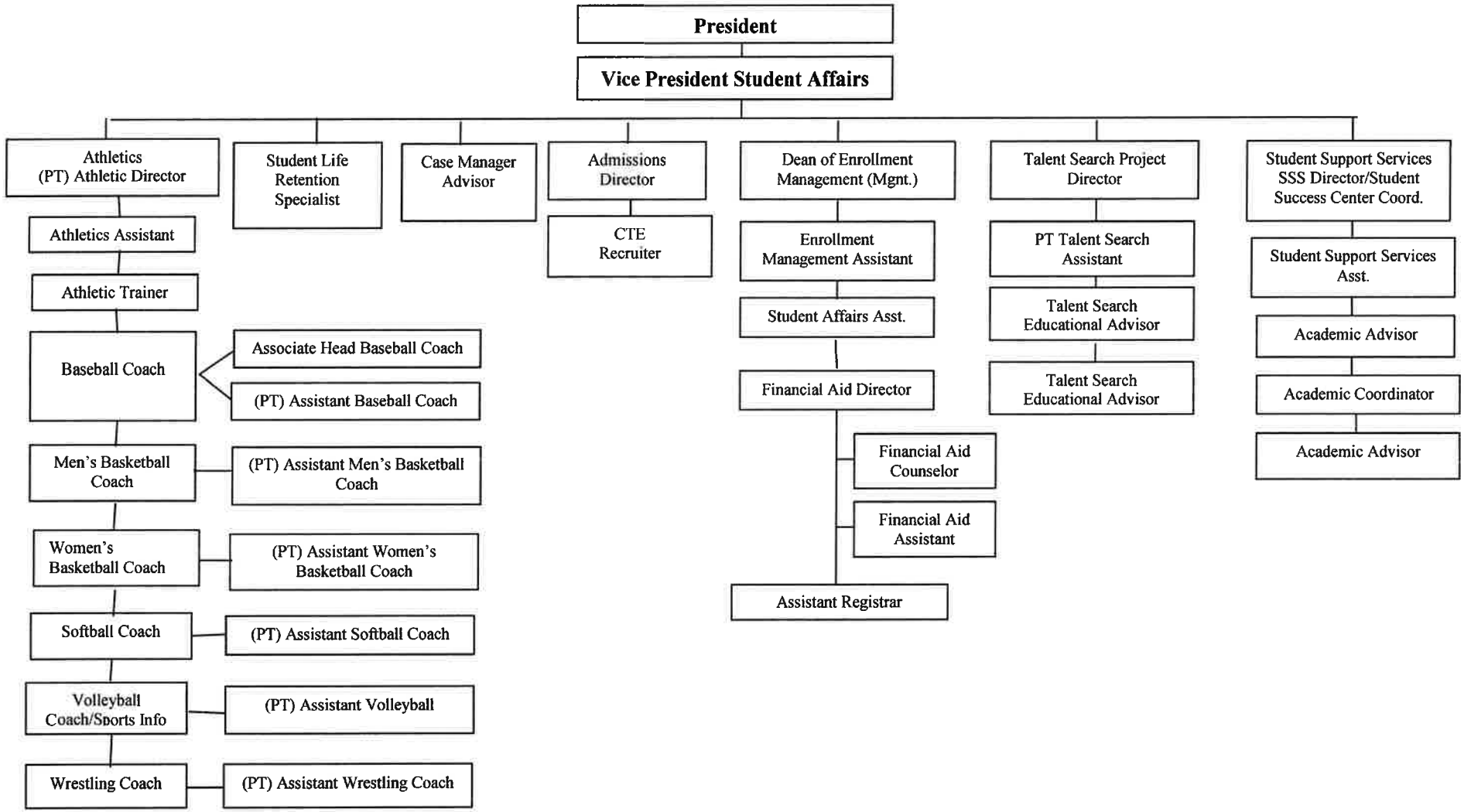
Revised 6/27/18

Organizational Chart: Finance and Operations FY19



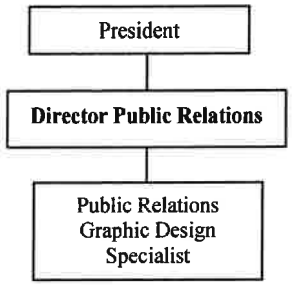
Revised 7/11/18

Organizational Chart: Student Affairs FY19



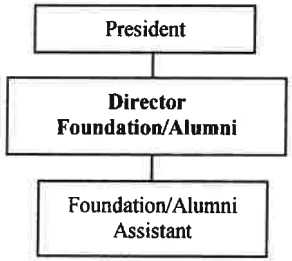
Revised 6/27/18

Organizational Chart: Division of Public Relations FY19



Revised 6/27/18

Organizational Chart: Division of Foundation/Alumni FY19



Labette Community College
Highlights FY2019
July 1, 2018 – June 30, 2019

I. Community Outreach (Benefits Community): 2
II. Facilities: 7
III. Grants: 9
IV. Honors/Special Recognitions: 10
V. New Equipment/Supplies: 13
VI. New Initiatives: 15
VII. New/Revised Curriculum: 17
VIII. Partnerships/Advisory Committee (Benefits Community and LCC) 19
IX. Professional Development: 23
X. Special Recruitment Efforts: 29
XI. Student Success 32
XII. Miscellaneous: 35

I. Community Outreach (Benefits Community):

A. Accounting/Business

1. Robert Bartelli and Cathy Kibler gave a presentation over Macroeconomics Issues in Health Care and Basic Accounting Concepts to the Leadership Staff of Labette Health on August 22, 2018.
2. Cathy Kibler serves as Treasurer for the Altamont United Methodist Church.
3. The Phi Beta Lambda Organization collaborated with a local business by creating and administering a survey for a potential Family Fun Center being constructed in Parsons.

B. Business Administrative Technology

1. Lori Ford gave a presentation on resumes and application letters at the Regional PBL Leadership Conference in November.
2. Lori Ford was a judge in the video event at the PBL Regional Leadership Conference.

C. Dental Assistant

1. Dental Assisting Club participated in the Kids Fall Fest donating toothbrushes, toothpaste, and sugar free gum.
2. Donor Luncheon Table Décor participant (Nov. 18).
3. Dental Assisting Club volunteered at KMOM (free dental clinic) at Pitt State in April.
4. Dental students assisted CHCSEK with dental screenings around SEK in the fall.

D. Graphic Design Technology

1. Graphic Design Club participated in the Kids Fall Fest with Pumpkin Bowling.
2. Graphic Design Club volunteered at the SGA Meal Packing Event.
3. Melissa Kipp served as a Digital Video Production judge for the Kansas PBL Fall Leadership Conference.
4. Melissa Kipp served as a 2018 Cherokee County Fair 4-H photography judge.

E. Library

1. The Library advised the Chetopa Historical Museum on the purchase of a digital microfilm reader/printer.

F. Math/Physics/Engineering

1. Ralph Gouvion gave a presentation over Basic Data Analyses to the Leadership Staff of the Labette Health Medical Center.

G. Nursing

1. Bruce Bowles and Sherry Simpson attended a Career Fair at Galena High School on November 2, 2018 and presented to approximately 80 high school students about nursing as a profession and the nursing education program at LCC.

H. Radiography

1. Radiography Club participated in the following community events: Dig Pink Night with Volleyball-10/3/19, Mercy-Joplin Heart Walk-9/29/18, LCC Blood Drives-10/22/18-10/23/18 & 2/19/19 & 2/20/19, Kid's Fall Fest-10/30/18, LCC Donor Luncheon Table-11/8/2018, Packing Meals Event-11/6/18, Health Science Career Conference-11/8/18, LCC Cares Homecoming & Paint the Campus event, Heart Awareness Feb. Bulletin Board, Teddy Bear Clinic for Curious Minds-4/6/19, CDH Awareness.
2. Gale Brown spoke about the LCC Radiography Program for the Parsons Rotary Club on 3/21/19.
3. Gale Brown assisted the Communications Department at their "Be a Hero" event at the Remnant Café on 5/4/19.

I. Respiratory Therapy

1. 11/8/2018 Donor Luncheon Table Décor participant.
2. 11/8/2018 Respiratory Therapy student, Issac Younis, spoke at Donor Luncheon.
3. 1/23/2019 Kara Good taught ventilator course to second year nursing students.

J. Workforce Education

1. Offered Yoga, Zumba, and Weightlifting classes for community members.
2. Company Officer Academy was added to the end of fire school for area firefighters to attend.
3. Held the 32nd Annual Fire School.
4. Held Manufacturing Day.

K. Admissions

1. Student Ambassador Organization implemented a Community Service Project by collaborating with Garfield Elementary School in USD #503 to provide college student volunteers to listen to elementary aged students read and help with necessary adult supervision that was lacking such as office work and monitoring the playground.
2. Admissions Director assisted the Jobs for America's Graduates (JAG-K) Regional Director in planning the annual JAG-K Conference/Competition. LCC's Main Campus played host to over 100 area high school students.

3. Admissions Director was a guest speaker for the Parsons Chamber of Commerce monthly “Lunch and Learn” regarding Communication in the Workplace.
4. Provided Academic Advising for general public
5. Participated in Kids Fall Fest
6. Helped with annual Red Cross Blood Drive
7. Organized and Executed “Cardinal Crawl” Business Showcase event.

L. Athletics

1. Delivered Christmas trees and helped pack Stella Wells food baskets
2. Worked the Sunbelt Special Olympics Rodeo
3. Worked the Catholic School Auction
4. Worked the LCC Cardinal Auction
5. Coordinated the addition of SEK Elite Wrestling Club
6. Volunteered field maintenance for the Babe Ruth District Tournaments
7. Volunteered time at Giving Tuesday
8. Cleaned up and served for the Donor Appreciation Luncheon and Cardinal Citee Reception

M. Case Management

1. Assisted with the Southeast Kansas Regional Jobs for America’s Graduates Kansas Career Development Conference by escorting judging to their event locations and by judging a math competition.
2. Volunteered at the meal packaging event at LCC
3. Helped with Annual Red Cross Blood Drive
4. Helped with the Kids’ Fall Fest

N. Financial Aid

1. FAFSA assistance at Parsons High School
2. FAFSA assistance at St. Paul High School
3. FAFSA assistance at Baxter Springs

O. Military Connected Students Services

1. Student Veterans Organization hosted the 1 Day 22 Souls: Veteran Appreciation Day to bring awareness to Veteran related issues and Veteran Suicide.
2. Student Veterans Organization provided Christmas Cheer on Christmas Eve with Vests Helping Vets event where the student veterans went to local nursing homes to meet with veterans and bring them a small gift.
3. Coordinator assists Veteran community members in understanding the military education benefits.
4. Coordinator provided resume and cover letter reviews for a veteran community members to translate military experience to civilian experience.

P. Student Life

1. CAB sponsored LCC Movie Nights and free popcorn on campus to coincide with Movie Nights.
2. CAB sponsored the annual LCC (students and staff) Kansas City Chiefs trip.
3. Dental Assisting Club assisted with community dental screening at local elementary schools.
4. Dental Assisting Club volunteered at the Kansas Mission of Mercy Dental Clinic.
5. Gay Straight alliance visited the Equality and Trans House in Topeka, as well as, the Brown vs. Board of Education Museum.
6. Graphic Design Club attended KCCTE Conference in Pittsburg and took an Art and Design Field Trip to Bentonville, AR.
7. PBL raised money for the March of Dimes.
8. Radiography Club assisted with a Teddy Bear Clinic / Curious Minds in Parsons
9. Radiography Club assisted with the SVO 22 Souls Event at Forest Park.
10. Radiography Club hosted and assisted with several cancer awareness events throughout the year.
11. Radiography Club offered several information booths related to the science and diseases associated with radiography.
12. SGA and CAB sponsored "Color Campus for a Cure" events during Homecoming Week.
13. SGA and CAB sponsored fall and spring Welcome Week and Finals Frenzy.
14. SGA and CAB sponsored Homecoming Week events and coronation ceremonies.
15. SGA gathered printing cartridges to recycle.
16. SGA hosted a meal-packaging event that yielded over 10,000 meals to fight world hunger.
17. SGA hosted an LCC Employee Appreciation Day.
18. SGA hosted CORE Meetings for club/organization advisors to communicate and share all necessary information needed for a successful school year.
19. SGA hosted Kids Fall Fest for community families to enjoy safe Halloween activities.
20. SGA managed two community blood drives for the Red Cross.
21. SGA raised $450 to donate to Rise for Hunger Meal Packaging Event.
22. SGA sponsored a fall and a spring Student Organization Fair.
23. SGA volunteered at Dinner on 17th for the community.
24. SGA/CAB and the Admissions Department hosted the Cardinal Crawl, a local business showcase on campus.
25. SGA/CAB held a candy bar fundraiser to generate donations for Rise for Hunger Meal Packaging Event.
26. SGA/CAB hosted an LCC Student Appreciation Day.
27. SGA/CAB hosted the annual LCC Awards Ceremony.
28. Student Ambassadors hosted several recruitment and enrollment days.
29. Student Nurse Organization donated Christmas gifts to Parsons State Hospital.
30. Student Nurse Organization donated money to Mercy Hospital for needed equipment.

31. Student Veterans Organization hosted Ruck March/Live Carving for 22 Souls Event at Forest Park.

Q. Student Success Center

1. Provided resume and cover letter reviews free of charge to community members
2. Conducted mock interviews for area high school students interested in applying to LCC's health science programs
3. Staged a Health Sciences Careers Fair free of charge for members of the public interested in applying to LCC's health science programs

R. Student Support Services

1. Director and Assistant volunteer extensively with Stella Wells registration and distribution

S. Talent Search

1. For FY18, Talent Search continued its tutoring project in the following high schools:
    a. Southeast High School
    b. Oswego High School
    c. Pittsburg High School
2. For FY18, Talent Search continued its mentoring project in the following high schools:
    a. Columbus High School
    b. Southeast High School
    c. Oswego Middle School
    d. Oswego High School

T. Public Relations

1. PR Department volunteers at the annual Katy Days events and assists with marketing
2. Marketing consultation to Katy Days committee
3. PR Director serves on St. Patrick's Catholic School, and school auction committee and CYM sponsor.
4. Graphic Designer serves on many committees including technology communication/marketing/fundraising, community outreach and children's Church at Covenant Harvest Church.
5. Attend and Present at Parsons Chamber Lunch & Learn series
6. Present at local civic organizations-Soroptimist, Kiwanis

II. Facilities:

A. Workforce Education

1. Workforce completed the Workforce Training Center and began holding classes there in March.

B. Finance & Operations

1. Workforce Training Center Renovations
2. Begin renovations on the Event Center
3. Gallery Storage extended and lighting added
4. Chiller RFP and bids
5. Elevator Repair Zetmeir Building-cylinders repacked
6. Patching Gym roof and Student Union Building roof
7. Cabinets added for Dental lab at Cherokee
8. Added outlets in Dental and Biology classrooms
9. Repaired sign and 14 light poles at Cherokee
10. Carpeted Exercise Science office
11. Remodeled military lounge
12. Painted Business Office/Admissions and lobby
13. Carpeting replaced in student lounge
14. Added protective netting on softball dugout and painted/repaired siding on dugout
15. Began renovations of the second floor women's restroom in the Hughes Building

C. Athletics

1. Refinished Gym Floor
2. Working on wireless scoreboard and sound system
3. Replacing red curtain in gym
4. Continue meeting phase two of Capital Campaign (Athletic Facility)
5. We must get storage buildings for baseball/softball for equipment storage
6. Continue to maintain athletic fields with fundraised dollars
7. Continue to maintain older equipment and irrigation to keep fields save for collegiate competition.

D. Case Management

1. Updated the advising center to provide a more calming and relaxing environment so students feel more at ease when waiting for advising or receiving counseling services. The case manager has a child's size table and chairs in the office so that when parents have to bring their young children in while they enroll, the children have a place to sit and color or play with the case manager's toys.

E. Military Connected Student Services

1. Established Military Lounge for military connected students with 4 computers, study area, and VA work-study space.

F. Student Life

1. Planning is in process to replace all furniture in Student Lounge during summer 2019.

G. Public Relations

1. Keep offices clean and professional in appearance
2. Relocated photography studio to building 1229, allowing for more space.

III. Grants:

A. Library

1. The Library received a Materials Delivery Grant of $2012 from the Southeast Kansas Library System for their interlibrary loan activity.

B. Nursing

1. Nursing received and managed a Kansas Nursing Initiative Grant for $67,091.48.
2. Nursing received and managed a Faculty Development KNI Grant for $4525.

C. Workforce Education

1. Received a Perkins Non-Traditional Grant for $22,600.

D. Student Support Services

1. Awarded 85 College Completion Grant awards to eligible SSS participants, totally $67,852 who met program requirements and demonstrated satisfactory progress toward their educational goals.

E. Talent Search

1. The project exceeded its grant objectives for the 2018-2019 grant year with 559 participants and a 97.8% graduation rate for its high school senior class, totaling 93 out of 95
2. 100% of all project participants grades 6 through 11 advanced to the next grade level
3. 97.8% of the 2019 senior class graduated with two students electing to finish coursework to complete graduation requirements prior to August 31, 2019
4. 92.8% of FY19 high school participants were engaged in a rigorous program of secondary study.

F. Foundation & Alumni

a. Wrote and secured $30,000 grant from PACF for Athletic Complex Campaign

IV. Honors/Special Recognitions:

A. Library

1. Scotty is the new chair of the Two-Year Library Directors Council (TYLDC).
2. Scotty worked with the Mountain Plains Library Association's Awards Committee to determine this year's award winners.
3. Scotty serves on the Mountain Plains Library Association's Continuing Education Committee.
4. Scotty serves on the Kansas Council of Academic Library Deans and Directors' (KCALDD) Instructional Initiatives Committee.

B. Radiography

1. Ashley Moore received the Distinguished Faculty Award on April 29, 2019.
2. Gale Brown received the Elaine Guy Award Distinction for Advising on April 29, 2019.

C. Athletics

1. 19 KJCCC All Conference Selections
2. 29 KJCCC Academic Selections 3.5 GPA
3. 16 NJCAA Academic All-Americans
4. 10 All Region VI selections
5. 4 NJCAA All-Americans
6. Honored two more individuals into the Athletic Hall of Fame

D. Case Manager

1. Elaine Guy Award of Distinction for Advising-Honorable Mention
2. Phi Theta Kappa Golden Apple recipient

E. Financial Aid

1. Staff member served as Chair of Leadership Labette
2. Staff member completed Leadership Labette

G. Military Connected Student Services

1. The following students were accepted in to SALUTE Veterans National Honor Society: Larry Deweese, Andrea Geiger
2. Military-Connected Student Services Coordinator was selected by Pittsburg Army Recruiting Center to attend the National Army Education Tor at Fort Benning, GA
3. Awarded Robert Perez with the Boots to Books Military Friendly Award

H. Student Life-SGA Honors

1. Top 20 Cardinal Award: Josh Elliott, Daniel Hefley, Connor O'Hara, Kelsey Reeves, and David Wilson

2. Student Organization Service Awards-Gold: PTA, PTK, Radiography Club

I. Phi Beta Lambda Honors

1. Kansas State PBL: Chandler Gravett, 1st place Business Law, 1st place Public Speaking, Who's Who in Kansas PBL; Carolyn Cassel: 2nd place Business Law, 3rd place Accounting Principles
2. National Conference PBL: Chandler Gravett, 7th place Public Speaking, 10th place Business Law; Abigail Ford, 9th place Marketing Concepts

J. Phi Theta Kappa Honors

1. Kansas/Nebraska PTK Group: Most Outstanding Chapter 2nd place, April 2019; Honors in Action Honorable Mention, April 2019; College Project 2nd place, March 2019; Sister Chapter Winner, March 2019; Service Award 2nd Place, March 2019; Great Idea Award Winner, March 2019
2. International PTK – Group – Five Star Chapter, March 2019; REACH Award Winner, March 2019
3. International PTK – Individual – Distinguished Chapter Officer Team Winners: Robert Armstrong, Stephanie Bush, Amber Helwig, Henrike Kattoll, Nicole Smith
4. KACCT – All Kansas Academic Team: Sarah Rightmer and Lora Tanner
5. Kansas/Nebraska PTK: Sarah Rightmer, Distinguished Chapter Officer Award Winner, Achievement in Literature-Research Award Winner and Achievement in Literature-Create Award 4th place; Robert Armstrong, Distinguished Chapter Officer Award Honorable Mention; Lora Tanner, Distinguished Chapter Member Award Winner; Mallorie Keltz, Achievement in Literature – Creative Award Winner; Ashley Stickholm, Achievement in Literature-Research Award, 4th place.

K. Radiography Club Honors

1. KSRT 2019: Cheyenne Thomas, 2nd Place Anterior Oblique Ribs; Samantha Sullivan, 2nd Place Sunrise Patella; Shelby Gilstrap, 2nd Place Team; Jennifer Campmier, 2nd Place Team; Rachel Dare, 2nd Place Team; Darby Dillman, 2nd Place Team

L. Student Success Center

1. Recognized two Peer Tutors as Tutors of the Year: Emmalee Handshy, Kelsey Reeves

M. Student Support Services

1. Recognized six SSS participants as Scholars of the Month: Sarah Rightmer, Carolyn Cassel, Shay Imhoff, Tia Barney, Michelle Vogts, Harmoney Woods
2. 51 Student Support Services participants recognized on the President's and Dean's Honor Rolls.
3. 43 Student Success Services participants graduated with Certificates or Associate Degrees.

N. Foundation & Alumni

1. Held Donor Appreciation Luncheon and presented the Van Meter Outstanding Alumni Award
2. Held Cardinal Citation Award reception and award presentation

V. New Equipment/Supplies:

A. Dental Assistant

1. Donations from local doctors and income from our partnership with Dental Career Institute provided us with the funds to have 2 dental ops and 1 large supply cabinet custom built to match our other cabinetry in the dental lab.
2. New Pedo Dexter has enabled the students to take x-rays on a pediatric patient.
3. New Statim has shortened the time required to sterilize dental instruments which has been helpful during hands on activities in the dental lab.

B. Radiography

1. A SuperTech articulating elbow x-ray phantom was purchased for the energized lab.

C. Workforce Education

1. Workforce purchased welders, a plasma table, virtual welder, press brake and welding supplies for the Workforce Training Center (WTC).
2. Purchased furnishings for WTC.

