

INTRODUCTION



Mark Watkins, Ed. D.

President

This 2020 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, 2019 through June 30, 2020. Below are a few highlights for the year.

In April 2020, the Higher Learning Commission approved our Assurance Review with "no recommended monitoring" which affirms LCC's 10-year accreditation to October 2025.

The Foundation Steering Committee and several volunteers have continued to raise funds for the Capital Campaign. At press time, \$5,086,990 has been raised towards the \$5,729,000 goal. This includes \$1,000,000 committed by LCC and the \$500,000 Mabee Challenge Grant.

However, the year may be remembered by the effects of the COVID-19 pandemic. Following Spring Break, classes were quickly changed to some alternate means of delivery. Employees worked remotely. Spring sports were cancelled. Commencement changed to a virtual format. Yet, through these challenges, faculty and staff performed remarkably well.

We are grateful for the support from the students, faculty, staff, administration, Board of Trustees, and contributing communities for which Labette Community College serves.

Go Cardinals!

Mark Watkins
President

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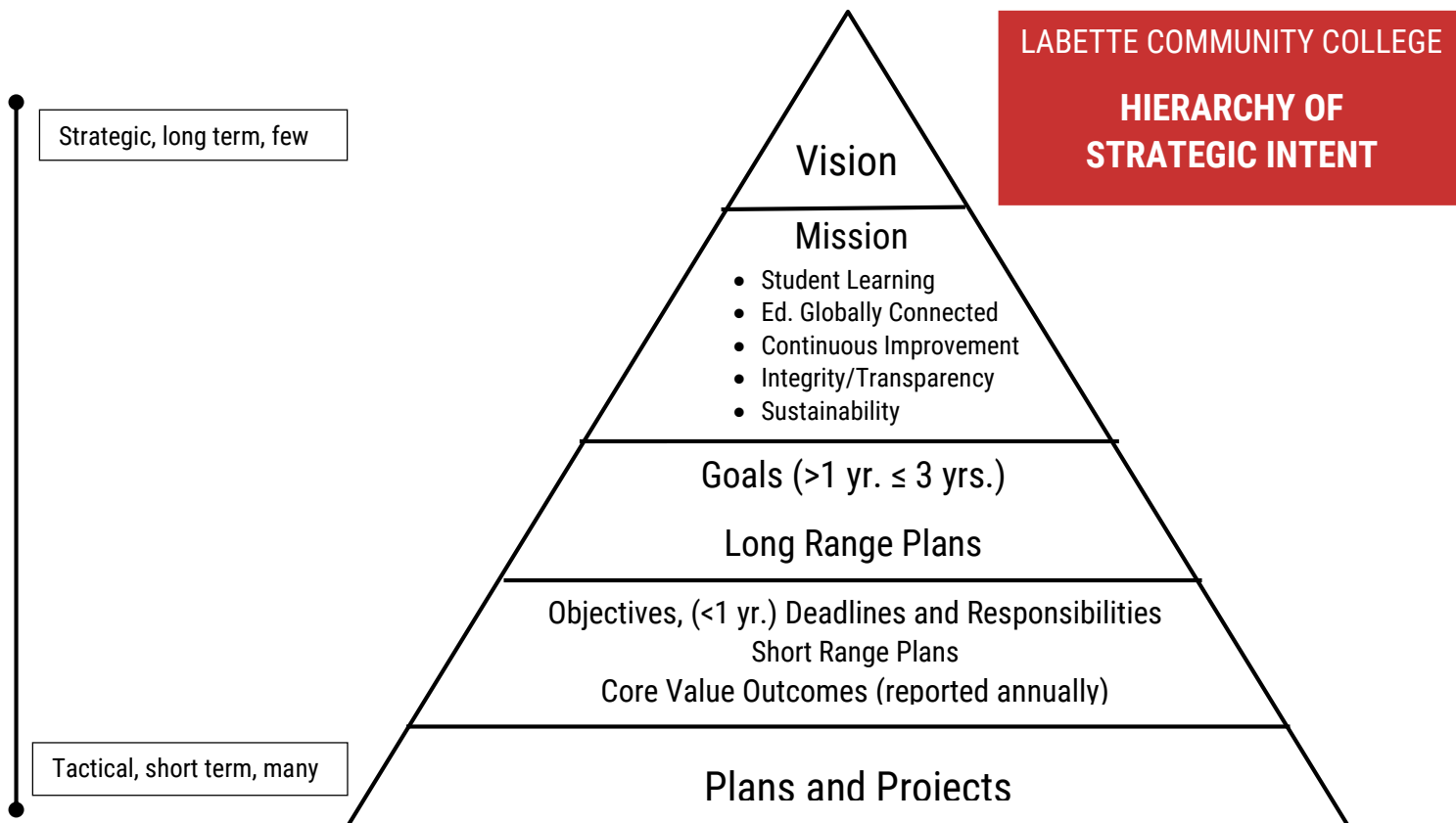
VISION STATEMENT

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.

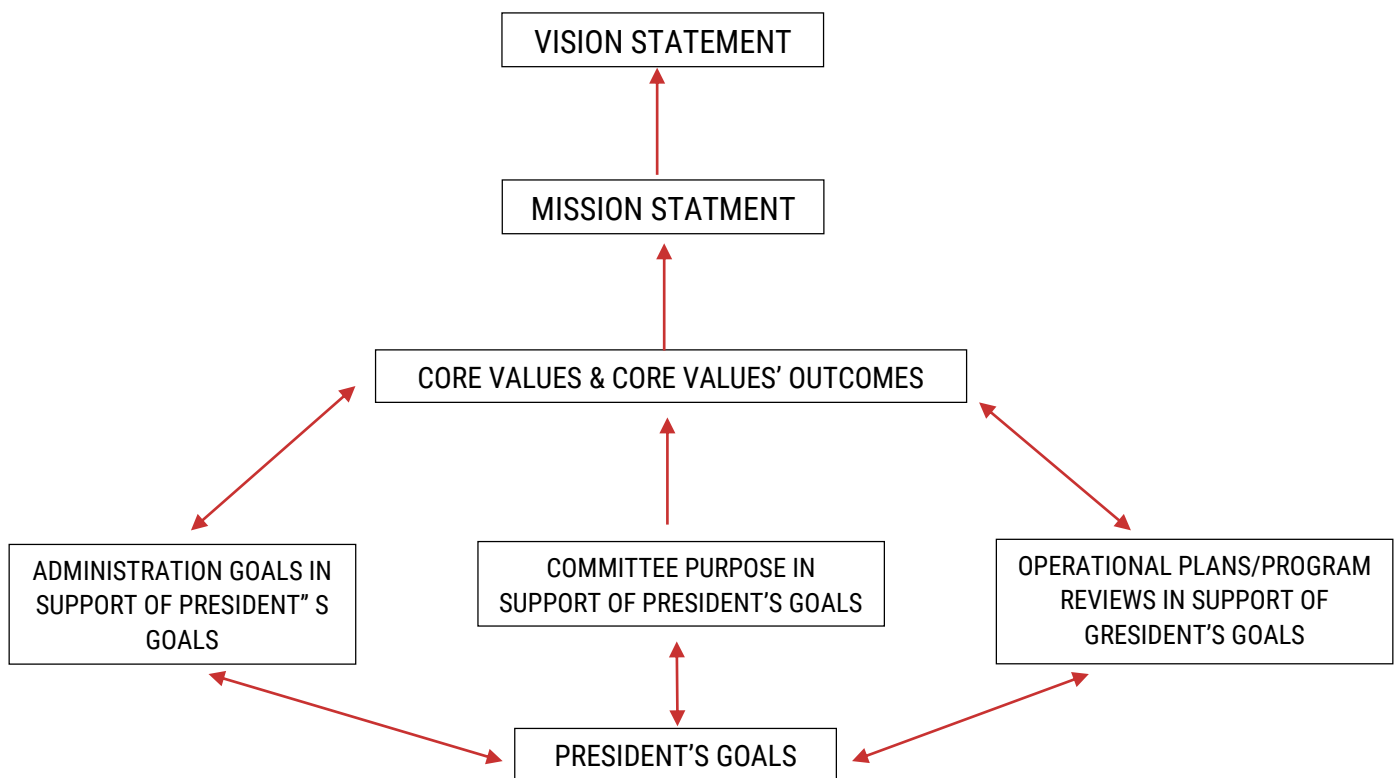
Below is the Hierarchy of Strategic Intent which shows the relationships between global and more specific elements of LCC's strategy. The hierarchy construct is taken from the work of Alex Miller, University of Tennessee.