D. Finance & Operations

1. Barracuda Spam Filter replacement purchased and configured (will be switched to live mode this summer)
2. Significant Platform Upgrades to JICS, EX, and SQL
3. SAN (Storage Area Network) upgrade and Install
4. Replaced all of the physical host and controllers that house the Virtual Machine Servers
5. Implemented Herring Bank System for ID Cards and Student Refunds Electronically
6. Implemented Accuplacer Next Gen
7. Purchased a Wide Format Printer and Cutter to be used by the Print Shop, Graphic Designs, and Public Relations

E. Admissions

1. Pens/Pencils
2. Drawstring Backpacks
3. Fanny Packs
4. Clothing Apparel
5. Stainless Still Tumblers
6. Wireless Earbuds

F. Athletics

1. Purchased new net system for volleyball
2. Purchased new washer for laundry room

3. Continue to aerate and over seed fields each year
4. Lights repaired again at baseball field
5. Purchased infield dirt for baseball field
6. Purchased new irrigation pump for baseball field

G. Case Management

1. New futon couch and small children's table and chairs
2. Sound machine in the outer office to help ensure privacy while advising

H. Student Success Center

1. Planners for College Success Skills Students
2. Textbooks for Debbie Groff Memorial Book Scholarship library

I. Student Support Services

1. Digital Pens
2. Staff Computers
3. Laptops for Student Use
4. Textbooks for Debbie Groff Memorial Book Scholarship library

J. Public Relations

1. 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.
2. Purchased new lighting for photography area

VI. New Initiatives:

A. Business Administrative Technology

1. Students in Office Procedures were given the opportunity to create a digital notebook using Microsoft OneNote instead of submitting the traditional, physical notebook.
2. Students in Office Procedures were given an assignment using Google Sites to create a web page for a class website.
3. Lori Ford used Microsoft OneNote to create a web-based digital notebook for Computer Concepts & Applications. This digital notebook contains lesson plans, handouts, and links; it is stored in the cloud and is shared with CCA adjunct faculty.
4. Lori Ford used the Online Meeting feature in RedZone to conduct an experimental online meeting with students.

B. Radiography

1. Ashley Moore, Tammy Kimrey, and Gale Brown toured Children's Mercy in Kansas City, MO on 3/18/19 and the program seeking to create an affiliation partnership for their students' to attend pediatric clinical rotations at their facility.

C. Finance & Operations

1. Developed an Accessibility Campus Plan and training schedules
2. Completed the first full year of the online bookstore through MBS.

D. Admissions

1. Planned and executed a "New Student Orientation" event in collaboration with Student Support Services and Student Life Departments
2. Attended the "Young Adult Youth Summit" event hosted by Southeast Kansas Works to promote LCC
3. Updated the website's Virtual Campus Tour with the Public Relations Department
4. Expanded recruiting territory to cover several stops in Northwest Arkansas

E. Athletics

1. Hired an assistant volleyball coach
2. Hired an assistant baseball coach
3. Continue to raise funds for athletic Capital Campaign

F. Case Management

1. Presentations to the Health Science programs before classes begin so that the students and/or instructors new what the Case Manager position does as well as providing an introduction so that students were familiar with who the Case Manager is in case they needed assistance during a trying time. Also presented about the negative effects of stress

G. Military Connected Student Services

1. Hired new work-study student for 2018-2019 academic year
2. GreenZone training for faculty and staff to better understand the military-connected students on campus.
3. Established Military Leave of Absence procedures for service members called to duty

H. Student Success Center

1. Implemented Zoom online meetings for tutoring to reach distance education students
2. Hired degreed health science graduates from LCC to serve as peer mentors and academic coaches for current health science students

I. Student Support Services

1. Provided access to NCLEX-RN preparatory materials for SSS participants who completed their second year of LCC's Nursing program
2. Provided access to NCLEX-PN preparatory materials for SSS participants who completed their first year of LCC's Nursing program
3. Provided access to practice TEAS tests for SSS participants who are in the process of applying to health science programs at LCC
4. Hosted FAFSA completion event to assist SSS participants to complete the FAFSA earlier

J. Talent Search

1. Expanded its mentoring projects into Columbus High School
2. Expanded distribution of program newsletter to include participating district Superintendent's and all LCC faculty and staff via new online issue of document

K. New Initiatives

1. New viewbook design
2. Social Media manager
3. Website Content Administrator
4. Partnered with Admissions staff to help recruiting efforts by attending recruiting fairs
5. New brochure design
6. Relocated and updated photo studio area
7. Live stream via social media commencement activities and HS pinnings.

VII. New/Revised Curriculum:

A. Academic Affairs

1. Curriculum changes were made in the following academic areas:
    a. Accounting/Business Administration
    b. Art
    c. Athletic Training
    d. Biology
    e. Chemistry
    f. Communication
    g. Computer Science
    h. Early Childhood Education
    i. Economics
    j. Education
    k. English
    l. Exercise Science
    m. General Education
    n. Health
    o. History
    p. Math/Engineering/Physics
    q. Nursing
    r. Physical Education
    s. Pre-Pharmacy
    t. Pre-Professional
    u. Psychology
    v. Radiography
    w. Social Science/Social Work
    x. Welding

B. Accounting/Business

1. Robert Bartelli and Cathy Kibler revised both the Accounting and Business Administration degree programs to reflect the 60 credit hour transfer requirement.

C. Business Administrative Technology

1. Lori Ford revised curriculum in Word Processing, Computer Concepts & Applications, and Spreadsheets courses to reflect the Office 2016 version.

D. Dental Assistant

1. The program has changed from an 11 month program to a 10 month program due to changing DNAS 140 into a hybrid class.

E. Library

1. Scotty created a one-hour Research Skills course.

F. Radiography

1. The program revised the Methods of Evaluation for all Clinical Training Course Syllabi (I-V).

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

A. Accounting/Business

1. The LCC Phi Beta Lambda Chapter hosted the Kansas State Fall Leadership Conference on November 3, 2018.
2. Cathy Kibler served on the LCHS Business Department Advisory Committee for the academic year.

B. Dental Assistant

1. Leigh Ann Martin attended MSSU's dental hygiene advisory meeting in April.

C. Library

1. Scotty assisted with research on the roles and strengths of teaching academic librarians and fake news and on research on the teaching practices of community college librarians.
2. Scotty created a survey for the Instructional Initiatives Committee of the Kansas Council of Academic Library Deans and Directors about the various methods of Information Literacy instruction across the state. The survey revealed, among other things, that six out of the eighteen respondents had credit-bearing courses. Of those credit bearing courses, 75% of them were 1 credit, 12.5% were 2 credits, like LCC, and 12.5 of them were 3 credit hour courses. One university, Washburn, has an entire Information Literacy minor. Twenty-Five percent of the courses are only offered online and the rest are offered in online and on-ground formats.
3. Assisted a library faculty member from California State University Channel Islands in their research about academic library directors.

D. Nursing

1. Dee Bohnenblust served on the following boards and committees: Labette Health Board of Trustees, Labette Center for Mental Health Services Board of Directors, Irene Ransom Bradley School of Nursing Pittsburg State University Advisory Board, Emporia State University Nursing Advisory Committee, LCHS Health Science Careers Advisory Committee, Kansas Commission for Nursing Education and Practice Board.

E. Radiography

1. Radiography Program Advisory Committee meetings for FY19 was held on September 14, 2018 and March 27th, 2019.

F. Respiratory Therapy

1. 10/16/2018 Respiratory Therapy Fall Advisor Meeting.
2. 11/17/2018 Kara Good attended the Columbus High School Health Science advisory meeting.
3. 2/7/2019 Staff from Cox South, Springfield, Missouri visited with second year students. Result was two students being hired by Cox South.

4. 3/22/2019 Respiratory Therapy Spring Advisory Meeting.
5. 3/28/2019 Staff from St. Francis, Tulsa, Oklahoma visited with second year students. Result was new clinical affiliation.

G. Workforce Education

1. Held the following advisory meetings: Fire School, Allied Health, Diesel Technology, and Welding.

H. Admissions

1. Retention Committee
2. LCC Auction for Scholarships Committee
3. Soroptimist International
4. Beta Sigma Phi Sorority
5. Psychology Faculty and Case Manager Hiring Committees (Admissions Assistant)

I. Athletics

1. Held PHS baseball events
2. Worked field maintenance for the 10 and 12 year old Babe Ruth District Tournaments
3. Head Coaches have spoken at civic and church events
4. Worked closely and volunteered for events at Parsons Recreation Center to promote youth activities

J. Case Management

1. Member of Labette County Family Coalition-this allows the Case Manager to know about services and programs within the county that our students and their families could benefit from. Also, provides a LCC presence during the meetings since many of the coalition members are service providers for young families and may need a resource for young parents thinking about returning to college.
2. Co-presented about various social work possibilities with a Pittsburg State University social work student to the Psychology classes here on LCC campus. This presentation helped promote the social work program here at LCC and PSU and was planned as part of PSU student's community project. The case manager worked with the Vice President of Student Affairs to arrange the classroom presentation. This presentation benefitted the community by encouraging students to consider the job opportunities available with social work degree especially in the Southeast Kansas Region.

K. Financial Aid

1. Partner with Garfield to provide workstudy students to help with their after-school program.

L. Military Connected Student Services

1. Coordinator works with area VA Community Based Outpatient Clinic for resources and referrals for student Veterans
2. Coordinator serves at the Point-of-Contact for the Army ConAP (Concurrent Admissions Program) for local Army Recruiting at LCC
3. Coordinator serves at Chair of the Military Friendly Committee
4. Coordinator serves as a non-voting member of Curriculum and Instruction
5. Coordinator serves on Diversity Committee

N. Student Affairs

1. LCC Pantry received donations from ministerial alliance as well as other community organizations

O. Student Success Center

1. 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
2. Coordinator works with Financial Aid and the LCC Foundation to collect, aggregate, and prepare applications for review by the LCC Foundation Scholarship Selection Committee

P. Student Support Services

1. Director serves as chair of the Retention Committee, serves as a member of the Performance Agreement Committee, a non-voting member of Curriculum and Instruction, and as president of the Professional Staff Group
2. Academic Advisors serve on the Retention Committee, the Diversity Committee, Professional Staff Group, Distance Education, and the Caring Cardinal Committee
3. Program Assistant is a member of the Educational Support Staff group and Special Employee Recognition committee

Q. Foundation & Alumni

1. Partnered with the Parsons Area Community Foundation to participate in Giving Tuesday. $9,356 was raised for the Arts Endowment and $2,868 was raised for Athletics Endowment.
2. Participated in Athletic Hall of Fame – provided information table, visited with alumni, provided campus tour and assisted Athletic Director with details of event and award presentations.
3. Organized free English Lecture Series to area middle school, high school, college teachers through the Gribben Endowment Fund.
4. Lead many campus tours.

IX. Professional Development:

A. Accounting/Business

1. Cathy Kibler hosted the Phi Beta Lambda State Fall Leadership Conference held at LCC on November 3, 2018.

B. Business Administrative Technology

1. Lori Ford attended Mountain-Plains Business Education Association Conference in Omaha in June.
2. Lori Ford passed the Microsoft Office Specialist certification exams in Word and Excel in October.

C. Dental Assistant

1. Leigh Ann Martin attended the ADEA Allied Dental Program Directors' Conference June 2-5, 2018.
2. Leigh Ann Martin passed the Restorative I Expanded Function certification exams in November 2018.
3. Leigh Ann Martin was a Silent Observer at a CODA site visit in Renton, WA in April.

D. Graphic Design Technology

1. Melissa Kipp attended the Pittsburg State Graphics and Imaging Technologies 2018 Fall CTE Workshop on After Effects.

E. Library

1. The entire library staff are members of the Kansas Library Association and serve on various committees.
2. Scotty and Phylis are members of the American Library Association.
3. Scotty attended the American Library Association Mid-Winter Conference in Seattle.
4. Hillary attended the Word Accessibility workshop.
5. Phylis, Hillary, and Scotty attended the Southeast Kansas Library System Academic Workshop on Wikipedia and setting up archives.
6. Phylis, Hillary, and Scotty attended webinars to prepare for the new upgrade on the library's integrated library system.
7. Scotty attended the annual College and University Libraries Section of the Kansas Library Association annual conference in Emporia.

F. Nursing

1. September 20, 2018, Kim Beachner attended the Kansas City Healthcare Simulation Conference. This conference provided simulation and debriefing best practices.
2. October 4 & 5, Kim Beachner attended the ACEN (Accreditation Commission for Education in Nursing) Conference in Orlando, FL. This conference provided up to date information on accreditation changes for the Nursing Dept.

3. October 25-26, 2018, Kim Beachner attended the annual KCADNE Fall Forum in Wichita. Topics discussed were; Pharmacology Facts and How They Relate to Your Health. Four Hot Topics in Health Today presented by nationally known speaker and nurse educator Barb Bancroft.
4. November 9-11, 2018, Kim Beachner attended OADN (Organization for Associate Degree Nursing) Convention, Population Health: A Vision for Nursing Education, in Philadelphia, Pennsylvania.
5. December 3, 2018, Kim Beachner attended Mental Health First Aid at Labette Center for Mental Health and became certified for 2 years.
6. March 8, 2019, Kim Beachner attended the 2019 Labette Health Trauma Conference which provided up to date education on trauma care in rural America.
7. November 9-11, 2018, Cheryl Smith, Julie Page, Bruce Bowles, Miranda Plumlee, & Kathi Bennett attended OADN (Organization for Associate Degree Nursing) Convention, Population Health: A Vision for Nursing Education, in Philadelphia, Pennsylvania.
8. September 20, 2018, Bruce Bowles attended the Kansas City Healthcare Simulation Conference. This conference provided simulation and debriefing best practices.
9. October 4 & 5, Bruce Bowles attended the ACEN (Accreditation Commission for Education in Nursing) Conference in Orlando, FL. This conference provided up to date information on accreditation changes for the Nursing Dept.
10. September 20, 2018, Cheryl Smith attended the Kansas City Healthcare Simulation Conference. This conference provided current best practices in simulation.
11. October 4, 2018, Cheryl Smith attended the AWHONN Webinar, Neonatal Skin Care: State of the Science and Ongoing Challenges. This webinar provided information on the current best practices for neonatal skin care.
12. Cheryl Smith attended the KCADNE Conference Fall Forum in Wichita Kansas.
13. Cheryl Smith attended the OADN Convention, Population Health a Vision for Nursing Education in Philadelphia, PA., November 9-11, 2018.
14. Cheryl Smith attended Mental Health First Aid at Labette Center for Mental Health on December 3, 2018, and became certified for 2 years.
15. Cheryl Smith: Green Zone Training completed 2-26-19. Attended ACEN Self-Study seminar in Atlanta Georgia March 13-15, 2019.
16. Cheryl Smith was a keynote speaker at the Mosaic Partners in Possibilities Fundraiser on April 24, 2019.
17. October 25/26, 2018, Bruce Bowles, Dee Bohnenblust, Jill Coomes, Cheryl Smith, Julie Page, Kathi Bennett, and Miranda Plumlee attended the annual KCADNE Fall Forum in Wichita.
18. December 3, 2018, Cheryl Smith Miranda Plumlee attended Mental Health First Aid at Labette Center for Mental Health and became certified for 2 years.
19. September 20, 2018, Kathi Bennett attended the Kansas City Healthcare Simulation Conference. This conference provided simulation and debriefing practices. October 4-5, 2018, Kathi attended the ACEN Fall Forum conference in Orlando, FL. where pertinent information was provided on accreditation

processes. October 25-26, 2018, Kathi attended KCADNE Fall Forum in Wichita, KS. November 9-11, Kathi attended the OADN conference in Philadelphia, PA.

20. Kathi presented at the Faculty/Staff meeting on January 9, 2019 on the use of numbered cards to assess student understanding of NCLEX style questions in the classroom.
21. Dee Bohnenblust – ADA in the Classroom (11/29/18), American Psychiatric Nurses Association: Community Practice (10/4/18), NCLEX Program Reports Seminar 101 and 201 (10/19/18), ACEN Program Administrator Workshop (3/13/19), ACEN Self-Study Forum and Post Session (3/14-15/19), Kansas Hospital Convention (9/6-7/19), Nurse Educator Institute (4/12/19).
22. Julie Page – 9/20/18 attended the Kansas City Healthcare Simulation Conference. This conference provided simulation and debriefing best practices; 10/4 & 10/5/18 attended the ACEN (Accreditation Commission for Education in Nursing) Conference in Orlando, FL.10/25 & 10/26/18 attended the annual KCADNE Fall Forum in Wichita. 11/9-11-11-18 attended OADN (Organization for Associate Degree Nursing) Convention, Population Health: A Vision for Nursing Education, in Philadelphia, Pennsylvania, 3/8/19 attended the 2019 Labette Health Trauma Conference which provided up to date education on trauma care in rural America.
23. Jill Coomes attended a webinar by Nurse Tim covering Opioid Addiction: Action steps for Nurses, and Opioid Addiction: Facts, Fiction and Nursing Bias on August 24 and 25, 2018. August-November, Jill assisted Researcher Gena Coomes from University of Missouri at Kansas City with her doctorial study for her dissertation for her Doctorate in Nursing Education. Gena's study, "Impact of Post Simulation Structured Debriefing on Clinical Reasoning Skills among Associate Degree Nursing Students: A Randomized Control Trial," took place at the LCC Simulation Center. Jill helped schedule all the in program Nursing Students in the simulation, and did the debriefing for the control group. Jill attended the 11th Annual Healthcare Simulation: Filling Your Tool Box: A Foundation for Simulation on 9/21/18. Attended Kansas Associate Degree Nurse Educator conference "Overview: Pharmacology: A Class Act" and "To Your Health" on 10/25 & 10/26/2019. Attended ACEN Self Study Forum on March 13-15 2019. Attended Nurse Educator Institute preconference day 1 Best Practices in Teaching and Learning in Clinical Simulation on 4/9/2019.

G. Physical Therapist Assistant

1. Trent McGown and Lisa Farris traveled with the PTA students to Wichita for the spring Kansas Physical Therapy Association conference on 4/11-4/12/19. A variety of educational topics in contemporary practice of physical therapy were presented. The KPTA also held a celebration of 50 years of the practice of PTA's and Trent McGown was recognized as the outstanding LCC PTA graduate.
2. Jimmie Wilson attended the Missouri Physical Therapy Association spring conference and board meeting in St. Louis on 4/11-4/13/19. The conference presented a variety of topics on contemporary practice of physical therapy. Jimmie

Wilson was recognized as an ongoing board member for 6 years of service. Jimmie Wilson was elected to the MPTA board as treasurer for a three year term.

H. Radiography

1. Gale Brown participated in the "ADA in the Classroom" training on 11/29/18.
2. Tammy Kimrey and Gale Brown completed the Accessibility workshop series from Butler Community College.
3. Gale Brown completed Green Zone Training- 1/2018.
4. Ashley Moore, Tammy Kimrey, and Gale Brown attended the West Coast Educator Conference in Orlando Florida on 2/5/19 – 2/9/19. (2nd year students also attended this national conference).
5. Ashley Moore, Tammy Kimrey, and Gale Brown attended the Kansas Society of Radiologic Technologist Conference in Wichita on March 28-29, 2019.

I. Respiratory Therapy

1. July 17-19, 2019, Kara Good attended the American Association for Respiratory Care Summer Forum, in San Antonio, TX. This is an annual seminar for educators and managers.
2. April 4-5, 2019, Jennifer Harding attended the Kansas Respiratory Care Seminar in Wichita, KS.
3. April 17-19, 2019, Jennifer Harding and Kara Good attended the Missouri State Respiratory Care conference in Osage Beach, MO.
4. January 8, 2019, Kara Good attended the Mental Health First Aid course held at LCC.

J. Workforce Education

1. The Workforce Director attended the Annual Workforce Innovation Conference.
2. Melissa Bruce attended accessibility training.
3. All workforce employees participated in Get Inclusive Training.

K. Admissions

1. Career Technical Education Recruiter attended the 2018 Kansas Association of Collegiate Registrar's and Admissions Officers (KACRAO) Annual Conference

L. Athletics

1. Attended KJCCC and Region VI meetings
2. Attended NJCAA annual meeting

M. Case Management

1. Attended the Annual Governor's Conference for social work training and the Missouri Symposium for social work advancement. These conferences focused on suicide prevention, stress management, self-care, and social/emotional skills.

N. Financial Aid

1. Attended FA webinars
2. Attended Federal Financial Aid Training
3. Attended KASFAA

O. Military Connected Student Services

1. Coordinator attended the Kansas School Certifying Workshop
2. Coordinator attended the Kansas Board of Regents Military Symposium
3. Coordinator attended K-State Research and Extension Grant Writing workshop.
4. Coordinator viewed webinar materials focused on best practices, trends, and issues for military-friendly colleges and transitioning military-connected students

P. Registrar

1. Attended KACRAO, KBOR Date Quality and Planning, Webinars for Enrollment Reporting

Q. Student Affairs

1. Vice President of Student Affairs is an active member of the Kansas Student Affairs Officers

R. Student Support Services

1. Advisors attended NACADA national conference, NASPA regional conference, Financial Aid training
2. Director attended AHEAD conference
3. Director and advisors attended and presented at Arkansas Student Affairs regional drive-in conference

S. Talent Search

1. Attended the Annual Governor's Conference for social work training and the Missouri Symposium for social work advancement. These conferences focused on suicide prevention, stress management, self-care, and social/emotional skills.

T. Public Relations

1. Attend local public relations forums/meetings
2. Serve on an Emergency Resource Management consortium

U. Foundation & Alumni

1. Served on Parsons Chamber of Commerce Board of Directors
2. Served on Lunch and Learn Committee
3. Attended quarterly meetings of Southeast Kansas Community College Development Directors and hosted the September meeting at LCC.

X. Special Recruitment Efforts:

A. Dental Assistant

1. Dental Assisting Club provided hands on opportunities for those interested in dental assisting at KU Camp Med at Pitt State in April.
2. Leigh Ann Martin attended the Riverton High School Career fair in November.
3. Leigh Ann Martin attended the Galena Career Fair in November.

B. Graphic Design Technology

1. Melissa Kipp provided program information during LCC's 8th Grade Days.
2. The Graphic Design Technology and Art Departments co-sponsored the 32nd Annual SEK High School Art Competition providing an opportunity for art and design students to showcase their talents and receive local recognition. Twelve area high schools were in attendance for the event which included a competition, a sidewalk chalk contest, and art/graphic design demonstrations.

C. Radiography

1. Gale Brown spoke to the LCHS Health Career Classes on 9/24/18.
2. On 11/2/18 Ashley Moore attended the Galena High School Career Fair.
3. 11/7/18, Gale Brown attended the Riverton High School Career Fair.
4. 11/19/18 Gale Brown attended the Prairie View High School Career Day in LaCygne, KS.
5. Gale Brown spoke to the Erie High School and Chanute High School Health Science students on 12/3/18.
6. Gale Brown presented to the Riverton, KS 8th Graders on 1/31/19.
7. Gale Brown attended the Girard High School Mock Interview Day – 4/17/19.

D. Respiratory Therapy

1. 11/2/18 Ross Harper attended the Galena High School Career Fair.
2. 11/7/18 Kara Good attended the Riverton Career Fair and Expo.
3. 11/6/18 and 11/7/18 Ross Harper attended the Career and Post-Secondary Expo in Hutchinson, KS.
4. 11/8/18 Ross Harper assisted with the Health Science Career Conference.
5. 12/3/18 Ross Harper visited with the Health Science class for both Erie High School and Chanute High School.
6. 4/3/19 Kara Good assisted with the TRIO day tours.