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 must be set and achieved. Goals are long term in nature taking anywhere from one to three years to accomplish which fit the term length of LCC's Operational Plans. In our case, these area goals such as, Academic Affairs or Student Affairs, are linked to the Core Values.



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)



Core Value Outcomes

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

Academic Affairs

1. Provide a full-time/adjunct ratio that allows for the best learning opportunities for our students that our budget will allow. (as of AY20)
2. The Dean of Instruction will oversee the CTE Director Meeting for the purpose of sharing effective teaching techniques and methodology. (as of AY20)
3. Support the college through full participation in committee work by Academic Affairs personnel and ensure committees are accomplishing their purpose statements. (as of AY20)
4. Support faculty to allow them to meet course and program outcomes. (as of AY20)
5. Evaluate services that support learning and make adjustments as needed. (as of AY20)
6. Look at the possibility of increasing enrollment in CTE programs if number of applicants increase due to CTE Recruiter efforts. (as of AY20)
7. Improve retention and completion rates in all CTE programs. (as of AY20)
8. Recruit non-traditional students into health science programs to improve 5P1 and 5P2 Core Indicators of Performance for Perkins reporting requirements. (as of AY20)
9. Utilize grant writer and take advantage of any grant opportunities to support updated technology in CTE programs. (as of AY20)

Finance & Operations

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

Student Affairs

1. Continue to make connections between the core outcomes and student organization efforts. (As of AY20)
2. 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)
3. Continue to administer Student Satisfaction Inventory and make modifications at the college based on the results. (As of AY20)
4. Develop policy and procedure for scheduling campus visits/tours to implement throughout "all campus". (As of AY20)

Public Relations

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

Core Value Outcomes

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

Academic Affairs

1. 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)
2. 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)
3. Recruit highly qualified applicants for our Health Science programs. (as of AY20)
4. Promote diversity in all of our programs. (as of AY20)
5. Improve overall national pass rates of our Health Science students (as of AY20)
6. Support program initiatives to implement practice exams and assessment tools to improve outcomes. (as of AY20)

Finance & Operations

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

Student Affairs

1. Expand the Military-Connected Student Services Program, including enhancing the new lounge. (As of AY20)
2. Plan a monthly event for freshmen as a retention effort. (As of AY20)
3. Update the Student Lounge with new furniture and upgraded computers. (As of AY20)
4. Support student organizations through student government allocations for their travel.
5. Further enhance the Military-Connected Student Services Program. (As of AY20)
6. 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)
7. Develop a Senior Wrap up event for Talent Search participants. (As of AY20)

Public Relations

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

Core Value Outcomes

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

Academic Affairs

1. 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)
2. 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)
3. 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)
4. Monitor course enrollment trends and opportunities, and expand or reduce as needed. (as of AY20)
5. Evaluate KCOG alignment of newly approved courses. (as of AY20)
6. Support improved classroom and library learning environments (as of AY20)
7. Support faculty-student mentoring to promote academic success. (as of AY20)

Finance & Operations

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

Student Affairs

1. Increase students applying for student financial aid. (As of AY20)
2. Support the Student Support Services program in providing assistance for academic needs. (As of AY20)
3. 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)
4. Implement on-site tutoring and mentoring to target area high school freshman and sophomore Talent Search participants. (As of AY20)

Core Value Outcomes

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

Academic Affairs

1. Utilize Smartboards to improve student learning (as of AY20)
2. 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)
3. Support technology needed to improve course offerings including on-line resources, simulation courses and clinical courses. (as of AY20)
4. 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)
5. Ensure faculty and appropriate Academic Affairs employees fully support Accessibility trainings as they occur. (as of AY20)

Finance & Operations

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

Student Affairs

1. Work to automate more financial aid processes utilizing Jenzabar. (As of AY20)
2. Create a video blog geared toward students to post on social media sites pertaining to student academic success. Will focus on academic resources, overcoming hurdles, and hints for success. (As of AY20)

Core Value Outcomes

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

Academic Affairs

1. 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)
2. Explore/implement new programs or educational opportunities which will benefit our service area through 2+2 agreements with PSU. (as of AY20)
3. 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)
4. Assess all online courses between fall 2017 and spring 2020 with the goal of ensuring quality, consistency, and improving retention. (as of AY20)
5. Offer a variety of health science continuing education opportunities, such as Excel. (as of AY20)
6. Explore additional course and resource opportunities at the Cherokee Center including 8 week courses. (as of AY20)
7. Address any accrediting agency recommendations. (as of AY20)
8. Evaluate the implementation of Program Review Action Plans. (as of AY20)
9. Expand fitness class opportunities to Cherokee Center if possible. (as of AY20)
10. 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)
11. science programs. (as of AY20)

Finance & Operations

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

Student Affairs

1. Increase student life activities/student organizations on Main Campus and at the Cherokee Center. (As of AY20)
2. Increase admissions activities at the Cherokee Center. (As of AY20)
3. Financial Aid will work with Admissions to make FAFSA completion a part of Senior/Junior Day. (As of AY20)
4. Make scholarship application available in October and accept a six semester transcript for freshmen academic scholarships. (As of AY20)
5. 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)