E. Workforce Education

1. Purchased new promotional items for welding including a billboard and tabletop signs.
2. Ross Harper and Melissa Bruce attended Labette County High School Welding competition.

F. Admissions

1. Hosted three 8th grade day events for middle schools in Labette, Cherokee, Neosho, and Montgomery Counties with approximately 500 students in attendance
2. Hosted a Senior Day event with 106 students in attendance
3. Hosted a Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO) College Planning Conference with representatives from 40 higher education institutions as visitors on campus and several high schools in attendance from Southeast Kansas.
4. Attended over 30 difference College Planning Conferences statewide
5. Hosted a Junior Day Event with 30 students in attendance
6. Hosted three Cardinal Enrollment Events for incoming freshman students to enroll with approximately 100 students in attendance
7. Hosted a Trio Day event for the LCC Talent Search
8. Provided area high schools with "After Prom" and "After Graduation" donations- both promotional items and scholarships
9. Attended high school awards ceremonies/banquets to present scholarship certificates to students planning to attend LCC in the Fall 2019.

G. Athletics

1. Continue to work with Financial Aid/Admissions to streamline the process of Financial Aid and Enrollment

H. Case Management

1. Provided advising and enrollment services during all special enrollment days as well as throughout the year. Informed students and parents of the case manager role on campus.
2. Co-presented about the various social work possibilities with a Pittsburg State University social work student to the Psychology classes here on LCC campus. This presentation helped promote the social work program here at LCC and PSU and was planned as part of PSU student's community project. The case manager worked with the Vice President of Student Affairs to arrange the classroom presentation. This presentation benefitted the community by encouraging students to consider the job opportunities available with a social work degree especially in the Southeast Kansas region.

I. Financial Aid

1. Presented and assisted students at all special enrollment days

J. Military Connected Student Services

1. Works with Army Recruiting for ConAP (Concurrent Application Program) to provide and present information for prospective students.

2. Provided information to Kansas National Guard for prospective National Guardsmen students

K. Registrar

1. Assisted with all special enrollment days

L. Student Affairs

1. Vice President of Student Affairs assisted with Apply Kansas Day at Parsons High School to assist high school seniors with college applications and financial aid applications.

M. Student Success Center

1. Coordinator presented and assisted with 8th Grade Days, Junior Day, Senior Days, Trio Day, and Cardinal Enrollment Days

N. Student Support Services

1. All staff presented and assisted with 8th Grade Days, Junior Day, Senior Days, Trio Day and Cardinal Enrollment Days

O. Talent Search

1. Talent Search completed 75.75% of its student recruiting by the end of the fall 2018 semester
2. Trio Day was held April 3, 2018 with 45 high school students participating (7% increase from previous year). 8 high schools were in attendance; 18 seniors enrolled full-time (28% increase from previous year), totaling 260 hours for the Fall 2019 semester; 2 seniors enrolled in Summer 2019 courses
3. Talent Search recruited 66 new participants in grant year 2018-19

P. Public Relations

1. Recruiting fairs for admissions department
2. Promoted and assisted with enrollment days
3. Assisted Admissions with on-campus Cardinal Experience days
4. Gained coverage with social media presence, Facebook, Twitter
5. Increase amount of press releases being released to area media
6. Increased attendance/locations of parade events

XI. Student Success

A. Accounting/Business

1. The following students placed at the Kansas Phi Beta Lambda State Conference held at Butler Community College in El Dorado, Kansas on February 23, 2019. Carolyn Cassel 2nd Place in Business Law, 3rd Place in Accounting Principles, 3rd place in Impromptu Speaking and Who's Who in Kansas Phi Beta Lambda; Abbie Ford 1st Place in Marketing Concepts, 1st place in Microeconomics, 3rd Place in Macroeconomics and Who's Who in Kansas Phi Beta Lambda; Chandler Gravett 1st Place in Business Law, 1st Place in Public Speaking and Who's Who in Kansas Phi Beta Lambda; Josie Smith 2nd Place in Client Service, 2nd Place in Help Desk, 2nd Place in Job Interview and Who's Who in Kansas Phi Beta Lambda.
2. Chandler Gravett served as the Kansas Phi Beta Lambda State President and Josie Smith was elected to serve as the Kansas Phi Beta Lambda Treasurer for the 2019-2020 school year.
3. Josie Smith received a "Top 20 Cardinal" award at the Student Awards Ceremony held on April 29, 2019.
4. Phi Beta Lambda was awarded the Bronze Service award at the Student Awards Ceremony held on April 29, 2019.

B. Graphic Design Technology

1. Kristin Stafford, Graphic Design Technology major, was the recipient of the John and Bonnie Latzer Student Art Award for the fall 2018 semester for his painting titled "Effervescent Sorrow."
2. Olivia Frazier, Graphic Design Technology major, was the recipient of the John and Bonnie Latzer Student Art Award for the spring 2019 semester for her digital wood carving illustration.
3. The Graphic Design Club received a Student Organization Silver Service Award at the 2019 SGA Awards Ceremony.

C. Radiography

1. The following students placed in the student competitions at the Kansas Society of Radiologic Technologist annual conference that was held in Wichita KS on March 28 & 29; Cheyenne Thomas-2nd place anterior oblique rib image, Samantha Sullivan-2nd place patella image, Shelby Gilstrap-2nd place in the Scientific Exhibit category and Rachel Dare-3rd place in the Scientific Exhibit category. Rachel Dare, Darby Dillman, and Jennifer Campmeir received 2nd place in the Raybowl team competition.
2. At the SGA Awards Ceremony on April 29th, 2019 the Radiography Club received 3rd Place Pop Tab Pro Award, 3rd Place Cardinal Point Recognition and Gold Status Service Award. Darby Dillman received a "Top 20 Cardinal Award" as well.

D. Workforce Education

1. Workforce's Instructional Assistant is also the welding advisor to assist students with the path they need to take to earn their certificate or their degree.

E. Case Management

1. Case Manager was recognized by name by several advisees in both College Success Skills course assignments for a "job well done" and within the Commencement Speech as directly quoted by the speaker acknowledging the case manager's support throughout her last year at LCC.

F. Military Connected Student Services

1. The following students were accepted in to SALUTE Veterans National Honor Society: Larry Deweese and Andrea Geiger
2. Six student Veterans completed their Associate degree and graduated LCC with a Military Honor Cord: Joshua Root, Andrea Geiger, Carolyn Cassel, Kimberly Petersen, Robert Armstrong, Rick Smith

G. Registrar

1. Successfully set up, organized and assisted in graduation ceremony
2. Awarded 239 degrees to 218 graduates. 21 earned more than one degree
3. Awarded 25 certificates

H. Talent Search

1. 72% of 2018 graduates enrolled in an institution of higher education in the Fall 2018 term, immediately following high school graduation.
2. 50% of high school participants who graduated in 2011 attained post-secondary credentials on or before August 31, 2018.

I. Public Relations

1. Ensure that all appropriate press is released when students compete, win, etc. in state and national competitions to promote student accomplishments
2. Help coordinate student centered events (work with admissions, student life)
3. Graphic Design Specialist teaches adjunct Graphic Design courses

J. Foundation & Alumni

1. Held 20th Annual Auction for Scholarships. It was the highest grossing auction in our college's history. We received donations of in-kind gifts with a total value of $37,904. The revenue from the auction was $53,323.97.
2. Supervised the continual improvements to Foundation Scholarship selection process. 209 students were awarded $105,879 in scholarships
3. Established agreement with Community Foundation of SEK, out of Pittsburg, to make a new annual scholarship available to LCC Students. The M.L. (Lee) & Noretta Caldwell Education fund will provide approximately $2,400 in LCC scholarships each year.

XII. Miscellaneous:

A. Accounting/Business

1. Phi Beta Lambda Advisor Cathy Kibler and Kansas State President Chandler Gravett attended the Phi Beta Lambda Career Connections Conference in New York City on October 25-27, 2018.

B. Dental Assistant

1. The Dental Assisting Club took a field trip to Delta Dental of Kansas in Wichita in April.
2. The Dental Assisting Club took a field trip to Edmonds Dental Lab in Springfield, MO in April.
3. Lunch & Learn with Francis Wilmes and students/staff regarding OSHA compliance in the dental field in October.
4. Lunch & Learn with Jerry Peterson and students/staff regarding 3M dental products/materials in November.

C. Library

1. The Facilities department planted flowers in the planters outside the Library during the Campus Clean-Up Day.

D. Radiography

1. Tammy Kimrey, Gale Brown, and six Radiography students participated with the Fall Campus Clean Up day on 9/19/18.
2. Gale Brown assisted with the Spring Campus Clean Up day on 4/24/19.
3. Second year Radiography students accompanied the program officials to the West Coast Educator Conference in Orlando Florida 2/5-2/8/2019.

E. Respiratory Therapy

1. 4/24/2019 Kara Good assisted with Spring Campus Clean-Up day.

F. Finance & Operations

1. Positive negotiations process with a mid-year, mutually agreed upon change necessary to start the welding program.
2. Received an unqualified opinion on the financial audit with no findings
3. Hired twenty employees and held new employee orientation/onboarding for each
4. Print Shop produced 1,054,234 copies
5. Three employee position transfers
6. Four long-term employees retired
7. Had 3,500 pounds of shredding done, which then is recycled, and we sent 900 pounds of paper to Class LTD to be recycled. This is a total of 4,400 pounds of recycling for the year.

G. Case Management

1. Took on advising role for various departments as their main faculty advisors left throughout the school year.

2. Assisted numerous students with the application process for the Student Support Services program to help ensure their success while at LCC.

H. Financial Aid

1. Made financial aid presentations at Nursing, PTA, Radiology and Respiratory Care orientations

I. Public Relations

1. Continue to assist in organization and implementation of Foundation events: Auction for Scholarships, Distinguished Alumni awards, Van Meter awards, Donor luncheon
2. Take photos at graduation/pinnings, special employee recognitions, cardinal café reception, retirements, some sporting events, allied health classes, auction for scholarships, and more.
3. Serve as committee members for the annual auction for scholarships
4. Serve on Enrollment Management Committee, program reviews

J. Foundation & Alumni

1. Received $703,802.35 in gifts for FY2019
2. Continued work on Athletic Complex Campaign, working closely with Hartsook consultant, Bud Cooper, and the Campaign Steering Committee.
3. Volunteered at LCC Food Pantry a number of times
4. Maintained and updated the Foundation & Alumni Facebook page
5. Continued email newsletter called “Campaign Insider” to stay in touch with donors, prospective donors, and friends. This is another tool to use in relationship cultivation.

Labette Community College
Student Satisfaction Inventory 2019

In Spring 2019, Labette Community College administered an internally developed Student Satisfaction Inventory to gauge student satisfaction with a variety of topics.

Demographic Information * Please note not everyone completed each question

	LCC Spring 2019	LCC Spring 2018	LCC Spring 2017
Total Respondents	227	278	243
Gender			
Male	40 (17.70%)	43 (15.47%)	40 (16.46%)
Female	181 (80.09%)	233 (83.81%)	202 (83.13%)
Transgender Male	1 (0.44%)	1 (0.36%)	1 (0.41%)
Transgender Female	0 (0%)	0 (0%)	0 (0%)
Genderqueer/Gender Non-Conforming	3 (1.33%)	0 (0%)	0 (0%)
Other	1 (0.44%)	1 (0.36%)	0 (0%)
Age			
17 or younger	8 (3.52%)	19 (6.83%)	5 (2.06%)
18-20	80 (35.24%)	93 (33.45%)	92 (37.86%)
21-24	33 (14.54%)	52 (18.71%)	40 (16.46%)
25-29	33 (14.54%)	30 (10.79%)	31 (12.76%)
30-39	41 (18.06%)	45 (16.19%)	42 (17.28%)
40-49	21 (9.25%)	30 (10.79%)	25 (10.29%)
50-59	11 (4.85%)	9 (3.24%)	7 (2.88%)
60 or older	0 (0%)	0 (0%)	1 (0.41%)
Current Class Load			
Full-time	146 (64.32%)	189 (67.99%)	171 (70.37%)
Part-time	81 (35.68%)	89 (32.01%)	72 (29.63%)
Course Location			
Main Campus	158 (69.60%)	206 (74.10%)	181 (74.49%)
Cherokee Center	39 (17.18%)	41 (14.75%)	33 (13.58%)
High School	7 (3.08%)	11 (3.96%)	7 (2.88%)
Online	104 (45.81%)	112 (40.29%)	78 (32.10%)

Participants were provided a series of statements and asked to respond on a scale of 1 to 5, with 5 being Strongly Agree and 1 being Strongly Disagree.

I would enroll at Labette Community College again.

	LCC Spring 2019	LCC Spring 2018	LCC Spring 2017
Strongly Agree	109 (48.02%)	148 (53.24%)	123 (50.62%)
Agree	87 (38.33%)	107 (38.49%)	99 (40.74%)
Neither Agree or Disagree	15 (6.61%)	15 (5.40%)	11 (4.53%)
Disagree	6 (2.64%)	6 (2.16%)	2 (0.82%)
Strongly Disagree	10 (4.41%)	3 (0.72%)	8 (3.29%)
Average Score	4.23	4.41	4.35

Survey Item	Change from 18 to 19	Spring 2019	Spring 2018	Spring 2017
Computer labs and science labs are kept up to date.	+0.15	4.01	3.86	4.02
The campus is adequately designed for handicapped students to easily maneuver between classes.	+0.15	3.90	3.85	3.79
I know what actions to take in an active shooter/intruder situation on campus.	+0.14	4.11	3.97	4.08
I feel the campus is safe and adequately lit after dark.	+0.10	3.89	3.79	3.75
There is adequate and safe parking available on or near campus.	+0.06	3.90	3.84	3.75
The campus is adequately equipped for students with disabilities.	+0.06	3.95	3.89	3.92
Access to mental health services is available if needed	+0.06	3.71	3.65	3.67
Classes are offered at a variety of times to fit almost any schedule.	+0.05	4.02	3.97	3.94
My advisor is knowledgeable of transfer procedures.	+0.02	4.23	4.21	4.23
The equipment for student use is kept up to date.	0.00	4.00	4.00	3.98
The financial aid staff is welcoming and willing to help me.	-0.01	4.00	4.01	3.99
I have access to career advice and information.	-0.04	4.12	4.16	4.10
It is easy to enroll in both on campus and online classes.	-0.05	4.24	4.29	4.25
The faculty and staff made me feel immediately welcome at LCC.	-0.05	4.29	4.34	4.33
The financial aid staff is knowledgeable and able to answer my questions.	-0.06	4.06	4.12	4.05
The campus is kept clean and well maintained.	-0.07	4.29	4.36	4.40
There are several convenient ways to pay my tuition.	-0.07	3.95	4.02	3.96
Uploading assignments for online classes is easy and explained fully.	-0.09	4.06	4.15	4.14
Instructors respond to emails and/or phone calls within a reasonable amount of time.	-0.09	4.03	4.12	4.17
I understand how to report any incidents of harassment or misconduct to the college administration.	-0.10	3.91	4.01	3.84

The process for completing financial aid was clearly communicated in the office and via letters and email.	-0.11	3.88	3.97	3.97
LCC's website (www.labette.edu) provides information that answers many of my questions.	-0.11	4.08	4.19	4.20
Grades are easily accessible to check at any time on the RedZone.	-0.12	4.40	4.52	4.49
The faculty are available to help students excel in their courses.	-0.12	4.11	4.23	4.26
Instructors are willing to help with any concerns that may arise.	-0.17	4.09	4.26	4.27
Administrators are available for questions and concerns of students.	-0.19	4.11	4.30	4.27
I am receiving a quality education at an affordable price.	-0.23	4.22	4.45	4.30

Labette Community College
OPERATIONAL PLAN
FY2019

ACADEMIC AFFAIRS CORE VALUE 1 OUTCOME 1A 4
STUDENT AFFAIRS CORE VALUE 1 OUTCOME 1A 8
FINANCE & OPERATIONS CORE VALUE 1 OUTCOME 1A 10
PUBLIC RELATIONS CORE VALUE 1 OUTCOME 1A 12
ACADEMIC AFFAIRS CORE VALUE 1 OUTCOME 1B 13
STUDENT AFFAIRS CORE VALUE 1 OUTCOME 1B 15
FINANCE & OPERATIONS CORE VALUE 1 OUTCOME 1B 17
PUBLIC RELATIONS CORE VALUE 1 OUTCOME 1B 18
ACADEMIC AFFAIRS CORE VALUE 1 OUTCOME 1C 19
STUDENT AFFAIRS CORE VALUE 1 OUTCOME 1C 20
FOUNDATION & ALUMNI ASSOCIATION CORE VALUE 1 OUTCOME 1C 22
ACADEMIC AFFAIRS CORE VALUE 1 OUTCOME 1D 23
STUDENT AFFAIRS CORE VALUE 1 OUTCOME 1D 28
FINANCE & OPERATIONS CORE VALUE 1 OUTCOME 1D 30
ACADEMIC AFFAIRS CORE VALUE 1 OUTCOME 1E 31
STUDENT AFFAIRS CORE VALUE 1 OUTCOME 1E 34
ACADEMIC AFFAIRS CORE VALUE 2 OUTCOME 2A 35
STUDENT AFFAIRS CORE VALUE 2 OUTCOME 2A 41
FINANCE & OPERATIONS CORE VALUE 2 OUTCOME 2A 42

PUBLIC RELATIONS CORE VALUE 2 OUTCOME 2A 43
ACADEMIC AFFAIRS CORE VALUE 2 OUTCOME 2B 44
STUDENT AFFAIRS CORE VALUE 2 OUTCOME 2B 45
FINANCE & OPERATIONS CORE VALUE 2 OUTCOME 2B 47
ACADEMIC AFFAIRS CORE VALUE 2 OUTCOME 2C 48
FOUNDATION & ALUMNI ASSOCIATION CORE VALUE 2 OUTCOME 2C 54
ACADEMIC AFFAIRS CORE VALUE 2 OUTCOME 2D 55
STUDENT AFFAIRS CORE VALUE 2 OUTCOME 2D 60
ACADEMIC AFFAIRS CORE VALUE 2 OUTCOME 2E 62
STUDENT AFFAIRS CORE VALUE 2 OUTCOME 2E 65
FINANCE & OPERATIONS CORE VALUE 2 OUTCOME 2E 66
ACADEMIC AFFAIRS CORE VALUE 3 OUTCOME 3A 67
FINANCE & OPERATIONS CORE VALUE 3 OUTCOME 3A 69
ACADEMIC AFFAIRS CORE VALUE 3 OUTCOME 3B 70
STUDENT AFFAIRS CORE VALUE 3 OUTCOME 3B 71
FINANCE & OPERATIONS CORE VALUE 3 OUTCOME 3B 72
ACADEMIC AFFAIRS CORE VALUE 3 OUTCOME 3C 76
STUDENT AFFAIRS CORE VALUE 3 OUTCOME 3C 80
FINANCE & OPERATIONS CORE VALUE 3 OUTCOME 3C 82
PUBLIC RELATIONS CORE VALUE 3 OUTCOME 3C 85
FOUNDATION & ALUMNI ASSOCIATION CORE VALUE 3 OUTCOME 3C 86
ACADEMIC AFFAIRS CORE VALUE 3 OUTCOME 3D 87
PUBLIC RELATIONS CORE VALUE 3 OUTCOME 3D 88
STUDENT AFFAIRS CORE VALUE 3 OUTCOME 3D 89

FINANCE & OPERATIONS CORE VALUE 3 OUTCOME 3D 90
ACADEMIC AFFAIRS CORE VALUE 4 OUTCOME 4A 97
STUDENT AFFAIRS CORE VALUE 4 OUTCOME 4A 99
FINANCE & OPERATIONS CORE VALUE 4 OUTCOME 4A 100
PUBLIC RELATIONS CORE VALUE 4 OUTCOME 4A 102
ACADEMIC AFFAIRS CORE VALUE 4 OUTCOME 4B 103
PUBLIC RELATIONS CORE VALUE 4 OUTCOME 4B 104
FOUNDATION & ALUMNI ASSOCIATION CORE VALUE 4 OUTCOME 4B 105
ACADEMIC AFFAIRS CORE VALUE 4 OUTCOME 4C 106
PUBLIC RELATIONS CORE VALUE 4 OUTCOME 4C 107
FOUNDATION & ALUMNI ASSOCIATION CORE VALUE 4 OUTCOME 4C 110
ACADEMIC AFFAIRS CORE VALUE 4 OUTCOME 4D 112
STUDENT AFFAIRS CORE VALUE 4 OUTCOME 4D 113
ACADEMIC AFFAIRS CORE VALUE 5 OUTCOME 5A 114
STUDENT AFFAIRS CORE VALUE 5 OUTCOME 5A 115
ACADEMIC AFFAIRS CORE VALUE 5 OUTCOME 5B 116
PUBLIC RELATIONS CORE VALUE 5 OUTCOME 5B 117
FOUNDATION & ALUMNI ASSOCIATION CORE VALUE 5 OUTCOME 5B 118
STUDENT AFFAIRS CORE VALUE 5 OUTCOME 5C 119

Labette Community College
OPERATIONAL PLAN FY2019

FY 2019

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.

Academic Affairs

Objective 1	VPAA and DOI attend HLC Annual Conference in April, 2019	
Estimated Cost	Existing Money $	New Money One Time $ 3,000
	Grant Funded $	New Money Ongoing $
	Department Budget: VPAA travel budget	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rationale: The HLC 4 year report is required for continued LCC accreditation and is an important method of demonstrating how our culture supports learning as a major priority. The HLC Annual Conference is where we can learn specifics to include in the report and allows us to ask questions of HLC personnel face-to-face. Prepare for our 4 year HLC report	

Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Number and Rationale: The meetings with our HLC Liaison and the meeting specifically for the Open Pathway colleges who were preparing their Year 4 Assurance Reviews were very helpful in guiding us towards how to write our report. The DOI was not able to attend but the President and IT Director attended.

Chemistry/Physical Science Department

Objective 1	Continue to improve notebooks used in six courses; Physical Science, Introduction to Chemistry, College Chemistry I, College Chemistry II, Organic Chemistry I, and Organic Chemistry II	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Prior to each offering of each course	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rationale: The notebooks used in these classes are central to teaching and learning.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Number and Rationale: Notebooks were improved for College Chemistry I & II, and Organic Chemistry I & II in particular has had major revisions.	
Objective 2	Revise as needed previous in-house videos.	
Estimated Cost	Existing Money $	New Money One Time $

	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Fall 2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rationale: Videos are intended for students to use when absent from lectures and to act as tutors. Videos are especially important in hybrid classes because they substitute for lectures.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Number and Rationale: Actually no revisions were made. Instead, new videos were made for Organic Chemistry II. About 2.3 of the lecture is now on videos. The hope is to have this completed by Spring 2020 semester.	