Core Value Outcomes

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

Academic Affairs

1. Continue to strengthen our current SB155 course offerings. (as of AY20)
2. Have faculty advisors encourage students to 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)
3. Continue to expand program and institutional 2+2 Articulation and/or Affiliation Agreements to strengthen ties with state and regional universities. (as of AY20)
4. Continue to expand our course and Articulation Agreements with are high schools. (as of AY20)
5. Continue to prepare our students for the workforce in all programs the college has to offer. (as of AY20)
6. Work with various agencies to improve and expand services. (as of AY20)
7. Continue to add and strengthen relationships with clinical sites. (as of AY20)
8. Explore partnerships with nationally and regionally recognized programs. (as of AY20)
9. Build partnerships with area businesses and organizations. (as of AY20)
10. Improve minority and non-traditional participation in Health Science programs. (as of AY20)
11. Work with the Chamber of Commerce to increase community awareness of library services. (as of AY20)
12. Pursue Sociology/Social Work practicum affiliated agreements. (as of AY20)

Finance & Operations

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

Student Affairs

1. 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)
2. Provide additional recognition to high school counselors. (As of AY20)
3. Explore possibilities of partnering with local University to allow military-connected student to attend LCC and participate in University ROTC program. (As of AY20)
4. 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

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

Core Value Outcomes

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)

Core Value Outcomes

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

Academic Affairs

1. 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)
2. Ensure all HLC and KBOR requirements are adhered to when starting new programs. (as of AY20)
3. For list of possible new programs, please see 1.E. (as of AY20)
4. Hire appropriate faculty/coordinators to teach program courses at appropriate locations while meeting enrollment/retention/graduation goals. (as of AY20)
5. Evaluate CTE programs in regards to meeting enrollment/retention/graduation goals. (as of AY20)
6. Support methods to improve objective measures utilized in student selection processes. (as of AY20)
7. 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)
8. Consider offering CNC machining courses in Baxter Springs through a private industry. (as of AY20)
9. Consider offering Building Trades courses with local high schools. (as of AY20)

Finance & Operations

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

Core Value Outcomes

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

Academic Affairs

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

Student Affairs

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

Core Value Outcomes

- 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

1. Assist with efforts to increase our international student presence. (as of AY20)
2. Investigate an Intensive English program, perhaps in conjunction with PSU, to help prepare international students for course work in the fall. (as of AY20)
3. 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)
4. Expand our face-to-face concurrent offerings and our online offerings to high school students as concurrent offerings. (as of AY20)
5. 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)
6. Work with schools to develop additional pathways. (as of AY20)

Finance & Operations

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

Student Affairs

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. (As of AY20)
2. 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. (LCC improved from the fifth lowest full-time student retention rate in 16-17 to the fourth lowest full-time student retention rate in 17-18 of the six southeast Kansas community college according to IPEDS data:

<https://nces.ed.gov/collegenavigator/?q=Labette+Community+College&s=all&id=155450>

. LCC Full Time Fall-to-Fall Retention Rate trends upward, .44 > .51 > .52 in 15-16 > 16-17 > 17>18. These data are old as there appears to be a two-year lag time) (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)



Core Value Outcomes

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

Academic Affairs

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

Student Affairs

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

Core Value Outcomes

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

Academic Affairs

1. Support efforts to increase student recruitment, retention, and graduation rates in all departments and among all student groups. (as of AY20)
2. Support innovative online course development and practices. (as of AY20)
3. Support continuing education for adjunct faculty through Monday Morning Mentor presentations. (as of AY20)
4. 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)
5. Continue to review and revise online best practices, online handbook, and online teaching course to support instructors. (as of AY20)

Finance & Operations

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

Student Affairs

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

Core Value Outcomes

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

1. 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)
2. Provide for faculty growth through the use of professional development funds. (as of AY20)
3. Promote local professional development of faculty to strengthen programs. (as of AY20)
4. 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)
5. Support certification programs, continuing education modules, professional development opportunities, webinar reviews, and CEU opportunities to support our faculty. (as of AY20)
6. Support submission of work for competition/publication. (as of FY20)
7. Support efforts to provide continuing education modules for our clinical instructors. (as of FY20)
8. Support all accessibility opportunities to learn more about it, including WSU Tech's Accessibility Summer Camp. (as of FY20)

Finance & Operations

1. 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)
2. Oversee the faculty professional development accounts. (As of AY20)
3. Assist staff and faculty with arrangements for professional development activities. (As of AY20)
4. Research employee engagement opportunities re: employee of the month. (As of AY20)
5. Conduct leadership activities for supervisors. (As of AY20)

Student Affairs

1. Seek out a professional development opportunity in the area of enrollment management and retention. (As of AY20)
2. Seek out leadership development opportunities for staff. (As of AY20)
3. 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)
4. Student Support Services will attend professional development to increase services for SSS participants with disabilities. (As of AY20)

Public Relations

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

Core Value Outcomes

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

Academic Affairs

1. 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)
2. 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)
3. Explore software needs to improve programs (as of AY20)

Finance & Operations

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

Student Affairs

1. Hire an additional recruiter. (As of AY20)
2. Hire an additional general academic advisor. (As of AY20)
3. 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)
4. Build restrooms and storage space at off campus fields for basic equipment. (As of AY20)
5. Resurface Baseball and Softball fields. Replace old irrigation issues. (As of AY20)
6. Replace scoreboards at baseball and softball fields. (As of AY20)
7. Purchase side basketball goals and a new volleyball net for the gymnasium. (As of AY20)
8. Purchase a new commercial washing machine for the gymnasium. (As of AY20)
9. Hire a maintenance staff member dedicated to the new Athletic Department facilities once built. (As of AY20)
10. Contract with an outside default management vendor. (As of AY20)

Public Relations

1. 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)



Core Value Outcomes

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

Academic Affairs

1. Support survey tools to assist with tracking efforts. (as of AY20)
2. Support creating of reports to maintain program eligibility. (as of AY20)
3. Prepare for our Mid-Cycle HLC Review in February 2020. (as of AY20)
4. Prepare KBOR performance agreements approvals. (as of AY20)
5. Prepare Perkins Core Indicators of Performance for CTE programs. (as of AY20)
6. 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

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

Student Affairs

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

Public Relations

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

Core Value Outcomes

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

Academic Affairs

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

Finance & Operations

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

Student Affairs

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

Public Relations

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

Core Value Outcomes

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

Academic Affairs

1. 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

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

Student Affairs

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

Public Relations

1. Add social media platforms if applicable. (As of AY20)
2. Target marketing and advertising for new programs at the Workforce Training Center. (As of AY20)
3. Redesign of brochures. (As of AY20)
4. Redesign of view books. (As of AY20)
5. Increase enrollment advertising via social media platform. (As of AY20)

Foundation

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

Core Value Outcomes

4D. Strengthen internal communication practices.

Academic Affairs

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

Finance & Operations

1. 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

1. Enhance the student planners. (As of AY20)
2. Develop a comprehensive calendar for all student organizations' activities. (As of AY20)
3. Student Life will implement Google Docs as the primary resource for club/organization advisors at LCC to improve internal communication. (As of AY20)
4. 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.



Core Value Outcomes

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

Academic Affairs

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

Finance & Operations

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

Student Affairs

1. Research, develop, and implement a formal Enrollment Management Plan. (As of AY20)
2. Increase enrollment through new programs, enhanced recruitment efforts, and new partnerships. (As of AY20)
3. Increase the number of students earning degrees and certificates. (As of AY20)
4. Talent Search will implement a September recruiting schedule designed to complete enrollment goals by the end of November each year. (As of AY20)
5. 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)

Core Value Outcomes

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

Academic Affairs

1. 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)
2. Seek funding for additional review courses from national vendors. (as of AY20)
3. Seek to identify sources of outside funding to supplemental shrinking Perkins grant money. (as of AY20)

Finance & Operations

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

Student Affairs

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

Public Relations

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

Foundation

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

Core Value Outcomes

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

Academic Affairs

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

Finance & Operations

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

Student Affairs

1. Continue implementing the International Student Recruitment Proposal to increase the number of international students at the college. (As of AY20)
2. Investigate opportunities to share cost of student life programming opportunities with other colleges in the area. (As of AY20)
3. Investigate new software for the college catalog that is easier to use and provides more formatting options. (As of AY20)
4. Identify, recruit, and retain processional tutors in the areas of health science and math. (As of AY20)
5. Prepare and submit an application to the Department of Education to re-fund the Student Support Services grant in FY2020. (As of AY20)



Institutional Effectiveness by Core Values FY2020

Core Value Level of Achievement

- | | |
|---|--------------|
| 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. | 75.5% |
| 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. | 64.2% |
| 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. | 78.4% |
| 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. | 78.7% |
| 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. | 75.0% |



CORE VALUES

LCC faculty, staff, and administration have attempted to demonstrate how well we have satisfied our five Core Values during the 2019-2020 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.

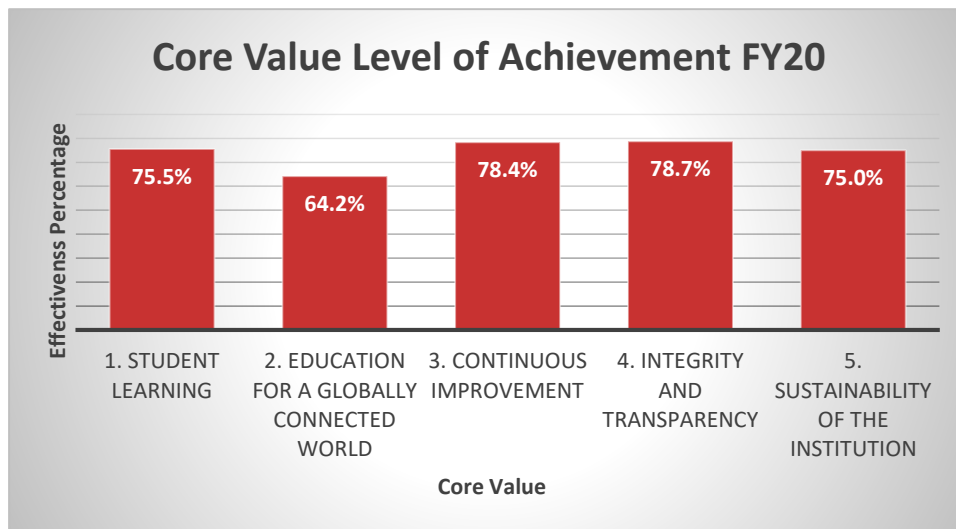
Outcome 1A: Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority.

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 75.5%.



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.



TIMELINE FOR OPERATIONAL PLANS FY2020



1. All administrative areas other than Academic Affairs (which was done in May) will:
 - a. Update the FY2020 Plans, including additional Carryover plans from FY2019.
 - b. Complete the FY2019 Operational Plan reports (add Results and Comments, and change estimated costs to actual costs if possible) and submit to Megan Fugate for Fiscal Year 2019 Annual Report.
-



1. President's Cabinet reviews, modifies and approves carry over report containing list of items not completed in FY2019 to be completed in FY2020, 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 12-16, President's Cabinet reviews and recommends any changes to the Academic Affairs FY2021 and FY2022 Operational Plans.
3. Student Affairs, Finance and Operations, Foundation, and Public Relations will use the Academic Affairs FY2021 and FY2022 Operational Plans to:
Update or revise their first four areas of their Operational Plans for FY2021 and FY2022 (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 FY2019 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 FY19
 - g. Student Organization Annual Report
 - h. Program Reviews (list of completed program reviews FY2019)
 - i. KBOR Performance Agreement
 - j. Committee Support of Core Values
-



1. Board of Trustees reviews Annual Report for FY2019. (Following their review, the President's Office emails the annual report to IT to prepare PDF for October report.)
-



1. Board of Trustees reviews Report of Student Learning.
 2. Strategic Operations Advisory Committee will review the completed FY2019 Annual Report, FY2020-2022 administrative goals, and review the Report of Student Learning. The committee will also review the FY2020 Operational Plans. (the FY2020 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.
-



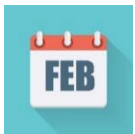
1. Student Affairs, Finance and Operations, Foundation, and Public Relations will submit FY2021 and FY2022 Operational Plans to President's Office and will share them with the other administrative areas.



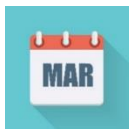
1. Mid-year update report of FY2020 Operational Plans by Academic Affairs departments due to Megan Fugate.
 2. The President's Office integrates FY2021 and FY2022 Operational Plans from all areas into one plan.
 3. DOI begins evaluating Student Learning Outcomes' and Program Outcomes' results for the Fall 2019 semester in preparation to share with faculty at February Faculty/Staff meeting. Academic Affairs Assistant, Lindsey Drummond, obtains the data from Tracie Moon.
-



1. President's Cabinet will begin to review the FY2021 and FY2022 Operational Plans from all administrative areas.
 2. President develops goals for FY2021.
-



1. President's Cabinet will complete its review of the FY2021 and FY2022 Operational Plans from all administrative areas and approve the FY2021 Operational Plans.
 2. Strategic Operations Advisory Committee will begin to review the FY2021 Operational Plans from all administrative areas after President's Cabinet completes its review.
-



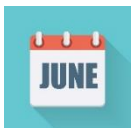
1. Strategic Operations Advisory Committee will complete the review of FY2021 and review FY2022 Operational Plans (Objectives, Estimated Cost, Expected Completion Date, Objective Relevance to Outcome Rating and Rationale) from all areas.
2. President's Cabinet will review the current Operational Plan. Any changes will be applied to the FY2022 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)



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



1. Academic Affairs departments will:
 - a. Complete the FY2020 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 FY2020 Operational Plans.
 - c. Megan Fugate will complete Academic Affairs FY2020 Carryover Report and insert them into the FY2021 Academic Affairs Operational Plans after review by VP and DOI.
 - d. Update the first four areas of the Operational Plans for FY2022 and write the FY2023 (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 FY2021 plans go into effect July 2020 while faculty members aren't under contract, so FY2023 is considered here as being 2 years out).
 - e. Faculty will complete Highlights FY2020 list on WIKI.
 2. Committee Chairs submit Committee Support of Core Values FY2020 to VPAA.
-