English

Objective 1	Continued use of novel and film combination to support the multi-modal critical thinking required to meet the outcomes of Comp I.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: $2.00 fee all Comp I students	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant	Rating: 4 Rating Rationale: Because this is required for high school students who take this for concurrent or dual credit in order to qualify for Kansas Regents Scholar (must have a literature component) it is mandatory that we continue this. This has been a successful improvement in the Comp I pedagogy.	

1: Slightly Relevant)	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: This has been a successful improvement in the Comp I pedagogy.

STUDENT AFFAIRS	CORE VALUE 1	OUTCOME 1A

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

Military Connected Student Services

Objective 1	Reduce barriers for military-connected students by working with campus administration to develop and update policies and procedures to minimize barriers to military-connected students learning.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2019	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Developing policies & procedures related to our military-connected students, military credit transferability, and call to duty provides guidance and steps for students to focus on their learning.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: MCSS has worked with the Military-Friendly Committee and administration to develop military leave of absence procedures, credit hour requirements for summer utilization of GI Bill, and increased number of credits accepted from military experience and training.	

Student Support Services

Objective 1	Update Student Support Services Policy & Procedure manual to include new initiatives concerning Academic Coaching.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: SSS	Student Fees (New/Existing) $
Exp. Completion	Spring 2019	
Objective Relevance to outcome (4: Extremely Relevant	Rating: 4	

1: Slightly Relevant)	Rating Rationale: Academic Coaching was a new Competitive Preference Priority initiative for the 2015 grant competition. Updating our P&P manual to include these initiatives are key to on-going program development and evaluation of its effectiveness.
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: P&P manual now includes key descriptions and instructions for Academic Coaching and has measurable outcomes attached to each section.

FINANCE & OPERATIONS	CORE VALUE 1	OUTCOME 1A

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

Human Resources

Objective 1	Review and update LCC Policy & Procedure Manual Chapter 7 and 8	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	June 2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: It is extremely important to have up-to-date policy & procedures to limit the institutions risks.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Chapters 7 and 8 were reviewed and edits made.	

IT

Objective 1	Review and update IT Usage Policies to insure needs of the learning environment are met.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	June 2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Cybercrimes and data breaches are increasing. The College needs to protect itself as much as possible.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Edits were identified. Policies were changed to reflect current practices.	
Objective 2	IDL Oversight	

Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Develop a clear set of "ownership" and procedures for the IDL System/Course	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Evening position to maintain effective connectivity was established. More work to continue on policy.	

Cherokee Center/IT

Objective 1	Develop policy and procedure for offering proctored exams at the LCC Cherokee Center.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: There is a need for a consistent way of offering proctoring at the LCC Cherokee Center as there is no staff dedicated to proctoring or administering tests. It is also imperative that policy and procedures be developed for Polycom classes, not just for exams but also for class handouts. Staff is not always available to help instructors due to priority work at the front desk.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Cameras were installed to assist with proctoring. Instead of a procedure an email was developed, that closely matches what the SSC sends out each semester, explaining the process.	

PUBLIC RELATIONS	CORE VALUE 1	OUTCOME 1A

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

Objective 1	Create design images/content in advertising which emulate student learning comes first at LCC.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: PR	Student Fees (New/Existing) $
Exp. Completion	Continuous, every year	
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Create through photos, and design work.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Quality design work	

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.

Physical Therapist Assistant

Objective 1	Implement the use of additional instruction methods- flipping the class room, 2 instructors in the lab	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 19	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Implementation of teaching methods should translate to positive survey result with climate assessment tool and the end of course survey. Our goal would be for all scores to be a 3 or above in this area.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: This had intermittent success and was greatly dependent on the individual students in the class. Will continue to modify to improve utilization of this technique.	

Radiography

Objective 1	Develop a continuing education session for our clinical instructors.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $	New Money Ongoing $0
	Department Budget: $125 (Cardinal Café catered)	Student Fees (New/Existing) $0
Exp. Completion	Spring 2019	
Objective Relevance to Outcome	Rating: 3 Rating Rationale: Develop a clinical instructor training workshop to discuss changes and best practices in radiography education related to clinical instruction to enhance students' academic success.	

(4: Extremely Relevant 1: Slightly Relevant)	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: 3 Program officials conducted a training workshop for their clinical instructors (preceptors) during their Spring Advisory Meeting on March 27, 2019. Ashley Moore's topic: Best Radiation Protection Practices, Tammy Kimrey's topic: Generational Teaching and Gale Brown's topic: Building Affective/Effective Student Relationships. Numerous attendees vocally expressed they enjoyed the topics and learning the content. Next time the program conducts a workshop, a survey will be administered at the end of the event to inquire feedback on how the event went and see suggestions for improving future workshops.

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.

Military-Connected Student Services

Objective 1	Develop the Military-Connected Student Services Program.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Fall 2019	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The development of the Military-connected Student Services Program help create quality student support services, enhance academic and social integration opportunities for military-connected students, and ensures responsive and efficient practices in support of military-connected student needs.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale (include results and comments): The Military-Connected Student Services has been developed and has a presence on the LCC campus to support military-connected students in their pursuit of higher education.	
Objective 2	Create a permanent Military-Lounge with study area, computers, printers, and VA work-study space.	
Estimated Cost	Existing Money $	New Money One Time $3000
	Grant Funded $	New Money Ongoing $
	Department Budget: Facilities/Student Affairs	Student Fees (New/Existing) $
Exp. Completion	Spring 2019	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Providing a dedicated space for the VA work-study students, and military connected students enhances the ability for military-connected students to feel welcomed and be successful on campus.	
Satisfactory level of objective completion	Rating: 4	

(4: Extremely Effective 0: Not at all Effective)	Satisfactory Level Rationale (include results and comments): The Military Lounge is now located in the Student Success Center where the media center used to be. There are four computers for military connected students to utilize, study tables, couch and lounge furniture, and a desk and computer for the VA work-study.

FINANCE & OPERATIONS	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.

IT

Objective 1	Upgrade Lab Rotations	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: IT Budget	Student Fees (New/Existing) $
Exp. Completion	June 2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Must keep up to date technology for our students and staff.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: IT was able to catch up on missed rotation in the past due to budget. Rotation schedules should be back on track.	

IT/Business Office

Objective 1	New ID Card System	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2018	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: ID equipment needs to be replaced. The proposed system will also replace financial aid refund paper checks and lunch punch cards.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: This was complete resulting in direct deposit of student refunds, card swipe Café and Bookstore funds, and an new ID System.	

PUBLIC RELATIONS	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.

Objective 1	Promotion of 12 student success stories- through press releases, articles, advertising, social media	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: PR	Student Fees (New/Existing) $
Exp. Completion	Continuous, every year	
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Student Success may be promoted through press release, articles (print/tv), advertising, and social media. Example; Honor roll release, student achievement/award news coverage.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2.5 Satisfactory Level Rationale: Multiple student success stories featured. Many months have multiple student success stories, other months there is not much to report.	

ACADEMIC AFFAIRS CORE VALUE 1 OUTCOME 1C

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

Physical Education/Exercise Science

Objective 1	Monitor Physical Education, Recreation, and Exercise Science trends and expand when necessary.	
Estimated Cost	Existing Money $0.00	New Money One Time $0.00
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	S19	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: It is extremely important to keep up with the changing trends in the department areas and offer students transferable degrees.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Satisfactory Level Number and Rationale: N/A – Faculty member left mid-year	

STUDENT AFFAIRS	CORE VALUE 1	OUTCOME 1C

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

Admissions

Objective 1	Implement "15 to Finish" Initiative (based on NACADA model) by hosting College Orientation event.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $500
	Department Budget: Admissions	Student Fees (New/Existing) $
Exp. Completion	June 2019	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Implementing a freshman orientation event prior to the start of the academic year will be very relevant because the event will ensure our student success. This event will cover information including the importance of enrolling beyond just 12 credit hours each semester in order to complete an Associate's Degree during the student's stint at LCC.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale (include results and comments): The first annual College Orientation event went very well. The student survey done afterwards had positive feedback indicating that students found the information helpful. This is an event that is being planned again for the upcoming 2019-2020 school year.	

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 $
	Department Budget: Talent Search	Student Fees (New/Existing) $
Exp. Completion	Ongoing for the five-year life of the grant	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: This objective is one of the two Preference Priorities that was written into the 2016 grant	

Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale (include results and comments): 1:1 and small group tutoring for Talent Search students has proven successful when we access students end of term grades and when tracking rigorous curriculum.	
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 $
	Department Budget: Talent Search	Student Fees (New/Existing) $
Exp. Completion	Ongoing for the five-year life of the grant	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: This objective is one of the two Preference Priorities that was written into the 2016 grant	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale (include results and comments): Mentoring of Talent Search students has proven successful when we access students end of term grades and when tracking rigorous curriculum.	

FOUNDATION & ALUMNI ASSOCIATION	CORE VALUE 1	OUTCOME 1C

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

Objective 1	Work with the Parsons Chamber of Commerce and LCC Workforce Director to strengthen the Lunch & Learn Series	
Estimated Cost	Existing Money $ 1200	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Adjunct Faculty	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale:	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Even though the LCC Workforce Director position had turnover, this series continued to be successful. Nine sessions were held with an average attendance of 15 people. Evaluation forms were collected from participants and had very positive reviews. Labette Community College is the only community college in Southeast Kansas (and possibly beyond) providing this kind of service to the community. This is a fantastic partnership with our local Chamber of Commerce.	

ACADEMIC AFFAIRS	CORE VALUE 1	OUTCOME 1D

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

Academic Affairs

Objective 1	Purchase and Install 6 Smartboards for instructors to enhance student learning	
Estimated Cost	Existing Money $	New Money One Time $12,000. $6,000 from PACF grant, $3,000 from Workforce, $3,000 from Jody
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	July 2018	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: The installation of Smartboards is a great way to expand learning opportunities for students. Also, more high schools have Smartboards available for their students, so Smartboards will allow us to provide learning using a method some students are already familiar with.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: Only 3 Smartboards were able to be purchased. The one for Chemistry was waiting for a cart to put it on and never did get installed for use through the spring semester. The ones in PTA and Speech were used. Additional training was provided by Jenny Gartner in April.	

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 $2000	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: IT	Student Fees (New/Existing) $1000/year
Exp. Completion	Before Spring 2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: To be an effective learning process, the software should mirror workplace tools and procedures. The software/technology update is critical to expanding opportunities for students to increase their employability skills.	

Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: The newest version of the software is most relevant to what is in the use in the workplace.

Graphic Design

Objective 1	Video capture lectures and demonstrations for students to review techniques outside of class time.	
Estimated Cost	Existing Money $0	New Money One Time $163.99
	Grant Funded $0	New Money Ongoing $0
	Department Budget: Professional Development	Student Fees (New/Existing) $
Exp. Completion	FY 19	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Capturing videos of lectures and demonstrations for students to review outside of class time is essential, as many of the projects and assignments in the curriculum do not come from a textbook or other resource. Not only will it be helpful for those needing review, but it will also provide the same level of instruction for students who are absent.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: Software has been purchased through professional development funds, and videos will be developed throughout FY19. This will be an ongoing departmental objective.	

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: $130/year	Student Fees (New/Existing): $
Exp. Completion	Ongoing	

Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Jing videos represent the primary means of instruction in LCC's online math courses. They are hosted on the Screencast website and the professional responsibility ensures no issues with bandwidth or storage space.
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: 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. $100/year covers the cost of a Screencast Pro account used to host Jing videos.

Nursing

Objective 1	Support the use of faculty laptop computers in simulation and clinical as recommended by the Nursing Advisory Committee. Equip nurse faculty with new updated computers to expand opportunities for student learning in the nursing curriculum.	
Estimated Cost	Existing Money $	New Money One Time $3,500
	Grant Funded $3,500 Perkins	New Money Ongoing $Unknown
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY19 Placed request in 2018-2019 Perkins	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: The use of electric medical records, resources, and educational materials continues to expand, therefore nurse faculty need to be equipped with current resources to ensure student success and program outcomes.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: IT has been involved in the exploration of usable and cost effective laptop computers suitable for the clinical area. Involve IT to support technology use.	

Physical Therapist Assistant

Objective 1	Implement the use of the electronic Clinical Performance Instrument (CPI)	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: $1175	Student Fees: Add student fee to cover costs
Exp. Completion	FY 19	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: This computerized based program to allow tracking and grading of student's progression with their clinical training. This was highly recommended by CAPTE.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: This system has been fully implemented but we have discovered many problems with the system. These issues are present for several PTA schools as well. Several schools are looking at other systems but to date there is not one system that seems to significantly better. We plan to use this system and look for another tool for future use. .	

Respiratory Therapy

Objective 1	Intervention of Smart Boards in the classroom	
Estimated Cost	Existing Money $ 1000	New Money One Time $
	Grant Funded $ 4000	New Money Ongoing $
	Department Budget: Supplies	Student Fees
Exp. Completion	Spring 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: The world of medicine is always changing. With students who are primarily visual and hands on, it is difficult to show our students common medical practices effectively. However, the SMART board will allow the instructors to access online information and tools, such as videos and research data. It also provides an interactive platform that allows our students to give presentations, discussions, and most importantly, hands-on, interactive learning. It is a scientific truth that students learn in a more effective manner when moving and participating with the subject matter. The SMART Board is an effective way of expanding opportunities for student learning.	

Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Not completed. This item was listed on the Perkins request for the FY (FY19). Grant money was not received for the Respiratory Therapy Program for this item. .

STUDENT AFFAIRS	CORE VALUE 1	OUTCOME 1D

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

Military-Connected Student Services

Objective 1	Fully assess and utilize data to guide practice – through qualitative and quantitative methods, regularly assess the military-connected student population, identify trends, clarify and anticipate needs, and utilize data when implementing changes to LCC's policies, procedures, and practices.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2019	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: This is critical as there is little data that specifically addresses common assumptions about military-connected students and their needs on LCCs campuses. Data collection and analysis are key components for measuring project objectives as they relate to student learning.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale (include results and comments): MCSS and the Military-Friendly Committee utilized data when identifying, developing, and implementing policies and procedures to ease barriers that military-connected students face when accessing higher education and obtaining a degree.	

Student Support Services

Objective 1	Fully integrate data collection and analysis to better address student needs and increase retention, graduation, and transfer rates of project participants.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: SSS	Student Fees (New/Existing) $
Exp. Completion	Spring 2019	
Objective Relevance to outcome	Rating: 4 Rating Rationale: Data collection and analysis are key components for measuring project objectives as they relate to student learning.	

(4: Extremely Relevant 1: Slightly Relevant)	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale (include results and comments): Program personnel use key indicators of student progress, engagement, and performance as a routing part of their advising work with students.

Talent Search

Objective 1	Obtain PowerSchool grad and transcript access online, on each active participant in the projects target area.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $200	New Money Ongoing $
	Department Budget: Talent Search	Student Fees (New/Existing) $
Exp. Completion	Ongoing five-year life of the grant	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: The intent is to make obtaining student grades timelier for the Educational advisors. Some schools are not timely with PowerSchool access.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale (include results and comments): Obtaining access to powerschool will allow the TS to streamline required information for annual reports and documentation.	

FINANCE & OPERATIONS	CORE VALUE 1	OUTCOME 1D

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

Cherokee Center/IT

Objective 1	Continue to use and increase number of Polycom courses by one additional course.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	June 2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Students want more courses available at the Cherokee Center. Increasing course options through polycom would greatly benefit enrollment and academic learning and success.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: The number of Gen Ed courses have been increased. The current issue is to find qualified adjunct faculty.	

ACADEMIC AFFAIRS	CORE VALUE 1	OUTCOME 1E

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

Academic Affairs

Objective 1	VPAA will evaluate all full-time online instructors and the online teaching course instructor (Ralph) will evaluate all adjunct online instructors over a 3 year period to help ensure quality and consistency of online instruction. This is year 2 of the project.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Started fall 2017 and continuing through spring 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Quality and consistency in online delivery are important aspects of providing quality online courses found in many of our programs.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Online courses were evaluated and instructors were given the best practices rubric prior to the evaluation to ensure they were familiar with it. Most instructors were doing a great job, and the rubric provided a great tool to help those who needed a little help. We will continue to evaluate online courses next year as well.	

CTE

Objective 1	Develop plan to offer a variety of health science continuing education opportunities to generate additional revenue and maximize use of health science facilities and equipment.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		

Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Providing quality continuing education opportunities is good for the college and the Health Science department. A good plan will allow for this to occur.
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Individual in charge of Workforce left LCC mid-year. This was explored and found to be too cost intensive for a return on investment; therefore, was not completed.

Social Science

Objective 1	Evaluate the implementation of plans from the 2017 Social and Behavioral Sciences Program Review	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: To provide quality programs, evaluating the implementation of a new program is critical.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Quality and standard of instruction are provided in all sections of course offerings.	

STUDENT AFFAIRS CORE VALUE 1 OUTCOME 1E

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

Student Life

Objective 1	Student Life Specialist spend more time at Cherokee Center to get acquainted with Cherokee Center students.	
Estimated Cost	Existing Money $300.00	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Student Life	Student Fees (New/Existing) $
Exp. Completion	June 2019	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Cherokee Center is a viable venue for learning so accommodating those students is important for their success.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale (include results and comments): A couple of different activities and offerings for the Cherokee Center were successful seemed to generate interest which was appreciated by students and staff.	

ACADEMIC AFFAIRS CORE VALUE 2 OUTCOME 2A

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

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

ABE/GED

Objective 1	Work with KansasWorks, KVC (Knowledge, Values, and Connections), DCF (Department of Children & Family), Community Corrections, area high schools, and others in the EKAE Consortium to improve and expand services to referred agency individuals for mutual benefit.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded$0	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	6/2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The Adult Education program and the agencies listed above have an unwritten partnership. It is understood on all parts that referrals will be given, so clients receive the benefits of all services they need to be successful and have limited barriers.	
Satisfactory level of objective completion (4: Extremely Effective	Rating: 4 Satisfactory Level Rationale: We have received approximately six (6) referrals from KansasWorks. Three (3) of the six (6) referral, to date, have completed their Kansas State High School Diplomas or made a level gain on TABE and have enrolled in Post-Secondary Education for Fall 2019. We have received one (1) referral from KVC, but she was unable to complete the program because of illness. Community Corrections has referred one (1) individual and she has completed her Kansas State High School Diploma and is attending LCC Fall 2019.	

0: Not at all Effective)	

Communication

Objective 1	Build and maintain at least one additional partnership between the Communication Department and area non-profits/businesses for students to gain experience within the field of communication (public relations, advertising, etc.)	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY20	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Continue cultivating relationships with local media outlets and the Parsons Chamber to provide students the opportunity for unpaid internships in order for students to gain "real world" experience/knowledge in the field.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Students in the public relations class made valuable connections and gained knowledge from the Parsons Chamber of Commerce Director and the Parsons Tourism Director. Students also made connections at the local radio station and gained experience recording public service announcements.	

Concurrent/Extension

Objective 1	Work with high schools to establish regular advising for their dual credit students	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2018	

Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: In fall 2017, I began scheduling advising appointments on site for high school students. For the first time, I was able to meet with parents at several districts to explain the dual credit process and how important it is to take coursework relevant to an end goal—degree, certificate or transfer to another institution. In this process, I have also been able to promote our Cherokee Center to Columbus, Baxter, Riverton and Galena students and parents.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: This effort has further strengthened our partnership with the high schools and is helping to establish a positive image for LCC with the parent population.	
Objective 2	Recruit online instructors from our high school concurrent instructors to cover courses not currently offered at high schools in our service area.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2018	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: In the Baxter/Galena/Riverton area, there are disciplines where only one school has a credentialed instructor. We are working towards more collaboration between the three districts to ensure all students in that area are better served and given more course options.	
Satisfactory level of objective completion	Rating: 4 Satisfactory Level Rationale: By spring 2018, here are the courses that are either successfully up and running or will be by fall 2018: Diana Moss, Galena--History online	

(4: Extremely Effective 0: Not at all Effective)	Louis Morgan, Baxter--Music Appreciation online Leslie Bowman, Baxter—Comp I and General Lit online Arthur Commons, Baxter—Biology hybrid for Galena with Ken Cook (Galena) doing labs Sara Davis, Riverton—College Algebra, Trigonometry and Calculus I at Baxter Mia Elliott, Riverton—Medical Terminology on ground to Riverton, Baxter & Galena students Jamie Davis, Galena—Intro to Education w/lab online

Dental Assistant

Objective 1	Continue to multiply and strengthen relationships with clinical sites.	
Estimated Cost	Existing Money $900.00	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Dental Assisting mileage	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Developing strong relationships with clinical sites will increase graduate job placement. These relationships may also increase the number of potential advisory board members from the community.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: We have gained several new clinical sites this year. Students have started switching offices at mid-term to experience another office. The mileage account will need to be increased to continue to do site visits at multiple sites.	

Physical Education/Exercise Science

Objective 1	Explore partnership with National Strength and Conditioning Association Educational Recognition Program.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	S19	
Objective Relevance to Outcome	Rating: 2 Rating Rationale: Aligning with the NSCA would bring program recognition, but it is not a requirement, nor would it significantly increase enrollment.	

(4: Extremely Relevant 1: Slightly Relevant)	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: N/A – faculty member left mid-year

Radiography

Objective 1	Form a partnership with a Level One Trauma Center and a Pediatric Hospital for clinical observations.	
Estimated Cost	Existing Money $0	New Money One Time $250 payment to the JRCERT for submitting the Clinical Setting.
	Grant Funded $0	New Money Ongoing $0
	Department Budget: $200 (Mileage)	Student Fees (New/Existing) $0
Exp. Completion	Spring 2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Expand an educational opportunity for students to observe the role of a radiographer at a level one critical access hospital or a pediatric hospital.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: (Level One Trauma Centers: KANSAS - University of Kansas Hospital in KC, Wesley Medical Center and Via Christi Hospital St. Francis in Wichita) (Children's Mercy KS) Establish an observation visit to Children's Mercy in Kansas City with faculty during the Summer 2018. Mid-Report: Initial contact with the Imaging Director, Zarchary Sien, from Children's Mercy in Kansas City, KS has been established and visit was scheduled for November 12, 2018. Unfortunately due to winter weather conditions in the Kansas City area our trip had to be rescheduled for March 2019.	

	On March 18, Imaging Director, Zarchary Sien, from Children's Mercy in Kansas City, KS allowed us to tour their imaging department and it has been agreed that both parties are interested in establishing a partnership. We are in the early stages for establishing an affiliation contract and JRCERT approval. Our target date for utilizing this facility for second year pediatric rotations is Spring 2020.

Respiratory Therapy

Objective 1	Formal Affiliation Agreement with University	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Fall 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Formal Affiliations are recommended from our accrediting agency, however, it is not a requirement at this time. It would be beneficial for our students to have a direct transfer to a university to earn their Bachelor's Degree, as the employers are seeking Respiratory Therapists with a BS degree.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Not completed, will need to rely on other departments/administration for completion.	