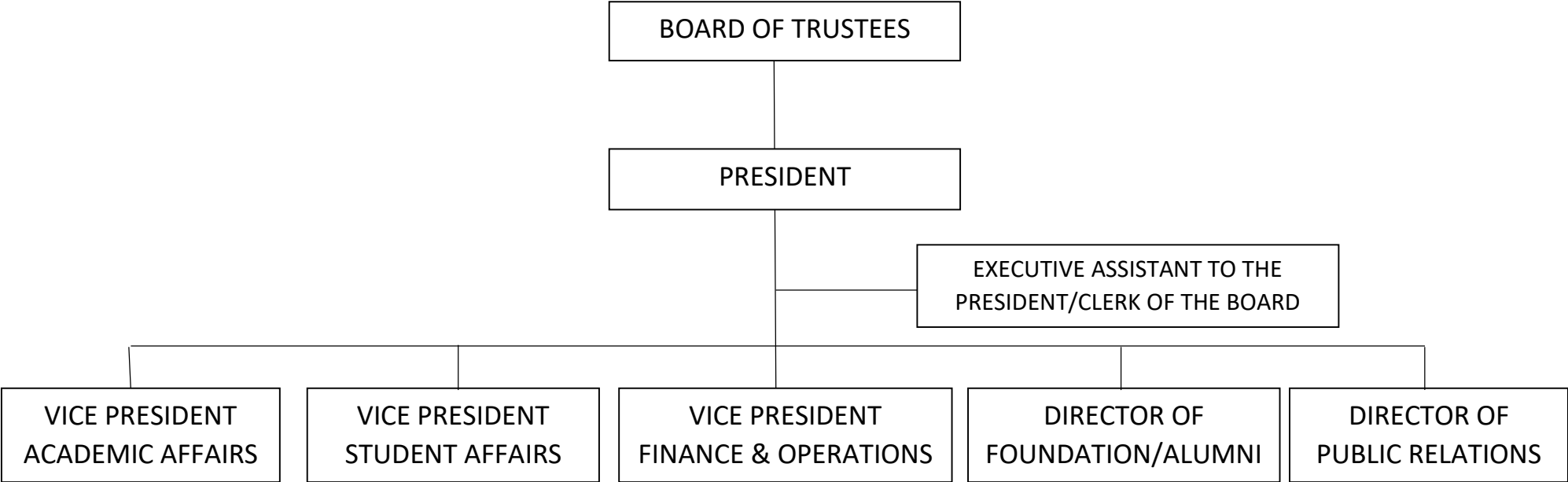


1. All administrative areas will:
 - a. Complete the FY2020 Operational Plan reports (add Satisfactory level of objective completion and Rationale, and change estimated costs to actual costs if possible) and submit to President's Office to prepare for the annual report.
 - b. Review and approve FY 2020 WIKI Highlights list and submit to President's Office to prepare for the annual report.
2. 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 the annual report.
3. DOI begins evaluating Student Learning Outcomes' and Program Outcomes' results in preparation to share with Faculty at Fall In-service.

ORGANIZATIONAL CHARTS

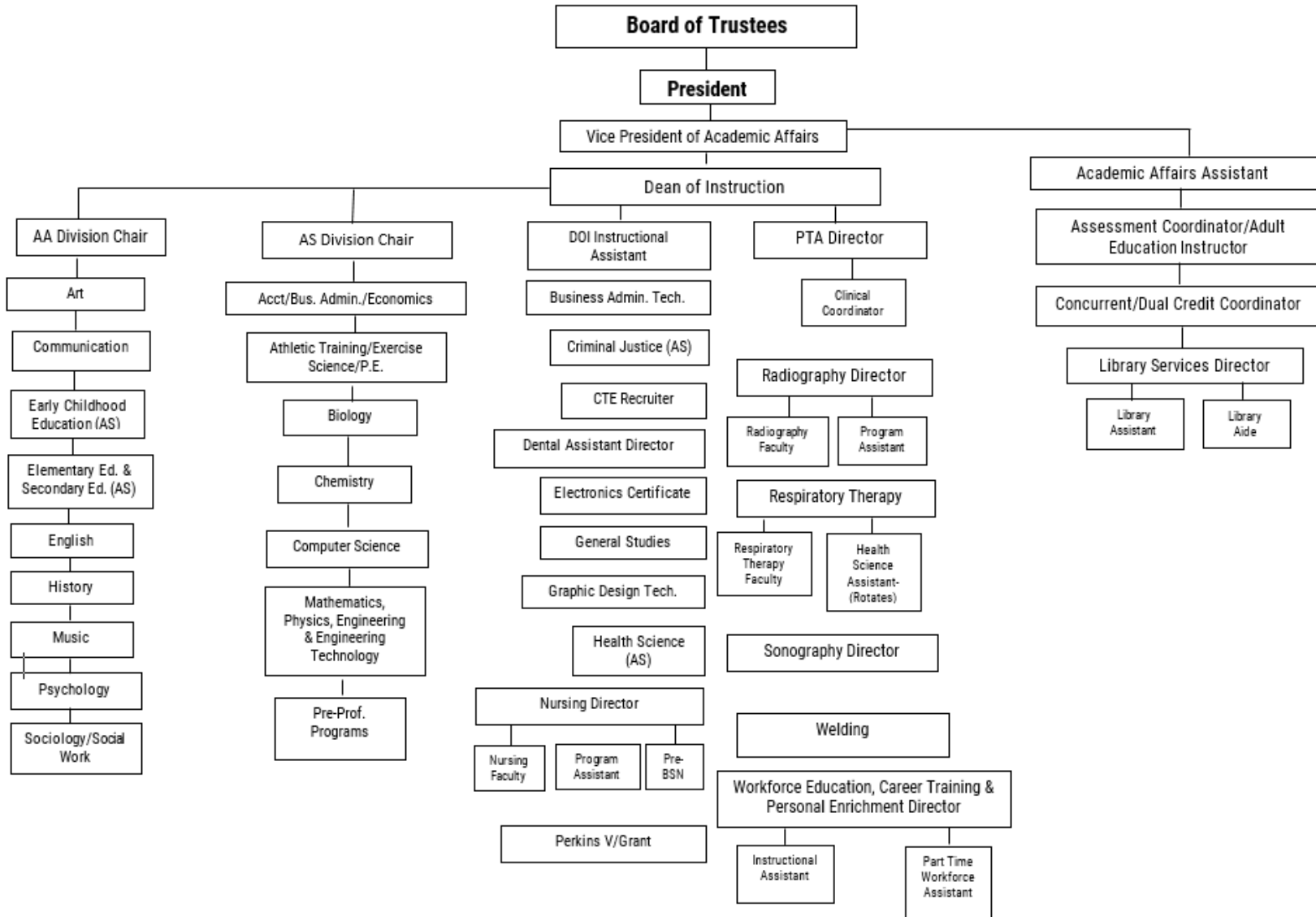


Office of the President FY2020

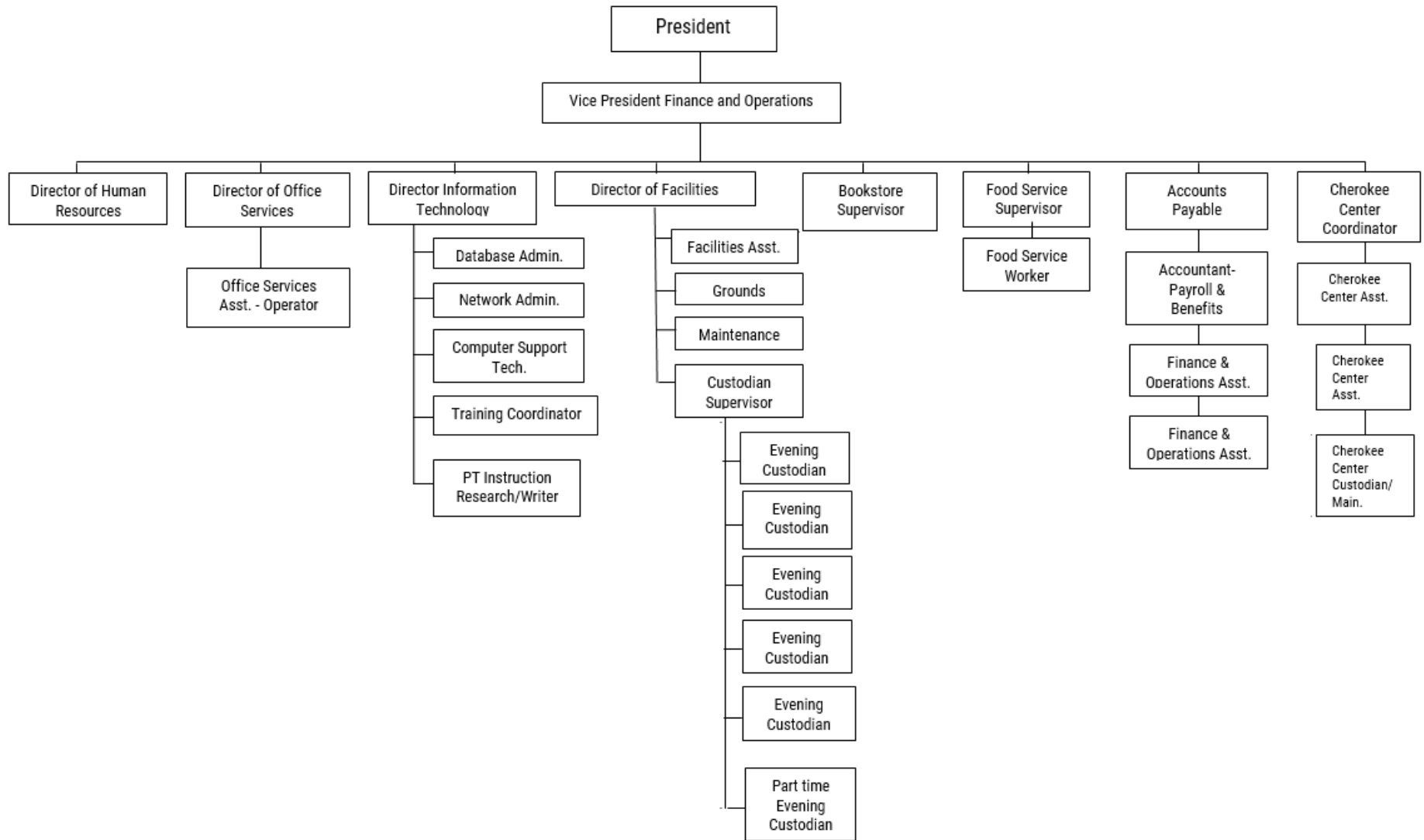


Academic Affairs

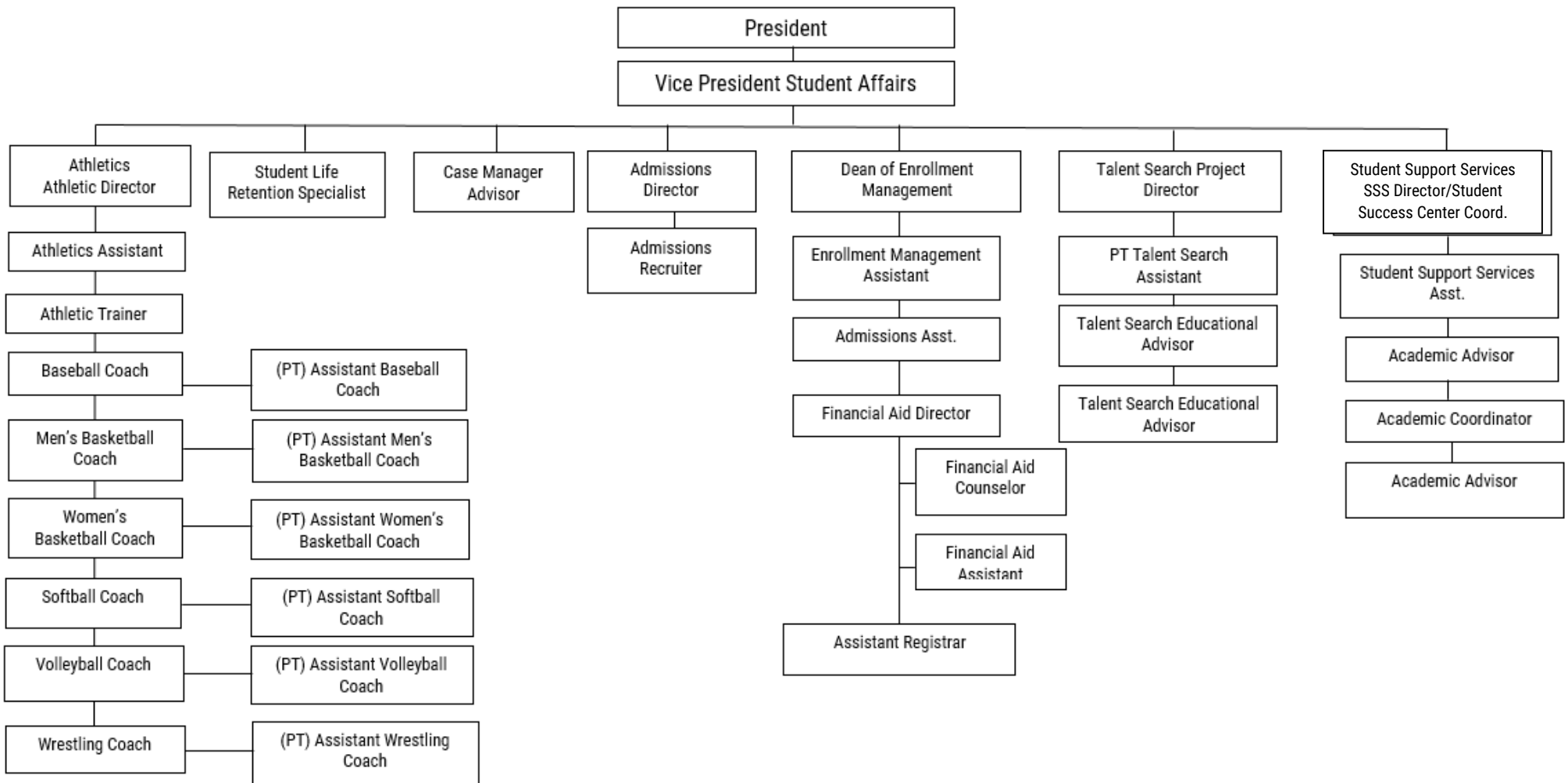
Beginning January FY2020



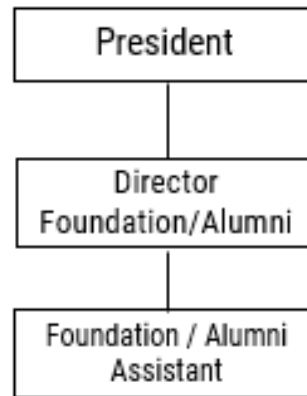
Finance and Operations FY2020



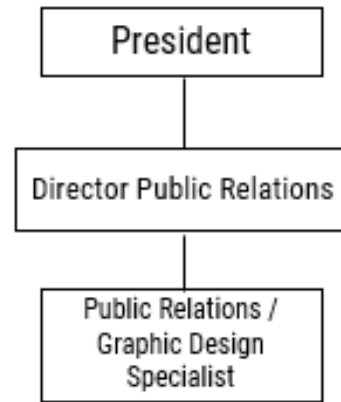
Student Affairs FY2020



Division of Foundation /Alumni
FY2020



Division of Public Relations
FY2020





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.

Core Value Highlights

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

Academic Affairs

Graphic Design Technology

1. Melissa Kipp judged the Labette County Fair 4-H photography exhibition on July 23, 2019.
2. Melissa Kipp judged the Montgomery County Fair 4-H photography exhibition on July 26, 2019.

Financial Affairs

1. Completed review and revisions of chapter 9 of Policy and Procedures Manual

Student Affairs

Military Connected Student Services

1. Coordinator assisted Veteran community members in understanding the military education benefits.
2. Coordinator provided resume and cover letter reviews for veteran community members to translate military experience to civilian experience.

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
4. Provided computer use and printing to community members

Student Support Services

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

Talent Search

1. Talent Search completed 100% of its student recruiting by the end of January 2020.
2. Talent Search recruited 156 new participants in the grant year 2019-2020.

Core Value Highlights

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

Academic Affairs

Business Administrative Technology

1. Lori Ford created a Welcome "Luau" board and table at the end of the hall on the 3rd floor.
2. Changed the department bulletin board frequently to make theme-oriented and provided candy; fall, Halloween, Super Bowl, 80s Office Movie Trivia.

Radiography

1. The Radiography Program began implementing a Remediation Counseling and Tutoring program for their Radiography students to assist their students in achieving academic success.

Financial Affairs

1. Completed Fall Computer Rotations/Purchased Spring Rotations
2. Updated the Video System in the SimLab

Student Affairs

Athletics

1. 11 student-athletes received athletic honors prior to Covid-19 shutdown
2. Women's basketball Coach Mitch Rolls Coach of the Year
3. Women's basketball made National Tournament and seeded #2 overall before COVID-19 shutdown
4. 23 Athletes received national Honors for Academics
5. 7 First Team All-American Academic
6. 10 Second Team All-American Academic
7. 6 Third Team All-American Academic
8. Athletics had an Overall GPA of 3.02 for the 2019-2020 Academic year.

Student Affairs continued

Student Life

1. Graphic Design Club