STUDENT AFFAIRS	CORE VALUE 2	OUTCOME 2A

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

Admissions

Objective 2	Counselor Appreciation Recognition	
Estimated Cost	Existing Money $0	New Money One Time $500
	Grant Funded N/A	New Money Ongoing $500
	Department Budget: Admissions	Student Fees (New/Existing) $
Exp. Completion	June 2019	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Providing another item for counselors to have in their offices so students are exposed to Labette Community College. Also want to recognize the counselors for providing information to students.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale (include results and comments): All the counselors appreciated being recognized for their efforts.	

FINANCE & OPERATIONS	CORE VALUE 2	OUTCOME 2A

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

IT

Objective 1	Continue Participation in KCCIT	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	June 2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Essential to keep current with changes in technology, laws and regulations.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: KCCIT continues to be a valuable networking asset.	
Objective 2	Continue to partner with area HS IT departments to offer quality testing and course offerings.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: IT Budget	Student Fees (New/Existing) $
Exp. Completion	June 2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale:	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Accuplacer NextGen was successfully implemented.	

PUBLIC RELATIONS	CORE VALUE 2	OUTCOME 2A

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

Objective 1	Engage two community service organizations with speaker's bureau list.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: PR	Student Fees (New/Existing) $
Exp. Completion	Continuous, Every year	
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Important to engage, and offer free services to community through speaking engagement services.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Spoke to two community organizations. Soroptimist and Kiwanis	
Objective2	Promote mission of the college, both internally and externally, during at least 6 campus & community events.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: PR	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Important to promote the mission of the college during community and campus events to create community support.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2.5 Satisfactory Level Rationale: Each college event (examples: graduations, grand openings, community events) the mission of the college and serving our students is always priority.	

ACADEMIC AFFAIRS	CORE VALUE 2	OUTCOME 2B

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

Graphic Design

Objective 1	Explore offering 1 credit hour courses for non-degree seeking students.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 19	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 1 Rating Rationale: Providing 1 credit hour courses for non-degree seeking students will allow the general public to obtain graphic design skills while increasing departmental enrollment. This objective is low priority, as further development of program curriculum is of greater importance.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Without additional program instructors, adding additional courses is not feasible at this time.	

STUDENT AFFAIRS	CORE VALUE 2	OUTCOME 2B

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

Military-Connected Student Services

Objective 1	Develop & implement military-connected sensitivity training and provide faculty and staff multiple opportunities to learn about and support the military-connected student population.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	June 2019	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The development military-connected sensitivity training would provide faculty and staff guidance on specific issues, concerns, and topics related to military-connected students which would show value and worth of military-connected student on campus.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale (include results and comments): Green Zone training was developed and is available for all faculty and staff to take. MCSS partnered with PsychArmor to provide online training that is convenient for faculty and staff to take at their own pace. Currently 30% of the staff at LCC have completed Level 1 which make LCC PsychArmor Veteran Ready institution.	

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 $
	Department Budget: Talent Search	Student Fees (New/Existing) $
Exp. Completion	June 2019	
Objective Relevance to outcome	Rating: 4 Rating Rationale: Diversity sensitivity was written into to the 2016 grant application and is an activity that needs to be implemented to meet grant requirements	

(4: Extremely Relevant 1: Slightly Relevant)	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale (include results and comments): With the ever changing climate of awareness and acceptance of general diversity needs, this objective will serve as high importance to our Talent Search students, staff and constituents.

FINANCE & OPERATIONS	CORE VALUE 2	OUTCOME 2B

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

Human Resources

Objective 1	Host SEKHRA monthly meeting and luncheon	
Estimated Cost	Existing Money $150	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: HR Budget	Student Fees (New/Existing) $
Exp. Completion	June 2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: To provide professional development opportunities in a community with limited opportunities.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Luncheon was held on campus but the meal was sponsored so no cost was incurred. Cardinal Café catered the meal. Approximately 20 Human Resource professionals from the area were in attendance.	

ACADEMIC AFFAIRS	CORE VALUE 2	OUTCOME 2C

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

Academic Affairs

Objective 1	Create an Industrial Coating Program (Cert. A)	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $ (applying for grant)	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Begin fall 2018 and ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Industries in our community have expressed the need for Certified Industrial Painters. This program will help us fill this need.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Linseh Johnston had partnered with several employers, the City of Parsons, the LCC Dean of Instruction and other staff, and Labette County Economic Development to submit a grant to support the Industrial Painting Program. Unfortunately, once she left her position, the Industrial Painting Program needed to be set aside for other priorities. We may look at doing this sometime again in the future, but for now, it is no longer a priority.	
Objective 2	Implement 1+1 Medical Lab Tech Program with Seward Community College	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Begin fall 2018 and ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: This will allow our students to have a 1+1 opportunity with Seward CC to become lab Techs	

Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 1 Satisfactory Level Rationale: We were able to implement the program, but there are a very limited number of clinical sites associated with this program which only allows for 1 or 2 students to participate at a time.	
Objective 3	Hire adjunct faculty and/or have full-time faculty teach overload for Social and Human Service program courses	
Estimated Cost	Existing Money $ adjunct and/or overload accounts	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Begin fall 2018 and ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Our new Social and Human Services program begins fall 2018. Qualified faculty are needed to teach the program courses to meet the needs of the community.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: No students enrolled in the first semester the program was offered. The two instructors and the Dean of Instruction who were the catalysts behind this program all left LCC for other employment. We decided to cancel the program for now.	
Objective 4	Hire adjunct welding instructors to teach courses at PHS, A&R Custom Forms and Fabrication and other possible sites. Consider hiring welding instructors at LCHS and Baxter High School.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $ Cost of instructors will be offset by income generated through course offerings
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Begin fall 2018 and ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The Welding program is full and more courses are needed to meet the needs of our local industries. More instructors are needed to teach additional courses.	

Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: LCC has hired two full-time welding instructors to meet the needs of industry in our area. Our new Workforce Training Center is now fully operational, so we no longer need to use the A&R Custom Forms and Fabrication location to teach our courses.	
Objective 5	Hire full-time recruiter for Health Science Programs. (Ross Harper was hired in July for this position. We will assess the value he has contributed to the programs while he is paid with Perkins funds).	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $ Cost of recruiter offset by increased enrollment in Health Science Programs
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Begin fall 2018 and ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: The Health Science programs can use a full-time recruiter to increase the applicant pool for their programs and to meet Perkins report requirements for P51 and 2.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Ross Harper left his position to become the new Workforce Director. A new person, Brandi Irish, was hired in June to replace Ross as the CTE recruiter. The transitions have made it difficult to assess the effectiveness of this position.	
Objective 6	Hire Workforce Assistant to replace retiring assistant. (Melissa Bruce was hired for this position. She started May 21st.)	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $ Cost should be similar to current costs
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: In order to meet the need for skilled workers in our community, a capable Instructional Assistant is needed for the Workforce area.	

Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Melissa worked hard and learned a lot as the new Workforce Instructional Assistant under Linseh from the end of May through December. When Linseh left the first of January, Melissa stepped up and took charge of the Workforce area, with the assistance of the Dean of Instruction, until a new director (Ross Harper) was hired April 10th. Ross was unable to be here for Fire School, so again, Melissa stepped up and ran this. Melissa has proven herself to be a capable Workforce Instructional Assistant.	
Objective 6	Research Wind Energy Training	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $ Cost should be similar to current costs
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Wind energy may be an up-and-coming area requiring skilled workers. A wind energy research team and PSU have contacted us about this opportunity. We will continue our discussion to see where it leads.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 1 Satisfactory Level Rationale: LCC Workforce Education was sought out to be a centralized training facility for wind energy technicians. We were contacted by a wind energy research team and PSU about this opportunity. However, a partnership was formed with Colby CC and Allen CC, and they are doing wind energy in Allen County for Southeast Kansas. Colby already has a well-established wind energy program at their home school. I doubt there will be a need for us to start a wind energy program, but if the opportunity would present itself, we could look into it again.	

Computer Support Specialist

Objective 1	Evaluate first year of Computer Support Specialist AAS degree and supporting certificates and make any needed curriculum adjustments.	
Estimated Cost	Existing Money $0	New Money One Time $

	Grant Funded$0	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY19	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: To increase the number of skilled workers in the computer field by evaluating the first year would help in developing the Computer Support Specialist program. It would also help in making any curriculum adjustments during that time.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: The program will be ending in spring of 2020 and the students will be completers at that time.	

Dental Assistant

Objective 1	Add part-time Clinical Coordinator position to accommodate increased workload resulting from growing enrollment.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded$0	New Money Ongoing $15,000-$20,000
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY19	
Objective Relevance to Outcome (4: Extremely Relevant	Rating: 4 Rating Rationale: The increased availability of LCC dental assisting faculty to be present out in the dental offices would boost relationships and allow for more thorough clinical site visits. The savings gained by reducing the number of adjunct hours needed plus an additional $15,000-$20,000 should cover the salary for this position. In addition, since this will be a new position, Perkins funds may be available to offset a portion of the salary for the first three years.	

1: Slightly Relevant)	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: This position has not been funded. Having to hire multiple adjuncts to fill the schedule is not cost effective.

Social Science Program

Objective 1	Implement new social and human services assistant program	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded$0	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY19	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 0 Rating Rationale: As a result of change in faculty, this program was unable to be implemented.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: As a result of change in faculty, this program was unable to be implemented.	

FOUNDATION & ALUMNI ASSOCIATION	CORE VALUE 2	OUTCOME 2C

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

Objective 1	Work with workforce director to investigate and pursue new opportunities for partnerships to support the growth of career and technical programs	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale:	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 1 Satisfactory Level Rationale: With the change in personnel in the workforce area, this was put on hold. I look forward to working with the new director in the new fiscal year.	

ACADEMIC AFFAIRS CORE VALUE 2 OUTCOME 2D

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

Art/Communication/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	FY19	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Art education students co-taught a Jr. Cards art class for local 7-12 year olds. 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."	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Student feedback was very positive both from young students and LCC students that participated.	

Communication

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	FY20	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Public Relations students select a service-learning project that benefit the LCC campus community and/or the Parsons community as well as engaging students in the "good causes."	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Students in the public relations class hosted "Foster Care Aware: Be the Hero They Need" in May 2019 with proceeds to benefit TFI Kids Fund. While the turnout was somewhat disappointing, the student gained valuable real-world experience in a variety of public relations practitioner tools as well as brought awareness to the need for more foster families in Kansas.	

Dental Assisting

Objective 1	Continue taking students to KMOM, a free dental clinic put on by Kansas Mission of Mercy each year.	
Estimated Cost	Existing Money $400	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Dental Assisting Club	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Community service opportunities provide students with a chance to meet dental healthcare providers/potential employers from across the state. These opportunities ultimately engage the students by enabling them to see the vast need for dental services in the community.	
Satisfactory level of objective completion	Rating: 4	

(4: Extremely Effective 0: Not at all Effective)	Satisfactory Level Rationale: Students have been able to attend this event from the money they raised during fundraising efforts. They are able to network with potential employers and show them their clinical skills at this event.	
Objective 2	Continue assisting CHCSEK with dental screenings at local elementary schools and elder care visits.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: This hands-on community service opportunity provides the students a chance to see dental neglect in school aged students. This helps the students understand the need for dental education and how they can contribute to the well-being of those in the community. These activities will continue to strengthen the relationship between LCC and CHCSEK.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Students enjoy this opportunity. However, CHCSEK can be hard to pin down for dates. The dates change every year and they sometimes have the rotary club help with the screenings.	

Physical Education/Exercise Science

Objective 1	Explore the possibility of partnering with community organizations to implement intramural programs. Utilize student groups (Physical Education Club) to develop and promote programs.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome	Rating: 3 Rating Rationale: Provides students with extracurricular activities and allows students the experience in planning and operating events.	

(4: Extremely Relevant 1: Slightly Relevant)	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: N/A – faculty member left mid-year

Physical Therapist Assistant

Objective 1	Implement community activities for students to engage in, eg. SKILL, balance screening, Nursing Home	
Estimated Cost	Existing Money $	New Money One Time
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Providing community service is in part of our mission to improving the health of our community and promoting the sustainability of LCC. Goal: Balance screening for at least 10 people.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: We need more participants from the community in activities. We are going to try to work with the Parsons State Hospital to help during their rodeo.	

Social Science

Objective 2	Provide at least one community service opportunity in courses within the social work program.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2021	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Students in the Social Work Program will contribute to the wellbeing of the community through a community service opportunity activity. As part of the practicum affiliation program under the Basic Helping Skills Experience course, in Social Work, students are able to accompany and observe a social work practitioner of a Mental Health Organization located in the Labette County Mental Health Service area.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Currently, there are 8 Mental Health Organizations that have established formal participation agreements with LCC. Through this program students have the opportunity to observe practitioners as they provide human services throughout the Labette County Mental Health Service area.	

STUDENT AFFAIRS	CORE VALUE 2	OUTCOME 2D

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

Admissions

Objective 1	Create a new and different community service project for Student Ambassador Organization.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $500
	Department Budget: Admissions	Student Fees (New/Existing) $
Exp. Completion	May 2019	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Providing opportunities for the community to engage with LCC students to foster positive relationships. Currently working with the city of Parsons to adopt a "Bright Touch Flower Bed" somewhere in town.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale (include results and comments): The LCC Student Ambassadors worked with Garfield Elementary School in USD #503 to provide mentors, lunchroom and playground supervision, and office/clerical help. This partnership went very well and was a positive experience for both the LCC Students to gain volunteer hours and to promote LCC in a positive manner to the community.	

Student Life

Objective 1	Develop additional community service project that engages all student organizations in serving the community.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Student Life	Student Fees (New/Existing) $
Exp. Completion	Spring 2019	
Objective Relevance to outcome	Rating: 4 Rating Rationale: Getting LCC students involved in community projects is vital to the students as well as the community.	

(4: Extremely Relevant 1: Slightly Relevant)	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale (include results and comments): Student Life volunteered to serve a meal at "Dinner on 17th", which allowed students and staff to serve the underprivileged in our community. Volunteers enjoyed this event and felt like they made a difference in those we served that day. Looking for other opportunities to serve in the community is always being sought out and considered.

ACADEMIC AFFAIRS	CORE VALUE 2	OUTCOME 2E

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

Academic Affairs

Objective 1	Hire full-time English instructors and full-time Biology instructor to replace retired instructors. (Randee Baty and Ken Elliot have been hired as our full-time English instructors and Archana Lal has been hired as our full-time Biology instructor. All begin fall, 2018).	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $ Cost of full-time instructors
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Begin fall 2018	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The English and Biology positions are needed to fully support our General Education curriculum and our health science majors.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: All of these newly hired faculty have worked out exceptionally well and are employed again for next year.	

Concurrent/Extension

Objective 1	Work with schools to develop additional pathways.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Spring 2018	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Began a welding program at Parsons High School. This is in response to local industry demand. According to area businesses, there are jobs for as many welders as we can produce.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Due to the urgency of starting in spring 2018, we will need to modify some of the curriculum, however, we have successfully evaluated all program students to document credit for prior learning, and have created a schedule of completion for both current and incoming students.	

History

Objective 1	Develop History 108 as an online class.	
Estimated Cost	Existing Money $ Curriculum Development	New Money One Time $1,686
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY 2018	
Objective Relevance to Outcome	Rating: 4 Rating Rationale: The course was developed and approved by the Distance Education Committee. It is slated to be offered online Fall 2019.	

(4: Extremely Relevant 1: Slightly Relevant)	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: The class was offered in Fall 2018 to online students.

STUDENT AFFAIRS	CORE VALUE 2	OUTCOME 2E

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

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 $	New Money One Time $
	Grant Funded $750.00	New Money Ongoing $
	Department Budget: SSS	Student Fees (New/Existing) $
Exp. Completion	Spring 2019	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Developmental course needs in math have been identified as barriers to student retention, progression, and graduation at LCC. This course would help shorten the developmental course sequence in math and increase student retention and success.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale (include results and comments): Math 095 Beginning Algebra with Review was successfully launched in Fall 2018 on the main campus and has expanded to the Cherokee Center for Fall 2019. SSS participants enrolled in this course saw greater levels of persistence and success in this course than SSS participants with similar Accuplacer scores who took Foundations of Math.	

FINANCE & OPERATIONS	CORE VALUE 2	OUTCOME 2E

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

IT

Objective 1	Continue to work with Distance Ed and Finance & Operations for procedures in maintaining Academic Integrity in the Online Environment	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Online Integrity has become an issue. Steps have been made in improving this issue, and there is still work to be done.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Revisions made in best practices, and the online handbook.	
Objective 2	Research additional course delivery methods with the HS and Cherokee	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: AA has begun looking at additional options for course delivery, all of which would involve IT implementation. Must keep current with new technology.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: Although not new, additional HW and HH courses are being offered. IT has not been made aware of any additional delivery methods.	

ACADEMIC AFFAIRS CORE VALUE 3 OUTCOME 3A

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

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

Radiography

Objective 1	Purchase an online cloud-based information system, Trajecsys, for maintaining didactic / clinical records.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $150.00 / student for 24 month access
Exp. Completion	Fall 2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Program officials, students and clinical faculty / institution will utilize the Trajecsys online platform to improve efficiency and the speed of communication for improving the assessment of student learning outcomes associated with the program's accreditation process. The program director and faculty have the ability to evaluate student learning and program effectiveness through assessment reports and evaluations for accreditation purposes. Trajecsys would allow a reduction in expenses for printing and mailings of clinical documents including the student handbook as the documents / forms can be found in one location. This would also assure security and confidentiality of student records, instructional materials, and other program materials.	
Satisfactory level of objective completion	Rating: 3 Satisfactory Level Rationale: The program director and faculty have the ability to evaluate student learning and program effectiveness through assessment reports and evaluations for accreditation purposes. Trajecsys would allow a reduction in expenses for printing and mailings of clinical documents including the student	

(4: Extremely Effective 0: Not at all Effective)	handbook as the documents/forms can be found in one location. This would also assure security and confidentiality of student records, instructional materials, and other program materials. Mid-Report: The Trajecsys cloud based system was purchased in August 2018. Program Officials and students have been working with the system since September 1, 2018. Students' licensing was purchased with student fees and program officials received free program access. Students continue to maintain their clinical records in Trajecsys and program officials utilized the system's report feature on numerous occasions for date retrieval for completing their JRC Interim Report with was submitted in November 2018. Program officials have experienced the benefits from the purchase of the Trajecsys system for the students and program maintaining their clinical records. Final Report: The students have been utilizing Trajecsys system and will continue to use this tracking product for their clinical records.

FINANCE & OPERATIONS	CORE VALUE 3	OUTCOME 3A

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

IT

Objective 1	Decide if an Outcome System is still needed.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: IT Budget	Student Fees (New/Existing) $
Exp. Completion	June 2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: With the new Dean of Instruction on board a decision should be made.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 1 Satisfactory Level Rationale: Additional conversations have been had regarding HLC Requirements, but no action in the Outcome area. Competency based assessment is being written into Jenzabar Systems that may address this need in the future.	

ACADEMIC AFFAIRS	CORE VALUE 3	OUTCOME 3B

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

Distance Education

Objective 1	The Distance Ed Committee will continue to review and revise components of the Online Handbook and the Online Teaching course to reflect up to date online practices and new innovations in the online environment to support and empower instructions.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The purpose of the Distance Education Committee is to provide advice and recommendations to LCC Administration and others as appropriate regarding instructional and institutional issues relating to distance education. The Committee also acts as a resource for faculty who teach video, hybrid, and online courses both by proactively seeking ways to improve distance learning and by finding solutions to new problems as they develop in the ever-changing online environment.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: The Distance Education Committee continued to review and when necessary make revisions to the Online Handbook, the Online Course Evaluation Rubric, the Guidelines For a Quality Online Course Rubric, and the Online Teaching Course. Changes to the Online Teaching Course to reflect the college's commitment to accessibility were made in Spring 2019 and discussions are underway to make similar changes in the Online Course Evaluation Rubric.	

STUDENT AFFAIRS | CORE VALUE 3 | OUTCOME 3B

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

Military-Connected Student Services

Objective 1	Military-Connected Student Services Coordinator & VA student worker to attend 2018 Kansas School Certifying Official Workshop in Overland Park, KS.	
Estimated Cost	Existing Money $	New Money One Time $ 200
	Grant Funded $	New Money Ongoing $
	Department Budget: Student Affairs	Student Fees (New/Existing) $
Exp. Completion	July 2018 (July 26, 2018)	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Attending the KS School Certifying Official Workshop provides the SCO training on VA education benefits, updates to benefits, State tuition assistance, Forever GI Bill, and compliance with VA policies and procedures to keep LCC in good standing with the VA.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale (include results and comments): MCSS Coordinator/SCO attended the Kansas School Certifying Official Workshop July 26, 2018 in Overland Park, KS and brought back VA policy changes and updates that need to be implemented at the institution level.	

FINANCE & OPERATIONS	CORE VALUE 3	OUTCOME 3B

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

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 2018	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Faculty and staff are key to the success of the college. Offering competitive salaries is important to attract quality applicants and retain employees.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 1 Satisfactory Level Rationale: Completed @ approximately 2.08%. This was a lower % raise than prior FY18 (2.25%). LCC continues to lag further behind the cost of living percentage increases and lower salaries make it difficult to find qualified employees.	
Objective 2	Improve employee turnover from prior year	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	June 2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The hiring and training of new employees is expensive in terms of time and money. Long-term employees are vital in the success of the college.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Improvement was not obtained. While LCC does not have a clear definition of turnover in policy/procedure, employees exiting continue to rise as other salaries in the area stay current with the cost of living increases and employees leave for better pay elsewhere. The college has so many	

	vital needs for the students that employees with years of longevity are not compensated at a competitive rate as new employees enter the workforce. This also affects morale.	
Objective 1	Modify Current Salary Range Classifications	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	June 2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The College must have competitive salaries.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 1 Satisfactory Level Rationale: The current salary classification was only increased in FY19 for employees in the facilities department (custodians, maintenance, groundskeeper). The college needs to look at analyzing the salaries in the state. Many employees are outside of the ranges due to longevity and some are not even near the middle. To hire qualified employees, new ones are coming in at a salary near or more than current employees. Modifying the ranges bi-yearly does not give a clear picture of current employee raises. New employees are hired in at the new ranges.	

Bookstore

Objective 1	Develop a plan for the retirement of the bookstore supervisor.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	July 2018	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The position is evolving with the change to an online bookstore.	
Satisfactory level of objective completion (4: Extremely Effective	Rating: 4	

0: Not at all Effective)	Satisfactory Level Rationale: A new Bookstore Supervisor was hired and we have moved to the new online bookstore. There were issues with delivery at the beginning of the fall semester but we have worked past those and it seems to be going well.