- a. Latzer Art Award – Chris Wolmedorff

2. Phi Beta Lambda

- a. National FBLA-PBL – Gold Seal Chapter

- b. Kansas State PBL

- i. Spencer Grillot: 3rd Place Computer Concepts
Who's Who in Kansas PBL
- ii. Peyton Simpson: 1st Place Public Speaking
3rd Place Desktop Publishing
Who's Who in Kansas PBL
- iii. Josie Smith: 1st Place Cost Accounting
1st Place Forensic Accounting
Who's Who in Kansas PBL

3. Phi Theta Kappa

- a. Kansas/Nebraska Phi Theta Kappa

- i. Most Outstanding Chapter
- ii. Honors in Action Winner
- iii. College Project Winner
- iv. Sister Chapter Winner
- v. Service Award Winner
- vi. Great Idea Award Winner
- vii. Distinguished Chapter Officer Award – Robert Armstrong – 2nd Place
- viii. Distinguished Chapter Member Award – Peyton Simpson – 3rd Place
- ix. Achievement in Literature – Research Division – Gift Sampson – 5th Place
- x. Distinguished Chapter Officer Team Winners
- xi. Five Star Competitive Edge Member Award: Channler Davenport, Justin Sexton

Student Affairs continued

Student Life continued

- b. International Phi Theta Kappa
 - i. Distinguished College Project Award
 - ii. Distinguished Chapter Award
 - iii. Top 100 Charter Award
 - iv. Five Star Chapter
 - v. REACH Award Winner
 - vi. Distinguished Chapter Officer Team Winners
 - vii. Distinguished Chapter Member Winner – Lora Tanner
 - viii. Distinguished Regional Officer Award – Robert Armstrong
 - ix. Continued Excellence in Advising Award – Tammy Fuentez
 - x. Distinguished Chapter Officer Award – Robert Armstrong
 - xi. Distinguished Regional Officer Team Award – Robert Armstrong
 - c. American Association of Community Colleges
 - i. New Century Scholar – Josie Smith
 - d. Kansas Association of Community College Trustees
 - i. All Kansas Academic Team – Jenna Kendrick and Josie Smith
4. Radiography Club
- a. Labette Community College Student Life
 - i. LCC Homecoming Decorating Recognition - 2nd Place
 - b. Kansas Society of Radiologic Technologist
 - i. Student Image Award
 - 1. Rylie Shuff – 1st Place Odontoid Image
 - 2. Lauren Stark – 3rd Place Odontoid Image
5. Student Nurse Organization
- a. LCC Student Life
 - i. Homecoming Queen – Kirsten Cleaver
 - ii. Homecoming King – Peter Howayek
 - iii. Homecoming Decorations – 1st Place
6. LCC Student Success Center
- a. Student of the Month – Kayla Minor

Student Affairs continued

Student Success Center

1. Established athletics study halls to provide targeted academic assistance to student athletes
2. Conducted daily drop-in tutoring services in math and science
3. Operated the paper review portal for LCC students to receive feedback for a variety of writing assignments
4. Provided one-on-one tutoring and academic assistance for students at both the main campus and the Cherokee Center
5. Converted all tutoring opportunities to Zoom and asynchronous modalities with the onset of COVID-19