IT

Objective 1	Begin looking at Reporting Replacement in the event of pending retirement	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: IT Budget	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Reporting and utilization of data is a critical component of an institution.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Full retirement is pending for next year. Funds were allocated for additional reporting support in the way of developing system reports that are built into the EX Program. Training is in progress. The need for additional report writers will be evaluated.	
Objective 2	Department wide reorganization due to the loss or two positions and all work study positions	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: IT Budget	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: All duties must be covered efficiently and effectively. Many changes will need to be addressed within the department to accommodate the changes in personnel.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 1 Satisfactory Level Rationale: Nearly all of the IT staff has obtained additional job duties. Job descriptions are being edited, and have increased significantly yearly, but staff has voiced concern about continually	

	increasing job descriptions with no alignment to classifications and salaries. The part-time programmer has stayed on past his retirement date.

Facilities

Objective 1	Hire additional custodian	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $ 22,815
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	January 2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Necessary from the addition of Factory Connection Building, Library and Vocational Building	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Completed	

ACADEMIC AFFAIRS	CORE VALUE 3	OUTCOME 3C

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

Distance Education

Objective 1	A member of the committee will attend a professional development conference emphasizing online teaching and learning to obtain new ideas for LCC courses and instructors.	
Estimated Cost	Existing Money $1500 – Professional Development	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Fall 2018	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: The purpose of the Distance Education Committee is to provide advice and recommendations to LCC Administration and others as appropriate regarding instructional and institutional issues relating to distance education, such as curriculum issues, online instruction, computer software compatibility, training, and professional development.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: The IT Director attended multiple conferences and workshops on the Jenzabar LMS and on Accessibility.	

Physical Therapist Assistant

Objective 1	Implement training/certification program for clinical instructors and faculty	
Estimated Cost	Existing Money $1935	New Money One Time
	Grant Funded $ 1935	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: It is critically important that our clinical instructors are trained and provide excellent clinical training opportunities for our students. Obtaining quality clinical sites is very important to the program as we need locations for students to acquire experience. Providing this training should provide additional opportunities for our students.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: This course is scheduled to occur on 6/7-6/8/19. At the time of tis writing all of the costs are not in and we do not know the outcome. We do expect this to provide great opportunity for our program and for our students. The needed funds will be acquired in part from Perkins funds, any funds remaining in the PTA budget, and possible funds from other resources managed by the VP of Academic Affairs.	

Radiography

Objective 1	Purchase continuing education modules for our clinical instructors.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $1000	New Money Ongoing $
	Department Budget: Perkins	Student Fees (New/Existing) $
Exp. Completion	Spring - FY19	

Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Purchase continue educational ASRT modules for our clinical instructors to promote lifelong learning and enhance their leadership skills.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: JRC Standard Two Objective 2.3: Purchase ASRT Modules with Perkins: Purchase ASRT Modules with Perkins: ASRT Fluoroscopy Learning Modules have been purchased for their clinical instructors for stay in compliance with the JRC Standard Two Objective 2.3 for promoting continued lifelong learning. Clinical Instructors that attended the Spring 2019 Advisory Meeting were given their ASRT module access codes and they were instructed to return their certificates of completion for the purpose of accreditation documentation.	
Objective 2	Professional Development to maintain lifelong learning for accreditation status.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $4000	New Money Ongoing $
	Department Budget: Perkins	Student Fees (New/Existing) $
Exp. Completion	JRC Standard Two Objective 2.3 for promoting continued lifelong learning is a requirement for our accreditation agency therefore this item is an ongoing Perkins grant request.	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Attend a national educator seminar every two years and the Kansas Society of Radiologic Technologists (KSRT) annual conference to maintain compliance with the JRC Standard Two Objective 2.3 for providing professional development opportunities for the Program Director and faculty.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Program Officials attended the West Coast Educators Conference (WCEC) is February 5-8th, 2019 in Orlando, Florida. We also attended the 82nd Annual KSRT conference on March 28 & 29, 2019 at Wichita, KS.	

Respiratory Therapy

Objective 1	Review Webinars and CEU opportunities during monthly department meetings	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $1,500 annually	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Fall 2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The Webinars and CEU opportunities are directly related to the knowledge and wisdom of the faculty that will strengthen our effectiveness as facilitators of learning. These learning opportunities would be related to classroom management, student evaluations, and the field of Respiratory Therapy.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Extremely Effective. Online and on-ground seminars were discussed with the strengths and weaknesses of each seminar. We were able to learn new information as a team, and relay the information to the students during lectures. This has helps us keep up with the ever-changing medical world, and give our students the most cutting-edge information.	

STUDENT AFFAIRS	CORE VALUE 3	OUTCOME 3C

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

Military-Connected Student Services

Objective 1	Military-Connected Student Services Coordinator to attend NASPA Symposium on Military-Connected Students.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $ 2,500.00
	Department Budget: Student Affairs	Student Fees (New/Existing) $
Exp. Completion	February 2019 (Conference 2/7-2/10) (Registration deadline 1/11/19)	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Attending military related student affairs symposiums and conferences provides opportunities for learning, gathering of ideas, and networking with other institutions. These activities and partnerships are key components of establishing an effective and supportive Military-Connected Student Support Services program.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale (include results and comments): Attendance to the NASPA Symposium was not achieved.	

Student Life

Objective 1	Student Life Specialist attend leadership and/or Retention Training.	
Estimated Cost	Existing Money $	New Money One Time $500.00
	Grant Funded $	New Money Ongoing $
	Department Budget: Student Life	Student Fees (New/Existing) $
Exp. Completion	Fall 2018	
Objective Relevance to outcome (4: Extremely Relevant	Rating: 4 Rating Rationale: The opportunity to collaborate and exchange information with colleagues is essential in keeping up with trends and new ideas.	

1: Slightly Relevant)	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale (include results and comments): Online training has been chosen and will be completed prior to August 1st.

Student Support Services

Objective 1	Identify one staff member to complete Leadership Labette training.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $500.00	New Money Ongoing $
	Department Budget: SSS	Student Fees (New/Existing) $
Exp. Completion	June 2019 (Deadline to apply 1/31/19)	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Community leadership and partnerships are key components of establishing an effective SSS program	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale (include results and comments): Staff member nominated for 2018-2019 class declined to participate due to personal matters covered by FMLA.	

FINANCE & OPERATIONS	CORE VALUE 3	OUTCOME 3C

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

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 19	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Professional development focusing on Employee department training, RedZone, Jenzabar, Safety, ALICE, Title IX	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Ne employees received RedZone, Jenzabar, Safety, ALICE and Title IX training. The new Dean of Instruction has documented department training and reported to Human Resources for new employees. Current employees reviewed the Safety procedure, Return to Work (work comp), ALICE hands on, and TITLE IX (Get Inclusive) trainings yearly.	
Objective 2	Research Staff Diversity Training with Get Inclusive or other	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	July 2018	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Look for ways to provide low cost training opportunities	
Satisfactory level of objective completion	Rating: 2	

(4: Extremely Effective 0: Not at all Effective)	Satisfactory Level Rationale: The Get Inclusive TITLE IX online training offered a diversity training. The HR director and Diversity Committee Chair both researched the software and neither thought it was conducive to the LCC climate and will not be pursued. A spring 2019, 20 minute training, was presented to all staff at opening inservice titled Microaggressions. Additionally, administration now supports a yearly diversity training. A diversity training sub-committee has been formed to work on topics for the future trainings. The HR Director is serving on the sub-committee and reports that a survey has been drafted and will be presented to Council for approval to release to all staff. Further trainings will be decided once the results of the survey are finalized.	
Objective 3	Implement changes if any from legislation on the Affordable Care Act	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	July 2019	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: The College must comply with any legal changes regarding employment.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Not completed. Currently the Wage and Hour Division of the Department of Labor is in the comment phase with new regulations for the exempt white collar workers. The HR director recently attended a training with the Wichita Wage and Hour office investigator who advised that the change would most likely raise from $455 weekly to $679 weekly. Also, that yearly increases will be likely. Most likely the change will become January 2020.	

IT

Objective 1	Review and edit RedZone New Employee Training implemented in FY18	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: IT Budget	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome	Rating: 4 Rating Rationale: Quality & timely training is necessary for new employees	

(4: Extremely Relevant 1: Slightly Relevant)		
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: Administration has been supportive in requiring additional software training for employees, but the training plan has been off to a slower start. Hopefully Summer will allow adequate time to see more momentum.	
Objective 2	IT staff will engage in at least 1 professional development opportunity	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: IT Budget	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Must keep current on the changes in technology	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: All staff has participated in at least one professional development opportunity. IT is fortunate to have staff members that will take it upon themselves to attend Webinars or Distance Training Opportunities in areas that will benefit them.	

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.

Objective 1	Attend NCMPR or other marketing conference or webinar to build networking and gain knowledge about new marketing trends	
Estimated Cost	Existing Money $	New Money One Time $800
	Grant Funded $	New Money Ongoing $
	Department Budget: PR	Student Fees (New/Existing) $
Exp. Completion	2019	
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: The PR department has not taken part in off-campus professional development in many years. There is a need to stay current on marketing trends within the realm of community colleges.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: Graphic Designer was able to attend graphic design conference to gain valuable skills and trends in graphic design. Director was not able to attend NCMPR due to cost.	

FOUNDATION & ALUMNI ASSOCIATION 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.

Foundation

Objective 1	Host Gribben English Lecture Series	
Estimated Cost	Existing Money $ 4000	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: English Department	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale:	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: The event was held on October 19, 2018. The lecture was great. We will attempt to have even greater attendance at the next lecture.	
Objective 2	Host event for SEK Development Directors Association	
Estimated Cost	Existing Money $ 100	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Foundation	Student Fees (New/Existing) $
Exp. Completion	*Ongoing*	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale:	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: I hosted the SEK Development Directors quarterly meeting on September 12, 2018 in the 1st floor conference room of the Zetmeir Health Science building. It had 100% attendance. After the meeting, I gave the participants a campus tour.	

ACADEMIC AFFAIRS	CORE VALUE 3	OUTCOME 3D

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

Nursing

Objective 1	Replacement plans for birthing simulators; Noelle and Baby Hal to utilize technological resources.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $Unknown
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY19 - No current plans in place.	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: These simulators are approximately ten (10) years old.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: The simulators are approximately ten (10) years old.	

PUBLIC RELATIONS	CORE VALUE 3	OUTCOME 3D

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

Objective 1	Replace digital camera (if needed)	
Estimated Cost	Existing Money $	New Money One Time $1,000-2,000
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	2019	
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: To provide quality photographs for marketing materials	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Digital camera was replaced	

STUDENT AFFAIRS	CORE VALUE 3	OUTCOME 3D

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

Athletics

Objective 1	Hire a Full-Time Athletic Director	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $15,000.00
	Department Budget: Athletics	Student Fees (New/Existing) $
Exp. Completion	June 2019 – in transition process now	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: As the fundraising efforts continue for the athletic expansion as well as additional needs in personnel, an individual dedicated to the administration of the athletic department is important.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale (include results and comments): The Athletic Director will begin full time on July 1, 2019 to assist with the administration of the Athletic Department and the many activities related to begin successful in the classroom, on the court, and in fundraising.	

FINANCE & OPERATIONS | CORE VALUE 3 | OUTCOME 3D

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

Facilities

Objective 1	Research window replacement project, Main Building	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale:	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Not completed	
Objective 2	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 $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Improving energy efficiency	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Currently being installed.	
Objective 3	Replace outside light fixtures on Annex building with LED fixtures	
Estimated Cost	Existing Money $	New Money One Time $

	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Improve campus appearance	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: In process now, should be complete by year end.	
Objective 4	Replace whiteboards with glass boards	
Estimated Cost	Existing Money $6000	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Instructors prefer glass boards	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: H205 and two in M307 were replaced. Instructors were satisfied.	
Objective 6	Improve the curb appeal at the Cherokee Center	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant	Rating: 4 Rating Rationale: Curb appeal is a factor in student selection of a college.	

1: Slightly Relevant)		
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Rock was removed and grass planted. Down spots were added. This was an improvement but the Center still needs more improvement in curb appeal.	
Objective 7	Investigate Hughes building repairs	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Determine repairs needed to the facilities	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 1 Satisfactory Level Rationale: There are repairs that need to be made to the roof on the East end by the entrance. Facilities is trying to determine a cost for this project.	
Objective 8	Install LEED water fountains at Cherokee and Gym	
Estimated Cost	Existing Money $2400	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: To be environmentally friendly and promote the health of students and staff	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: In process, will be complete by end of year.	
Objective 9	Replace tile in Biology classroom	
Estimated Cost	Existing Money $9000	New Money One Time $

	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Tile is stained and unattractive	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Complete	
Objective 10	Fix water damage in Annex and improve appearance	
Estimated Cost	Existing Money $ 4000	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: This is currently an eyesore	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Much better but there are still occasional leaks which Tremco is still working to correct. They believe the leak is around the windows. The tile was stripped, cleaned and resealed.	
Objective 11	Renovate second floor bathroom in Hughes Building	
Estimated Cost	Existing Money $15000	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant	Rating: 4 Rating Rationale: Wallpaper is crumbling and bathroom is in need of an update	

1: Slightly Relevant)		
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Currently in process and will be complete by end of summer. This will be a big improvement.	
Objective 12	Remodel Factory Connections Building	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: an event center will bring more people to campus and offer a welcome area to visitors	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: In process	
Objective 13	Remodel spec building given to LCC by the City for a vocational educational building	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Classes taught in the building will generate needed revenue and meet a training need in the community	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Building looks good, but there were several change orders during this process.	

Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: (Include Results and Comments)

IT

Objective 1	Complete IT move (if approved in FY18)	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Necessary to improve data security	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: This move is going to be a process. This year all additional storage areas (4 separate locations) were completely moved to the basement. The Server room is complete and the Fiber has been installed.	
Objective 2	Fiber Mapping	
Estimated Cost	Existing Money $	New Money One Time $4500
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Mapping existing Fiber locations prior to moving IT to the basement	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: Fiber has been installed in the basement. Additional fiber lines have been reallocated as part of the process. The formal mapping process is in progress. Scheduling has been an issue.	

Print Shop

Objective 1	Purchase wide format printer to print banners, large signs and flags for the light poles	
Estimated Cost	Existing Money $20000	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: The printer will be shared with Public Relations and Graphic Design	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Complete	

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.

Radiography

Objective 1	Write the Interim Report for the Joint Review Committee on Education in Radiologic Technology to maintain the Program's eight year accreditation award.	
Estimated Cost	Existing Money $	New Money One Time $1500
	Grant Funded	New Money Ongoing $
	Department Budget: $1500.00	Student Fees (New/Existing) $
Exp. Completion	Fall FY19	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Collecting and access data required for the Program's Interim Report which is due by the fourth quarter in 2018. This report is required to maintain current accreditation status by the JRCERT for our Program.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: The Program submitted their JRC Interim Report on November 9, 2018. On April 9th, 2019 the program received notification that the JRCERT granted the continual eight year accreditation status until the next site visit scheduled for the fourth quarter of 2022.	

Physical Therapist Assistant

Objective 1	Implementation of a survey tool for graduates to assist with KBOR and CAPTE requirements	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded$0	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The acquisition of this information is very important to complete forms for KBOR. The forms have been developed and multiple delivery methods have been utilized.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: If the forms are completed the required information is readily available. The problem is the graduates are not completing the forms. This has required an extensive amount of time for the administrative assistant and PTA faculty to call and request graduates to complete and return the forms. PTA faculty are providing education in the program informing students that this information is needed to help the program.	

STUDENT AFFAIRS CORE VALUE 4 OUTCOME 4A

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

Student Success Center

Objective 1	Develop and implement an enhanced system of testing calendar requests to better serve the needs of students, faculty, and SSC staff.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: SSC	Student Fees (New/Existing) $
Exp. Completion	Spring 2019	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Scheduling testing requests is time-consuming and burdensome for staff. Improving the efficiency of this system will free staff to attend to other, more critical, tasks and empower students to manage their own schedules.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 1 Satisfactory Level Rationale (include results and comments): Primary barriers to successfully launching a system as described include upfront and ongoing costs, and systems which allow for sufficient obscuring of appointment details for FERPA compliance.	

FINANCE & OPERATIONS	CORE VALUE 4	OUTCOME 4A

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

Business Office

Objective 1	Reevaluate data entry procedures and update	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Unclean data results in inaccurate reports and information	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: No procedure was created. Student Services is planning a training for FY20. Once this is created we will determine if a procedure needs to be implemented.	

IT

Objective 1	Begin preparing for HLC Accreditation Review	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The review will occur in late 2018. We will need to prepare both the online evidence, as well as, make sure we have addressed any concerns outlined in the initial review.	
Satisfactory level of objective completion (4: Extremely Effective	Rating: 3	

0: Not at all Effective)	Satisfactory Level Rationale: The argument and evidence files have been rolled over for the review. Administration is working to gather the updates for the upcoming visit. IT will convert and upload the information as received.	
Objective 2	VM Environment Refresh	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Will need to make a Virtual Environment Refresh. The SAN will begin the end of the lifecycle.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: The VM Environment has been completely refreshed and upgraded.	

PUBLIC RELATIONS	CORE VALUE 4	OUTCOME 4A

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

Objective 1	Update tracking system of Public Relations requests	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Updated each year, continuous each year	
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: The continuous update/improvement of the tracking system for PR requests is beneficial for the PR office and the issuer of the request to complete requests in a timely and cohesive manner.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Continuously updating and improving tracking system for PR requests	
Objective 2	Update style manual	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: PR	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: The role of the PR department is to ensure that the campus community adhere to the guidelines and proper usage of the college brand.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Continuing to update, not complete	

ACADEMIC AFFAIRS CORE VALUE 4 OUTCOME 4B

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

Nursing

Objective 1	Write a grant for the Kansas Board of Regents Nurse Initiative Funding if the opportunity comes available to promote funding resources.	
Estimated Cost	Existing Money $500	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Nursing Travel	Student Fees (New/Existing) $
Exp. Completion	FY19 Program Director wrote a Nurse Initiative Grant in March 2018 for student support and faculty development with a total request of $67,091.48.	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Funding for nursing student support and faculty development that promote program retention and outcomes are significant.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Kansas Nursing Programs are to be notified by May 2018 of award letters.	

PUBLIC RELATIONS	CORE VALUE 4	OUTCOME 4B

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

Objective 1	Create fact cards, or other form of marketing material which show transparency of funding	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: PR	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Marketing pieces which are necessary to gain support of the community.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Updated fact cards	

FOUNDATION & ALUMNI ASSOCIATION	CORE VALUE 4	OUTCOME 4B

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

Objective 1	Research possibility of providing an annual report to donors	
Estimated Cost	Existing Money $ *0*	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale:	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 1 Satisfactory Level Rationale: More research is needed.	

ACADEMIC AFFAIRS	CORE VALUE 4	OUTCOME 4C

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

Nursing

Objective 1	Prepare for the ACEN and the KSBN site visit by developing and writing the self-study report. Evaluate the use of external consultation for curriculum review and/or nurse faculty to attend an ACEN Self-Stud conference. Nursing Program national accreditation promotes value to the program and community stakeholders.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $8,000 Perkins request	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	FY19 This objective was requested through both the 2018-2019 Perkins and KBOR KNI Funding.	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Program must remain nationally accredited.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Nurse Tim or Donna Ignatavicius Consulting	

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 one social media platform- if applicable	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Social media platforms are valuable in marketing.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 1 Satisfactory Level Rationale: Continuing to research additional social media platform, will have to adjust workflow to allow additional responsibilities	
Objective 2	Target marketing and advertising for Graphic Design	
Estimated Cost	Existing Money $1,000	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: PR	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: The PR department strategically rotates the specific target promotions of CTE programs each year.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Complete	
Objective 3	Redesign of brochures	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: PR	Student Fees (New/Existing) $

Exp. Completion		
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Yearly updates are necessary to stay current with the design and correct content of brochures used for recruiting.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Complete	
Objective 4	Redesign of viewbooks	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Admissions	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Yearly or every other year, updates are necessary to stay current with the design and correct content of viewbooks used for recruiting.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Complete	
Objective 5	Increase enrollment advertising on one social media platform (if needed)	
Estimated Cost	Existing Money $1,000	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: PR	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: PR has utilized social media advertising in past as additional reach to students. If PR and Admissions deem necessary, will continue.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Complete	

Objective 6	Advertise additional hours/services for use for community and/or student housing students	
Estimated Cost	Existing Money $500	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: PR	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: The library may need additional advertising for extended hours of operation. Only money will be spent if necessary to advertise publically, otherwise will advertise internally to students.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: Included student housing in advertising. Villas has not requested anything additionally of us.	

FOUNDATION & ALUMNI ASSOCIATION	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.

Foundation

Objective 1	Speak and/or volunteer at two community events	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	*Ongoing*	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale:	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: I volunteered at the following: Parsons Elk Golf Tournament, Parsons Chamber of Commerce Golf Tournament and Annual Banquet	
Objective 2	Seek donations for the Athletic Facility Campaign	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	*Ongoing*	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale:	
Satisfactory level of objective completion (4: Extremely Effective	Rating: 3 Satisfactory Level Rationale: We had a very successful year of confirming gifts and pledges. The capital grew $1,136,523 between 6/30/18 and 7/1/19.	

0: Not at all Effective)		
Objective 3	Seek in-kind donations of equipment/technology from area hospitals for Health Science Programs	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale:	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: We received a dental chair valued at $2,800 from Dr. Siebrasse.	
Objective 4	Apply for Kansas Department of Commerce Community Service Tax Credits	
Estimated Cost	Existing Money $ 250	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale:	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: I submitted a comprehensive application packet to the Kansas Department of Commerce on behalf of the LCC Foundation on 7/25/18. After a highly competitive selection process, we were awarded $250,000 in 70% Kansas Tax Credits on 8/29/19. We were one of only 16 who were selected among 50 applicants. After being notified of our selection, I was able to secure 100% of the donations, within 60 days, to fulfill the $250,000 tax credits.	

ACADEMIC AFFAIRS CORE VALUE 4 OUTCOME 4D

Outcome 4D: Strengthen internal communication practices.

Physical Therapist Assistant

Objective 1	Implementation of a central curriculum calendar/map	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: $0	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Having a central location for all instructors to see what is occurring in the other PTA classes could help with overall planning.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: This was utilized very well initially and then the communication was more easily acquired with verbal communication. Therefore the use of the calendar became an unnecessary tool.	

STUDENT AFFAIRS	CORE VALUE 4	OUTCOME 4D

Outcome 4D: Strengthen internal communication practices.

Student Life

Objective 1	Develop a comprehensive calendar for all student organizations' activities.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: Student Life	Student Fees (New/Existing) $
Exp. Completion	Fall 2018	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Collaboration internally with all events is essential to students and applicable staff and faculty.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale (include results and comments): Student Life Coordinator is working with IT to set up a student activity calendar that students will have access to in RedZone.	

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.

Physical Therapist Assistant

Objective 1	Implement methods to improve the objective measures used in the PTA selection process.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The selection process of placing the best qualified applicants into the PTA is of critical importance to meet CAPTE targets for national test pass rates.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: A tool has been developed that captures date regarding prerequisite, GPA, TEAS test scores, test scores for PTA exams, PTA finals, and scores on national exam practice tests. The program has collected two years of data. We are optimistic this data will allow the program to make a more informed selection process. This data should improve with each additional year of data collection.	

STUDENT AFFAIRS	CORE VALUE 5	OUTCOME 5A

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

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 $500.00	New Money Ongoing $
	Department Budget: Talent Search	Student Fees (New/Existing) $
Exp. Completion	June 2019	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Completing recruiting by the end of November, allows the educational advisors to focus on graduating seniors during the spring semester.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale (include results and comments): Identify the annual academic population being served early in the year allows for specific instructional design and a greater impact on the targeted graduating class.	

ACADEMIC AFFAIRS CORE VALUE 5 OUTCOME 5B

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

Sonography

Objective 1	I am working to set up a $1000.00 book scholarship for new students each August. The scholarship will be used to help relieve the book cost and help support student retention.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	We are trying to make fall 2020 the first scholarship donation. The completion will depend on the person offering the scholarship. Lindi is helping to set up the book scholarship.	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: With the increasing cost on the rise students are feeling the burden. The scholarship will be a financial relief and help with retention. The scholarship can be used for one or multiple students.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: I contacted the donor and put him in contact with Lindi Forbes. I have not heard anything else since. I don't think we received the scholarship.	

PUBLIC RELATIONS	CORE VALUE 5	OUTCOME 5B

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

Objective 1	Promote Annual Scholarship Auction	
Estimated Cost	Existing Money $600	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: PR	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Paid advertising is necessary to promote the attendance of the auction for scholarships.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Complete	
Objective 2	Acquire donations, decorations, and event planning for annual scholarship auction (Foundation provides PR with acquisition list)	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: PR	Student Fees (New/Existing) $
Exp. Completion		
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: The auction has noticed an increase in attendance, and items donated. The acquisition of items/services donated for the auction is needed to assist the Foundation office.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Complete	

FOUNDATION & ALUMNI ASSOCIATION	CORE VALUE 5	OUTCOME 5B

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

Objective 1	Secure new scholarship endowments through capital campaign	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale:	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: We have just under $1 million pledges toward endowments to date.	

STUDENT AFFAIRS	CORE VALUE 5	OUTCOME 5C

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

Athletics/Financial Aid

Objective 1	Increase scholarship dollars by 5% for the Athletic Department over the previous fiscal year.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $10,000
	Department Budget: Financial Aid	Student Fees (New/Existing) $
Exp. Completion	June 2019	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: It is essential that we keep increasing with the KJCCC conference going to NJCAA rules on scholarship amounts.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale (include results and comments): This was completed and assisted the Athletic Department in providing more scholarships for students.	

Student Success Center

Objective 1	Enhance messaging and outreach of the Debbie Groff Memorial Book Scholarship, focusing on fundraising and marketing.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget: SSC	Student Fees (New/Existing) $
Exp. Completion	Spring 2019	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: As book costs continue to rise, increasing access to this book loan program enhances students' experience at LCC.	

Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale (include results and comments): As a result of this targeted outreach marketing, the Debbie Groff Memorial Book Scholarship was the recipient of a large private gift in the Fall of 2019.

LABETTE COMMUNITY COLLEGE

Student Organization Annual Report – FY19

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

Student Organization Annual Report - FY19

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
10	4	7	0	0

Participation: Kids Fall Festival, Blood Drive (fall and spring), Student Organization Fair (fall), CORE Meeting, Homecoming and Rise for Hunger.

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
9	7	33	0	1

Participation: Welcome Week (Fall and Spring), LCC Blood Drives (Fall and Spring), Finals Frenzy (Fall and Spring), CORE Meetings, Student Organization Fair (fall and spring), Kids Fall Fest, LCC Homecoming, Ronald McDonald Pop Tab Collection, Recycle ink jet cartridges, Recycle cell phones, 8th Grade Days, Cardinal Enrollment Days, LCC Spring Awards Ceremony, Donor Appreciation Luncheon, Rise for Hunger Meal Packaging Event, Candy Bar Fundraiser, Paint the Campus Red, LCC Auction for Scholarships, Movie Nights, KC Chiefs Game, Easter Egg Hunt, Cardinal Crawl, Campus Clean up (spring), LCC Student Food Pantry, Dinner on 17th, LCC Employee Appreciation Day, Stella Wells Christmas Tree Auction, Halloween Costume Contest, Freshman Orientation.

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

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
9	5	4	2	7

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

Fitness Club provides fitness activities and opportunities to LCC students and staff. *Advisor: TBD***.**

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
25	0	0	0	0

Participation:

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
9	7	6	0	1

Participation: Student Organization Fair (fall), Fall Fest, Rise for Hunger, Homecoming and Blood Drive (fall and spring).

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
13	8	11	0	3

Participation: Kids Fall Fest, Blood Drive (fall and spring), Rise for Hunger, Candy Bar Fundraiser, Bulletin Board Display, 2018 Christmas Decorating Contest, Logo, posters and t-shirt design for the LCC PR "Foster Care Aware" fundraiser, Parsons Historical Museum Brochure Design, LCC Wrestling Poster Design, Ink Cartridge recycling.

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	10	2	5

Participation: Award Ceremony, Student Organization Fair, Kid's Fall Fest, Blood Drive (fall and spring), Finals Frenzy (fall and spring), Candy Bar Sales, Rise for Hunger, Donor Luncheon, Homecoming, and SGA meetings,

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

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
20	10	19	5	6

Participation: Ronald McDonald House Visits (2), Honors in Action Retreat, Pop Tab Collection, LCC Pantry, ALICE Training Video, CORE Meeting, Student Organization Fair (fall), Job Skills Workshop at Manufacturing Day, Kid's Fall Fest, Blood Drive (fall and spring), Rise for Hunger, New Member Information and Induction Ceremony, LCC Foundation Donor Luncheon Table Sponsor, PTK Star Awards and Founder's Day Celebration, PTK Pizza Party, Homecoming, and Tau Theta 50th Anniversary Party.

Organization Awards: See PTK Annual Report for Organization Awards.

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

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
19	5	1	1	1

Participation: Collected Pop Tabs for Ronald McDonald House

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
23	8	27	7	12

Participation: Welcome Week (2), Core Meeting, Freshman Orientation, Student Organization Fair, Fredonia Grade School Day, Fredonia 8th grade days, Campus Clean Up (fall and spring), Senior Day, Dig Pink Night with Volleyball, Blood Drive (fall and spring), Kid's Fall Fest, LCC Donor Luncheon Table Sponsor, Rise for Hunger, Health Science Career Conference, Hosted Breakfast and candy for Finals Week, Homecoming Paint Campus Contest, Homecoming Coronation Candidates, Donated raffle basket at Homecoming, Worked Homecoming raffle and sold t-shirts, Heart Awareness Bulletin Board, Teddy Bear Clinic, CDH Awareness, and Spring Finals Week donation of Pizza.

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

Individual Awards Received: See RT Annual Report. Also, more will be determined at April 6 and 7 Conference and at LCC Awards Ceremony.

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
13	2	15	0	0

Participation: LCC Blood Drive (2), Kids Fall Fest, Senior Day, 8th Grade Days (3), Cardinal Enrollment Days (3), Trio Day, Junior Day, Cardinal Crawl, LCC Auction for Scholarships, and Gribben Lecture Series.

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

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
7	SGA: 9 CORE: 2	33	2	0

Participation: Welcome Week (Fall and Spring), LCC Blood Drives (Fall and Spring), Finals Frenzy (Fall and Spring), CORE Meetings (2), Student Organization Fair (fall and spring), Kids Fall Fest, LCC Homecoming, Color Campus for a Cure Fundraiser, Clean-up day (spring), Candy Bar Sales, LCC Awards Ceremony, LCC Auction for Scholarships, Dinner on 17th, Student Appreciation Day, LCC Employee Appreciation Day, Rise for Hunger, ink cartridge recycle, cell phone recycle, pop tab collection for Ronald McDonald House, Halloween dress up contest, Holiday dress up contest, Easter Egg Hunt for LCC students, March Madness Contest, Cardinal Crawl, Starla Wells Christmas Tree Auction, Enrollment Days (3), Scholarship Donor Luncheon table sponsor, Chiefs game trip, Freshman Orientation.

Individual Awards: To be determined at LCC Awards Ceremony.

Student Nurse Association assumes responsibility for contributing to nursing education in order to provide for the higher quality of health, provides programs representative of fundamental interests and concerns, and aids in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life. *Advisor: Cheryl Smith and Sherry Simpson (620) 820-1263.*

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
57	7	10	2	0

Participation: CORE Meeting, Blood Drive (fall and spring), Fall Fest, Homecoming Candidates, Paint Campus Red for Homecoming, Candy Bar fundraiser, Rise for Hunger, Donated basket for silent auction at Homecoming, Recycled pop tabs and ink cartridges.

Student Veterans Organization Fosters camaraderie between veterans, service members, spouse/dependents, and supporters attending LCC to encourage academic success, demonstrate leadership skills. Advisor: Sara Comer 620.820.1227

# Members	# Meetings	#SGA, Club & Community Service Activities	# of Fundraising Activities	# Traveled Activities
6	14	9	6	1

Participation: Welcome Week (2), CORE Meeting, Blood Drive (fall and spring), Fall Fest, Rise for Hunger, Student Organization Fair, and 22 Souls Event.

LABETTE COMMUNITY COLLEGE

Student Event Annual Report – FY19

Compiled by the Student Life Office

Terri Leroy, Student Life Specialist

Event	Date of Event	Outcome/ Competency	Average	
			*R	*E
Welcome Week	August 20-24	1B	**3.69** 4.0	**3.48** 4.0
Welcome Week	August 20-24	1E	**3.51** 4.0	**3.28** 4.0
CORE Meetings for Advisors	August 28-29	4D	**3.87** 4.0	**3.62** 4.0
Student Organization Fair	September 5	2A	**4.0** 4.0	**3.0** 4.0
Cardinal Crawl	September 11	2A	**3.5** 4.0	**3.0** 4.0
PTK Leadership	September 21-22	1B	**3.85** 4.0	**3.85** 4.0
Senior Day	September 27	2A	**3.83** 4.0	**3.66** 4.0
Mercy Heart Walk (Rad Tech)	September 29	2A	**4.0** 4.0	**4.0** 4.0
Mercy Heart Walk (Rad Tech)	September 29	2D	**4.0** 4.0	**4.0** 4.0
Graphic Design Bulletin Board	October 1	1B	**4.0** 4.0	**3.33** 4.0
8th Grade Days (3)	October 3, 10 and 17	2A	**4.0** 4.0	**3.62** 4.0
Fall Blood Drive	October 22-23	2A	**3.85** 4.0	**3.14** 4.0
Fall Blood Drive	October 22-23	2D	**3.71** 4.0	**3.57** 4.0
Fall Blood Drive	October 22-23	4C	**3.85** 4.0	**3.71** 4.0
Kids Fall Fest	October 30	2D	**3.75** 4.0	**3.56** 4.0
Kids Fall Fest	October 30	4C	**3.75** 4.0	**3.56** 4.0
Honors in Action (PTK)	November 2-4	1B	**4.0** 4.0	**3.83** 4.0
Meal Packaging Event	November 6	2D	**3.9** 4.0	**3.6** 4.0
Welcome Back Week	January 14-18	1B	**3.52** 4.0	**3.52** 4.0
Welcome Back Week	January 14-18	1E	**3.42** 4.0	**3.26** 4.0
West Coast Educator and Student Conference	February 4-8	3C	**4.0**	**4.0**

(Rad Tech only)			4.0	4.0
LCC Employee Appreciation Day	March 6	5C	**3.16** 4.0	**3.66** 4.0
Dinner on 17th	April 4	2B	**4.0** 4.0	**3.66** 4.0
Dinner on 17th	April 4	2D	**4.0** 4.0	**4.0** 4.0
LCC Awards Ceremony	April 29	1B	**3.88** 4.0	**3.83** 4.0

Student Event Annual Report - FY19

*R=Relevance *E=Effectiveness

Fall 2018		
Event	Outcome/ Competency	Comments
Welcome Week	1B	-It is a great way to ease in to the semester, get reacquainted with friends and faculty, and make new friends and create new memories. -Welcome Week was very positive and friendly, so the first week of college being that way gives us, the students a good first impression on the college. We see it as a dependable and friendly place. -College can be intimidating. It's important to make all new and returning students feel welcome and comfortable in their new environment. -I said extremely relevant because it got all the freshmen and sophomores together for a while and we got to interact with new people. -It made me feel welcomed and appreciated as a LCC student.
Welcome Week	1E	-I took most of my gen ed's at the Cherokee Center and we were included in everything. -They made sure to have enough for everyone and we got different things. -I am just taking online classes I was able to email the student life office and they saved me a water bottle.
CORE (Meetings for Advisors	4D	-It is essential for new organizations/advisors/officers to have an understanding of SGA expectations, policies, and procedures, and it is a great refresher for seasoned club advisors. -The meeting gave us very pertinent information regarding the CORE and how the student groups should be handled. -I think getting all of the advisors and officers together to go through procedures to start the year is important. -It provided the needed information that the advisors have to go off of and provided updated/new procedures that will be going into effect this academic year for the organizations. -It provided an opportunity for all the advisors of all the organizations to come together to express and concerns or questions in one place. We were able to address questions and concerns in a timely manner because of this.
Student Organization Fair	2A	-Many students signed up for things they would not have if the clubs wouldn't have been set up and easily accessed. -It was good to see what is going on around campus.
Cardinal Crawl	2A	-It put a lot of people in the community in front of us so we have a better Idea of what is available. -It got many local businesses on campus for students to see what opportunities are in our area. -Great to see all the businesses and get information. -There was a lot of interaction between businesses and students at the Cardinal Crawl. -I'm not sure it was as effective as some people would like it to be. I feel a lot of students weren't interested.

PTK Leadership	1B	-It helped to show me how to be a more effective leader and how I can bring it back to help others at the college. -It provided information on working as a team, setting goals, and achieving success. -The Phi Theta Kappa leadership conference was relevant in providing us with an adequate environment to learn more about leadership and how to work better as a team, which are skills we can use every day in our academics and in our careers. -I had a really positive experience attending the leadership conference. Those putting on the conference were informed and courteous to the conference attendees, and I was able to learn much more about leadership and how to work with other people.
Senior Day	2A	-It showed the seniors what all our campus has to offer. -I feel that the seniors were given a lot of good information in a fun and relaxing way. -It helped get LCC on the seniors mind as a viable option for college. -I think senior tour days are important because it gives students opportunities to visit colleges that they may have never thought of attending.
Mercy Heart Walk (Rad Tech only)	2A	-We met members of the community and other health care professionals in an atmosphere of encouragement and respect. -I thought it was extremely relevant. We got to meet people who have spent a lot of time in the hospital and hear their stories of how their lives were effected. I think it showed us as future radiographers that we need to show compassion and do our best to brighten their days. The walk had information on how to keep your heart healthy and everyone had a good time. -Heart disease and heart related problems are a serious issue and needs to be addresses and make people aware of.
Mercy Heart Walk (Rad Tech only)	2D	-It gave us a chance to support the community in a positive and impactful event. -It makes the student more aware of issues that are in the community. -It also gave us visibility in the community and allowed us to meet people from all over the whole four-state area that Labette serves. -Students need to be out in the real world to see how it is. -People appreciated our help in the event and told us so.
Graphic Design Bulletin Board	1B	-I rated this extremely relevant, because the board will educate students and others who read it about some graphic design tips of to do and not to do. -Because we had to design the layout of the bulletin board and then apply all of wat we have learned to put the missing pieces in. -The bulletin board is an example of what we can do if we put our heart into it. It was created with all of our knowledge and love for graphic design technology.
8th Grade Days (3)	2A	-8th Grade Days help get LCC on the kid's radars. -It was very relevant, it showed the campus and explained questions that were asked. -They were beneficial for me because I learned more about the college. The students who came asked several great questions that I was able to answer. -We allow the 8th graders to gain more knowledge of different courses they can take and careers to choose from. -I feel that the students were able to learn a lot about LCC. Even as 8th graders, a lot of them took these tour days seriously. -I saw the kid's reaction to learning more about LCC and the college in general and they always left with smiles and a bag of goodies. I could tell they were getting excited about college already by the end of the day.

Fall Blood Drive	2A	-Many persons living in Parsons and surrounding area donate blood. It is good to see LCC participate in the community. -As a nursing student it's important for us to advocate for the blood drive. The Red Cross gets blood to help save lives and we can spread the education and awareness to help bring in more donors. -Being an active part of the community is very important to the mission of Phi Beta Lambda and it makes us as individuals a more productive part of society. -The students meet others from the community as well as other departments at the college. It shows the importance of working together for a common goal. -I don't believe a blood drive is educational. -It is always a great duty to get involved in something that will help so many people for the good.
Fall Blood Drive	2D	-It shows the importance of volunteering in the community. We all know blood is vital, it is a very worthwhile activity. -This gets people aware and started at a younger age and they are more likely to continue to do so. -There is nothing quite like helping people provide blood for community service. -It is awesome to see so many student get involved in such an event. -I feel a lot of people see a blood drive as a place to go get poked by needle rather than how many lives that it saves. -A blood drive is an incredibly effective way to connect the community. -When a student contributes to the well-being of their community, they are looked upon as great outgoing students they enjoy helping out. I think it is wonderful.
Fall Blood Drive	4C	-It shows the community how willing the college is able to make a difference and builds a relationship. -It shows that the college students care about and support the community. -The blood drive shows that the college is active in the community. -When the community sees our students taking part in the betterment of our community, I believe that it increases the positive awareness of the College. -I think it is important to show the public that students from the college get involved. -When the community sees our students taking part in the betterment of our community, I believe that it increases the positive awareness of the College. -It shows the college encourages not just classroom education, but community involvement as well. -A blood drive is not easy to pull off but LCC willingness to do so shows that they are not afraid of obstacles and is always willing to put the Community First.
Kids Fall Fest	2D	-Students came face to face with the community. -I rated it as I did because it felt like I felt more connected to the community and the kids in it. -We get to see the immediate results of our community service. -It helped us to give back. -It's important for students to be involved with a community and see how their good works can help someone else. -The community supports us in our endeavors so it's important for us to show them we care about them too.

Kid's Fall Fest	4C	-It makes the college look good/a part of the community. -We can positively reflect the college through our community service. -By students turning out to work with the community it gives stakeholders an example of the commitment of the college's students and their willingness to better the community. -With over 20 organizations handing out items for Halloween, it showcased our college. -It shows that LCC and the students at LCC are connected to the community in a good way. -It shows the community that not only is the college there to help the community but the college is a good image and role model goal to achieve. -If the stakeholders see the students working in a positive atmosphere in the community it sets a good example for the college in the eyes of the community.
Honors in Action (PTK)	1B	-It [HIA] taught us about staying driven and being leaders. -Breakout sessions were designed to inform and enlighten. Seminar groups were able to work with the Regional Honors in Action project. -The conference taught me about persistence and success - things I can apply to my schoolwork. -Honors in Action Conference gave students the opportunity to grow as leaders and further enhance their education and team building skills. -The speakers and conference as a whole were great on influencing members to be better in every aspect.
Rise for Hunger Meal Packaging Event	2D	-It was an opportunity for students and staff to help each other out while helping people in other countries. -It made you feel like you were helping those in need and that is a good feeling. -Because it is important to show how donating a little bit of time can impact so many people in a positive way. -I think it's good for them to see at the end how a hand full of people can work together to feed so many. -Promotes teamwork. -Rise for Hunger puts together meals for communities who are in need due to events that could be of natural disasters or even poverty. Just because it was not directed towards this community directly, does not mean that as a student we cannot put in the effort to help those who may be struck by something out of their control.

Spring 2019		
Event	Outcome/ Competency	Comments
Welcome Back Week	1B	-Because it makes people's day better and makes them want to get through the day. -I rated this event with a 4 because we strive to make the students number one here at the college. -Welcome back week gave me lots positivity and motivation. I enjoyed it. -It helps to know LCC cares and understands the stresses of coming back to school. -Made the experience more fun and positive. -The free food was very nurturing. When you are hungry, you need food in order to focus on your learning. For those students that are lacking food, you can't learn well. It was excellent. Thank you. -Helped me feel welcomed back. -I didn't realize anything was going on. -The students come first and they make the campus a great place to be. -Student and staff are taking the time out to give our things throughout the day and be positive throughout the whole week and it made me feel very welcome.
	1E	-Really included everyone in every way possible gave all students a chance to have great stuff. -Students appreciate the extra effort to get them motivated and look forward to learning. -It provides activities to do out of campus and on campus, but not sure about online.
West Coast Educator and Student Conference (Rad Tech only)	3C	-Every session we attended added to our educational experience by addressing every aspect of what our future careers in radiography will entail. It included a registry review that gave helpful advice, study guides and even stress management for the day we take our registry in radiography. Overall was helpful to our educational needs. -By going to the conference we were able to learn new techniques for dealing with trauma and pediatric patients. We also were able to learn different job opportunities. -Great learning experience. -All of the sessions gave similar and different points of view and information on our future careers in radiography. It was fully effective and aided in understanding hard to retain concepts and procedures. -We were able to go to different meetings with our teachers and fellow students this helped us learn together new developments/skills. We also had one meeting that was to help prepare us for what types of questions would be on our registry.

LCC Employee Appreciation Day	5C	-It's always nice to be recognized and appreciated, especially the staff. Often times they are considered expendable and not as important as the administration and faculty. -I was great to be recognized by students. -This was a very nice activity and I loved that students were handing out the goodies. I believe it was beneficial to the social environment. I think this particular appreciation activity can play a role in retaining employees. It would not be the overriding factor, but it helps. Great Job! -It is very nice activity and nice to be appreciated. -It is nice to see student organizations working to recognize faculty. Appreciation of any kind in any form is always welcomed, in my opinion. -It was nice but since it only happened once and seemed to not be well appreciated, I don't think it'll do much to keep employees. I don't see how it helps with recruiting.
Dinner on 17th	2B	-The event is important to the community because the community can't help themselves sometimes. -There is no doubt we filled a need for some in our community. -I felt it went great, I enjoyed being there. -There are individuals in our community that truly need the help.
	2D	-It was perfectly good for me to help my community and I look forward doing more. -I thought we all contributed to the community and represented LCC the right way. -There is an obvious need that some people have for the basic necessities of life. Like a good meal. -It very good for me to lookout for other people beyond LCC. -Again, it was evident we helped people in our community get a good hot meal. -It was an awesome event.
LCC Awards Ceremony	1B	-I think the awards ceremony gives students more incentive to be active in the LCC community. -Shows we (faculty and staff) care that the students succeed. -The Distinguished Faculty member chosen for this award represents the best qualities of our faculty, who, maybe more than any other area, focus on student learning and academic success. -I feel as though it is important to recognize our student and advisors/staff for their hard work throughout the school year because it shows that we (LCC) actually care about the hard work and achievements of our people. -Rewarded involvement in the college. -This shows how much attention LCC staff pays to the students. -The ceremony did a great job acknowledging those who have done well at LCC.

Programs Reviewed in FY2019

- Follow-up to 2016 Graphic Design Program Review
- Physical Therapist Assistant Program Review
- Math/Physics/Engineering Program Review
- English Program Review
- Computer Science Program Review

Labette Community College Performance Report AY 2018							**AY 2018 FTE: 1,159**	
Contact Person: Joe Burke		**Phone and email: 620-820-1239; joeburke@labette.edu**					**Date: 6/25/2019**	
Labette Community College	**Foresight Goals**	**3 yr History**	**AY 2017 (Summer 2016, Fall 2016, Spring 2017)**		**AY 2018 (Summer 2017, Fall 2017, Spring 2018)**		**AY 2019 (Summer 2018, Fall 2018, Spring 2019)**	
			Institutional Performance	Outcome	Institutional Performance	Outcome	Institutional Performance	Outcome
1 Increase the first to second year retention rates of first- time, full-time college-ready freshmen	1	Fall 2012 74/131 56.5% Fall 2013 67/107 62.6% Fall 2014 71/105 66.7% Baseline 211/343 61.5%	51.2% (64/125)	↓	72.9% (70/96)	↑		
2 Increase the number of certificates and degrees awarded	1	AY2013 425 AY2014 435 AY2015 391 Baseline 417	338	↓	356	↓		
*3 Increase the % of students successfully completing English Composition I.	2	AY 2014 302/431 70.1% AY 2015 311/435 71.5% AY 2016 315/439 71.8% Baseline 928/1305 71.1%	78.7% (384/488)	↑	71.7% 365/509	↑		
4 Increase retention rate of academically unprepared students who participate in our Student Support Services program	1	AY 2013 110/178 61.8% AY 2014 79/126 62.7% AY 2015 132/204 64.7% Baseline 321/508 63.2%	70.5% (124/176)	↑	75.8% (122/161)	↑		
5 Increase % of students employed in a related field and/or continuing their education within one year of successfully completing any Health Career Program	2	AY 2013 81/88 92% AY 2014 92/104 88.5% AY 2015 76/88 86% Baseline 249/280 88.9%	95.8% (68/71)	↑	98.5% 67/68	↑		
6 Increase three year graduation rates of college ready cohort.	1	Fall 2010 24/105 22.9% Fall 2011 30/127 23.6% Fall 2012 39/131 29.8% Baseline 93/363 25.6%	39.0% (41/105)	↑	21.6% (22/102)	↓		
*May 2018 – BAASC approved new description for indicator 3 for AY 18 and AY 19 reporting.								

Labette Community College Performance Report AY 2018

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

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

Outcome/Results: Directional improvement from the baseline was demonstrated. We were successful in improving our retention rate through the additional remediation efforts within all of our health career programs, specifically, if a student did not pass an exam, the student is required to complete remediation before the next exam can be taken. In addition, the Early Alert Program was fully implemented, with faculty being able to reach out to the Vice President of Student Affairs and other staff to address academic concerns early in the semester.

Indicator 2: Increase the number of certificates and degrees awarded

Description: This indicator helps to ensure that we keep our focus on increasing the number of completers. We plan to accomplish this indicator by having our advisors increase efforts to ensure those eligible to complete certificates do so, as they pursue their AAS degree, giving students a sense of accomplishment as they complete their stackable credentials. The Registrar's Office now adds transfer courses to LCC transcripts as soon as official transcripts are received, rather than waiting for the student to complete a Degree Check Request form. Students and advisors have the ability to determine exactly how close the student is to completing their degree or certificate. This knowledge should help retain students who are nearing completion, to complete their goal.

Outcome/Results: Although the number is below our baseline, the number of certificates and degrees increased from the previous year, which is a positive trend in our eyes as we move forward. As we experience a declining head count, the number of students eligible for graduation has also decreased. We have increased communication with students about the opportunities to complete their degree, especially with our high school seniors who are taking courses concurrently. In addition, we recently decreased the number of required hours to graduate with an A.A., A.S., and A.G.S. to 60 credit hours, which may lead to an additional increase of awards next year.

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

Description: We chose this indicator because it relates to the portion of our mission statement "…preparing students for success in a changing world". It allows us to focus on LCC student improvement in writing. Students who dropped the course prior to the last day to enroll (approximately 2 weeks after the course began) *were not* included in these numbers. Students who withdrew from the course after this date and prior to the end of the course *were* included in these numbers. Successful completion is defined as passing the course with the grade of "C" (70%) or higher.

Outcome/Results: Directional improvement from the baseline was demonstrated. An additional full-time English instructor was added since AY 2017. English instructors spent more time on the writing component of the class and less time on discussing the assigned professional essays in the Reader. Students did more of their writing in the computer labs during class time so that instructors could guide and inform students during the writing process instead of instructors just seeing and critiquing the products of student writing. More emphasis was also placed on outlining so that students better understood the organizational process than they have in the past. Finally, the Accelerated Learning Program (ALP) is also having a positive effect. In the spring semester, all ALP students who passed the

developmental writing course also passed the English Composition I course. (The courses are taken simultaneously as part of ALP)

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

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

Outcome/Results: Directional improvement from the baseline was demonstrated. Through the application of intensive, intrusive advising services, Student Support Services advisors have been able to design interventions for the targeted population. These interventions include activities such as supplemental instruction, goal setting, and a strengths-based approach to improving student persistence. The largest gains, as a result of these interventions, have been in the number of students identified as academically unprepared at the time of their program intake who have successfully completed associate degrees.

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

Description: We chose to continue this indicator because of the great reputation of our Health Career Programs. When we initially compiled information for this indicator, students graduating from our six Health Career Programs represented 80% of the graduates from all of our Career Technical Education (CTE) programs combined. This year it is 81%, so it continues to be representative of the total CTE numbers. We plan to increase the employment career fair opportunities and recruiting visits, and also to increase the number of clinical sites utilized. Data are provided by Program Directors to their respective accrediting agencies.

Outcome/Results: Directional improvement from the baseline was demonstrated. 5 of our 6 Health Career Programs reported 100% employment of our graduates in a related field or continuing their education. The other program reported 80% employment/continuing education for a total of 98.5%.

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

Description: We chose to continue reporting on this indicator to keep our focus on increasing retention resulting in increased graduation rates. Timely feedback from faculty through weekly progress reports in the Red Zone Learning System is a valuable tool to encourage retention in each course.

Outcome/Results: We did not show directional improvement for this indicator. The decrease in the graduation rate was impacted by the decrease in retention the year before, as we had less students successfully transitioning to the second year in several of the Health Career Programs. This has been addressed through the remediation efforts mentioned in indicator 1. In addition, our overall headcount has declined. Finally, the Retention Committee is developing efforts to provide more professional development in the area of academic advising, with the goal of more students completing their degrees.

Committee Support of Core Values FY 2019
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.

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

Accessibility Committee:

1. The Accessibility Committee has developed or is developing a policy, procedure, and best practice guidelines that focus wholly on meeting the individual learning needs of not only our students with disabilities, but the entire student population.

Curriculum & Instruction Committee (C&I):

1. 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 (Distance Ed):

1. The Distance Ed 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 Screen Readers, Accessibility Training, Descriptive Hyperlinks, and the article titled "Online Education – The Forgotten Frontier in Student Affairs."
2. The Distance Ed Committee had a hyperlink to the Master Online Teaching Course placed in the Faculty Tab of RedZone. The link can be found on the "Faculty Handbooks and Forms" page in the "How to Videos and Online Documentation" portlet. Instructors can find at this link a synopsis of the EDUC 149 Online Teaching course along with all the Instructional Handouts associated with the course.

Instructional Outcomes and Assessment Committee:

1. The Outcomes and Assessment Committee completed the Report of Student Learning for FY18. It was presented and approved by the Board.

Library Committee:

1. The members of the Library Committee advise and suggest ways to improve existing library services and offer suggestions for new ones.
2. The members of the Library Committee advocate for the library in their respective departments and groups.
3. Open Education Resources Committee (OER):
4. The OER Committee helps faculty identify and adopt inexpensive, high quality textbooks that lie outside the traditional textbook publishing framework, and so aids in education.
5. Retention Committee:
6. Retention Committee authored a set of academic advising outcomes and competencies to enhance advisor's professional skills in order to better serve our students' diverse academic needs.

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

Accessibility Committee:

1. The Accessibility Committee's major focus is overcoming obstacles to Academic Success. Training, tools, and procedures are being developed to remove many of the obstacles our disabled students face.

Caring Cardinal Committee (C3):

1. The C3 Committee is focused on student needs around campus. The committee handed out free soda to new and old students during lunch. C3 has raised on campus awareness and helps stock the shelves for the pack the pantry campaign. Multiple bags of candy were dispersed throughout the campus during Halloween. C3 also provided a student coffee bar several times during the year.

Curriculum & Instruction Committee (C&I):

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

Distance Education Committee (Distance Ed):

1. The Distance Ed Committee reviews all new online courses developed by new instructors and offers recommendations to experienced instructors who seek the committees input on new online courses.
2. The Distance Ed Committee continued to review and when necessary make revisions to the Online Handbook, the Online Course Evaluation Rubric, and the Guidelines for a Quality Online Course Rubric, and the Online Teaching Course.
3. The Distance Ed Committee discussed the ongoing Accessibility Training as it pertains to online and hybrid education and the Online Teaching Course.
4. The Distance Ed Committee discussed minimum devices/internet requirements for Online Courses.
5. The Distance Ed Committee discussed preferred word processing file types (.rtf vs. docx, etc.)
6. The Distance Ed Committee conducted a survey of IDL Instructors seeking input on possible IDL/Polycom Best Practices.
7. The Distance Ed Committee investigated means of improving student participation in the online surveys as part of the Instructor evaluation process and solicited suggestions.
8. The Distance Ed Committee discussed different possible means of improving retention.

Diversity Committee:

1. 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.
2. The committee continues to support the Student Veterans Organization's and SALUTE's activities and efforts to honor students who are veterans and those currently serving actively or in reserves.
3. The committee continues to support the Gay Straight Alliance activities and efforts to support the LGBTQI students and employees of LCC.
4. The committee has begun making plans for a field trip to the State Fair for students.

Military-Friendly Committee:

1. The Military-Friendly Committee was developed and started to support military-connected students in overcoming additional barriers to their education.

Retention Committee:

1. Retention Committee undertook a project to enhance the quality of academic advising among campus stakeholders in order to better address retention initiatives.

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

Accessibility Committee:

1. The Accessibility Committee is working closely with the ADA Coordinator to make sure services are provided appropriately.

Curriculum & Instruction Committee (C&I):

1. The C&I Committee supported Accuplacer Next Generation 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 (Distance Ed):

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

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

Accessibility Committee:

1. The Accessibility Committee works closely with the ADA Coordinator to provide assistive technology when needed.

Distance Education Committee (Distance Ed):

1. The Distance Ed 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 Screen Readers, Accessibility Training, Descriptive Hyperlinks, and the article titled "Online Education - The Forgotten Frontier in Student Affairs."

Library Committee:

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

Open Educational Resources Committee (OER):

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

Retention Committee:

1. Retention Committee authored a syllabus for an online professional development course for faculty and staff who carry out academic advising as part of their essential job duties.

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

Distance Education Committee (Distance Ed):

1. The Distance Ed Committee reviewed and/or approved the offering of the following courses online this past year:
    a. COMP 199: PC Troubleshooting Software
    b. HEAL 135: Principles of Phlebotomy (Hybrid)
    c. ENGL 209: American Literature (Online)
    d. ENGL 207: British Literature (Online
    e. ENGL 208: World Literature (Online)
    f. COMM 201: Interpersonal Communication (Online)
    g. EDUC 133: Research Skills (Online)
    h. DNAS 101: Fundamentals of Dental Assisting (Hybrid)
    i. DNAS 119 Dental Anatomy (Hybrid)

Library Committee:

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

Military-Friendly Committee:

1. The Military-Friendly Committee started and is currently researching Veteran Mentoring models to implement at LCC to assist Veterans in their transition to higher education and empower them to be successful in obtaining their academic goals.

Retention Committee:

1. Retention Committee undertook a project to enhance the quality of academic advising among campus stakeholders in order to better address retention initiatives.

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.

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

Accessibility Committee:

1. The Accessibility Committee is working closely with related institutions and organizations for policy input, and information sharing.

Curriculum & Instruction Committee (C&I):

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

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

Accessibility Committee:

1. The Accessibility Committee is committed to learning about and implementing UDL principles to make online content as accessible by all users.

Distance Education Committee (Distance Ed):

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

Military-Friendly Committee:

1. The Military-Friendly Committee advocated for the defined summer semester full-time course load to be 6 credit hours to allow students utilizing VA Education Benefits to be considered full-time in the summer.
2. The Military-Friendly Committee developed the Military Leave of Absence procedures to respond to the needs of Active-duty, Reserve, and National Guard students when enrolled at LCC and have to drop courses when they have been called to duty for our Nation.

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.

Curriculum & Instruction Committee (C&I):

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

Accounting

i. Revised the Accounting Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours

Art

ii. Revised the Art Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

Athletic Training Program

iii. Revised the Athletic Training Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

Biology

iv. Revised BIOL 120 Biology as a title change to General Biology.
v. Added BIOL 128 Principles of Biology I.
vi. Added BIOL 129 Principles of Biology II.
vii. Revised BIOL 201 to update Microbiology course outcomes to meet those discussed at the most recent KCOG meeting, and continue to provide students with the best possibility for transferring the course to a university setting.
viii. Revised the Biology Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

Business Administration

ix. Revised the Business Administration Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.
x. Added BUAD 106 Principles of Leadership.

Chemistry

xi. Revised the Chemistry Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

Communication

xii. Added COMM 102 Interpersonal Communication.
xiii. Revised the Communication Program to restructure the requirements and hours to meet the guidelines of KBOR, which

reduces the number of hours for AA or AS degrees to 60 credit hours.

Computer Science

xiv. Revised COMP 115 Spreadsheets (Microsoft Excel) outcomes, competencies, and remove prerequisite.

xv. Revised the Computer Science Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

Criminal Justice

xvi. Revised the Criminal Justice Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

Early Childhood Education

xvii. Revised the Early Childhood Education Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

Economics

xviii. Revised ECON 203 Macroeconomics and ECON 204 Microeconomics to evaluate and realign the course outcomes to meet the SWT agreement through KCOG to become KSRN SWT courses.

Education

xix. Added EDUC 133 Research Skills.

xx. Revised EDUC 112 Early Childhood Curriculum to allow for KCOG/KRSN statewide transfer of the course.

xxi. Revised the Elementary Education Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

xxii. Revised the Secondary Education Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

English

xxiii. Revised ENGL 097 Reading & Writing Essentials as a noncredit class to clarify the process for referring students to Adult Basic Education to remediate skill deficits.
xxiv. Added ENGL 207 British Literature I.
xxv. Revised ENGL 208 Western Literature as a title change to World Literature.
xxvi. Added ENGL 209 American Literature I.
xxvii. Revised the English Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

Exercise Science

xxviii. Revised the Exercise Science Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

General Education

xxix. Revised the General Education Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

Health

xxx. Approved a new Associate in Science Degree in Health Science.
xxxi. Added HEAL 190 Advanced Emergency Medical Technician.
xxxii. Added HEAL 191 Advanced Emergency Medical Technician—Clinical and Field Internship.
xxxiii. Revised the Health Science Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.
xxxiv. Revised the Health Science Program to add EMT course to Concentration Requirements. This will allow students to declare their major “Health Science and EMT will qualify for Financial Aid.
xxxv. Revised the Health Science Program by removing OTEC 124 Medical Terminology, HEAL 124 EMT, HEAL 121 CNA, and INDU 155 OSHA 10 courses from the Health Science Program because this will allow all the other courses within the degree to be transfer eligible.

History

xxxvi. Revised HIST 101 US History to 1877 and HIST 102 US History Since 1877 to match course outcomes to the new KCOG outcomes.

xxxvii. Revised the History Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

Math/Engineering/Physics

xxxviii. Revised the Math/Engineering/Physics Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

Nursing

xxxix. Revised the Pre-BSN Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

Physical Education

xl. Revised PED 109 Recreational Activities to provide students with a hands-on component to the course which would change the current course outcomes and credit hours. More outcomes were added and the course went from a 2 credit hour to a 3 credit hour course.

xli. Added PED 150 Beginning Golf.

xlii. Revised the Physical Education Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

Pre-Pharmacy

xliii. Revised the Pre-Pharmacy Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number or hours for AA or AS degrees to 60 credit hours.

Pre-Professional

xliv. Revised the Pre-Professional Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

Psychology

xlv. Revised the Psychology Program to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

Radiography

xlvi. Revised RADI 119, RADI 120, RADI 203, RADI 204, and RADI 205 Clinical Trainings 1-V to eliminate outdated radiography terminology language and replacing it with relevant digital imaging terminology language and changing the percentage for each method of evaluation criteria to make it more applicable to current clinical practice performance.

Social Science

xlvii. Revised SOCI 201 Marriage and Family and SOCI 203 Social Problems to reflect KCOG outcomes.
xlviii. Added SOCI 211 Criminology.
xlix. Revised the Sociology Program and the Social Work Programs to restructure the requirements and hours to meet the guidelines of KBOR, which reduces the number of hours for AA or AS degrees to 60 credit hours.

Welding

l. Revised the Welding AAS Degree to meet the percentage of tiered hours requirements set by KBOR.
li. Added WELD 280 Advanced Welding Projects.
lii. Revised the Welding Program curriculum to change tiering. Tiering for Perkins was 55% and has recently been changed to 51%. The program would still be above the required tiering. Currently, all the concentration courses are Excel CTE eligible under the new proposal and are aligned with KBOR.

Library Committee:

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

Retention Committee:

1. The Retention Committee authored a syllabus for an online professional development course for faculty and staff who carry out academic advising as part of their essential job duties.

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.

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

Instructional Outcomes and Assessment Committee:

1. Course outcomes are linked to Student Learning Outcomes creating an infrastructure which enables us to link student success by Program Outcomes. This data was included in 2018-2019 Program Review reports for PTA, Math/Engineering/Physics, Computer Science, English and Criminal Justice.

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

Military-Friendly Committee:

1. The Military-Friendly Committee meets once a month to support employees of LCC make their departments and classrooms military-friendly by sharing best practices and developing policies and procedures to make LCC military-friendly.

Retention Committee:

1. The Retention Committee recommended the creation of a professional development course to target the needs of faculty and staff who carry out academic advising as part of their essential job duties.

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

Accessibility Committee:

1. The Accessibility Committee provides both external and internal training opportunities for Faculty and staff to learn new techniques for accessibility design.

Diversity Committee:

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

Military-Friendly Committee:

1. The Military-Friendly Committee supports and encourages faculty and staff to complete the Green Zone training that provides faculty/staff information and resources on working with military-connected students.

Retention Committee:

1. The Retention Committee authored a syllabus for an online professional development course for faculty and staff who carry out academic advising as part of their essential job duties.

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

Distance Education Committee (Distance Ed):

1. The Distance Ed 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.
2. The Distance Ed Committee continued to review and when necessary make revisions to the Online Handbook, the Online Course Evaluation Rubric, and the Guidelines for a Quality Online Course Rubric, and the Online Teaching Course.
3. The Distance Ed Committee discussed changes in TechSmith's video storage policies.
4. The Distance Ed Committee discussed the ongoing Accessibility Training as it pertains to online and hybrid education and the Online Teaching Course.
5. The Distance Ed Committee discussed minimum Devices/internet requirements for Online Courses.
6. The Distance Ed Committee discussed preferred word processing file types (.rtf vs .docx, etc.)
7. The Distance Ed Committee conducted a survey of IDL Instructors seeking input on possible IDL/Polycom Best Practices.
8. The Distance Ed Committee investigated means of improving student participation in the online surveys as part of the Instructor evaluation process and solicited suggestions.
9. The Distance Education Committee discussed different possible means of improving retention.
10. The Distance Ed Committee had a hyperlink to the Master Online Teaching Course placed in the Faculty Tab of RedZone. The link can be found on the "Faculty Handbooks and Forms" page in the "How To videos and Online Documentation" portlet. Instructors can find at this link a synopsis of the EDUC 149 Online Teaching course along with all the Instructional Handouts associated with the course.

Financial Aid Appeals Committee:

1. The Financial Aid Appeals Committee continues to work to improve the appeals process.

Library Committee:

1. The Library Advisory Committee advocates for the needed library services for the faculty and students in their respective departments and groups.
2. The Library Committee keeps apprised of the Library's operational plans and budgets giving input on their content.
3. The Library Committee reviewed their concerns about the 24/7 access of the library. The Committee decided to have no further comment but to continue to monitor the situation.

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.

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

Diversity Committee:

1. The Committee has created a Diversity Assessment Subcommittee to create an assessment of the diversity and inclusion needs at the main campus and at the Cherokee Center.

Instructional Outcomes and Assessment Committee:

1. The Instructional Outcomes and Assessment Committee reviewed different methods to track and report outcomes to meet the needs of the institution to provide efficient data for institutional reports. They also reviewed and assessed different data programs for the math department.

Retention Committee

1. The Retention Committee undertook a semester –long data analysis of the retention and graduation rates of first-time, full-time students matriculating at LCC in order to design initiatives with the goal of improving this population's retention and graduation rates.

B. Promote responsible stewardship of resources and public trust.

Library Committee:

1. The Library Committee reviewed their concerns about the 24/7 access of the library. The Committee decided to make no further comment at this time, but to also to monitor the situation.
2. The Library Committee is kept aware of the Library's budget and gives input on the purchasing of resources.

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

Caring Cardinal Committee (C3):

1. The C3 Committee had its second annual campus clean up that included staff and students.
2. The C3 Committee helped update the bathroom upstairs in the H building. Including patching holes in the walls, fixing torn wall paper, sanding and painting the metal boxes in each stall.
3. The C3 Committee designed and hung the new 15ft x 6ft wall sign in the Main Building entrance.

Military-Friendly Committee:

1. The policies and procedures that are developed within the Military-Friendly Committee make the campus more military-friendly and enhance the image of the college to military-connected stakeholders.

D. Strengthen internal communication practices.

Distance Education Committee (Distance Ed):

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

Open Educational Resources Committee:

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

Core Value 5:

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

A. Achieve targeted growth through an integrated enrollment management process.
   Retention Committee:
   1. The Retention Committee undertook a semester-long data analysis of the retention and graduation rates of first-time, full-time students matriculating at LCC in order to design initiatives with the goal of improving this population's retention and graduation rates.
   2. The Retention Committee created an enrollment incentive for returning students enrolling for fall 2019.

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.