Student Support Services

1. Established health science mentoring programs for PTA and NSG to pair current first-year cohort students access to a recent program graduate for academic and personal guidance and program success

Talent Search

1. The project exceeded its grant objectives for the 2019-2020 grant year with 568 participants.
2. 98.7% of the 2020 participating senior class graduated with a total of 76 seniors. One senior will continue working on her GED.
3. 73% of FY19 high school seniors were engaged in rigorous program of secondary study.
4. 81.7% of 2019 graduates enrolled in post-secondary education in the Fall 2019 term, immediately following high school graduation
5. 54.5% of high school participants who graduated in 2013 attained post-secondary credentials on or before August 31, 2019

Foundation and Alumni Association

1. Volunteered at LCC Food Pantry a number of times
2. Lead many campus tours

Core Value Highlights

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

Academic Affairs

Biology

1. Due to cancellation to face to face classes and sudden shift to alternative methods of teaching, Archana Lal created 25-30-minute video lectures for all the chapters that were covered post school closure (8 chapters in Microbiology and 7 chapters in general biology). These videos resembled Archana's in-class lectures and provided a quality learning environment for her students.
2. Archana Lal created online labs for Microbiology and General Biology (a total of 7 in each, few descriptive and few interactive) to provide students quality laboratory experience in the wake of the COVID-19 school closure.
3. Archana Lal started providing information regarding SARS CoV2 virus to students in her Microbiology sections from the beginning of the spring 2020 semester even when it was not present in the U.S. She was spending a few minutes at the beginning of each class period discussing different aspects of this novel coronavirus and tracked its transmission in Washington State and New York. Students were also involved, and they would talk about the virus, latest number of cases etc. in class. Towards the end of the semester, Archana created a lab in Microbiology on Epidemiology where students went to different websites (CDC.gov, EduX, etc.) and learned about the SARS CoV2 virus in detail, its life cycle, COVID-19 disease, importance of learning R naught number, and played games about various disease outbreaks and solved mysteries related to pathogenic diseases.

Business Administrative Technology

1. Changed OTEC 119 Business Math to hybrid; developed PowerPoint presentations and Excel worksheets for the course. This should help accommodate students who are working.

Student Affairs

Student Success Center

1. Established athletics study halls to provide targeted academic assistance to student athletes
2. Conducted daily drop-in tutoring services in math and science
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1. Established health science mentoring programs for PTA and NSG to pair current first-year cohort students access to a recent program graduate for academic and personal guidance and program success
 - a. Converted mentoring programs to Zoom and asynchronous modalities with the onset of COVID-19

Foundation and Alumni Association

1. Lindi Forbes served on Lunch & Learn Committee. Lunch & Learn series is co-sponsored by Chamber of Commerce and LCC

Core Value Highlights

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

Academic Affairs

Accounting/Business

1. Cathy Kibler utilized Zoom videos for enhanced learning in her Accounting and Business classes.

Business Administrative Technology

1. Encouraged the use of Microsoft OneNote in the Office Procedures course.

Dental Assistant

1. Three laptops were added to the dental lab to help in the exposure of digital x-rays.

Radiography

1. The Radiography Program incorporated Castle Branch immunization tracker program in clinical training courses.

Financial Affairs

1. Completed Fall Computer Rotations/Purchased Spring Rotations
2. Updated the Video System in the SimLab

Student Affairs

Admissions

1. Implemented a Virtual Meeting Request registration option on the LCC website in order to continue providing campus visit services to prospective students.
2. Updated the Admissions homepage to make virtual resources more user friendly. (Virtual resources including Virtual Campus Tour, Virtual Meeting Request, and online view book.)
3. Made virtual academic advising available to students through multiple platforms including zoom, FaceTime, email, etc.
4. Research began on implementing a chat platform for live chatting with students and prospective students.
5. Development of virtual recruiting including informational videos and increased social media presence.

Student Success Center

1. Established policies and procedures for distance tutoring via Zoom and other asynchronous modalities

Student Support Services

1. Converted all program resources to be available to all participants virtually, reducing the need for face-to-face interventions

Talent Search

1. Expanded tutoring program virtually via ZOOM Fall 2019
2. Expanded mentoring and all school meeting virtually via ZOOM Spring 2020

Core Value Highlights

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

Academic Affairs

Academic Affairs

1. Curriculum and Instruction, Distance Ed, Accessibility, and Library Committees review many aspects for program and service offerings through Labette.

Student Affairs

Admissions

1. Pens & Pencils, Drawstring Back Packs, and socks for visiting students
2. Assisted with the KACRAO sponsored "Apply Kansas" event at Parsons High School. This event was organized to ensure that high school seniors had help applying to colleges/Universities. Admissions staff was available on-site to help students complete admissions applications to their choice of institutions.

Athletics

1. Staggering move-in days and testing all student-athletes for Covid-19 to assure a safe return to fall 2020 semester

Student Life

1. SGA assisted with All-Campus Clean-Up (fall only)
2. SGA sponsored Blood Drives (spring and fall)
3. SL/SGA planned and organized Cardinal Connect Business Showcase Event; planned and organized with Admissions Director
4. SGA sponsored Cell Phone Recycling: collaborates with other clubs/organizations
5. SL sponsored Chiefs Game Trip for students and staff
6. SGA initiated Community Project-crosswalk lights on 13th/Broadway
7. SL held CORE meetings (2)
8. SGA assisted with All-Campus Clean-Up (fall only)
9. SGA sponsored Blood Drives (spring and fall)

Student Affairs continued

Student Life continued

10. SL/SGA planned and organized Cardinal Connect Business Showcase Event; planned and organized with Admissions Director
11. SGA sponsored Cell Phone Recycling; collaborates with other clubs/organizations
12. SL sponsored Chiefs Game Trip for students and staff
13. SGA initiated Community Project-crosswalk lights on 13th/Broadway
14. SL held CORE meetings (2)
15. SL decorated a table for Donor Luncheon
16. SL Donated decorated Christmas Tree for Stella Wells Tree Auction; collaborated with Student Affairs
17. SL/SGA organized Finals Frenzy Week (Fall only)
18. SGA assisted with Foster Kid's Drive for underwear, socks and bags; collaborated with PTK
19. SL/SGA planned and assisted with Freshman Orientation; collaborated with Admissions
20. SL sponsored Halloween Costume Contest
21. SL sponsored Holiday Dress Up Contest
22. SL sponsored Movie nights/Popcorn in Student Lounge
SL/SGA/CAB planned and organized Homecoming Coronation
23. SL/SGA/CAB planned and organized Homecoming Decorating Contest
24. SL/SGA/CAB planned and organized Homecoming Week Activities
25. SGA sponsored Ink Cartridge Recycling; collaborated with other clubs/organizations
26. SL sponsored Kansas State Fair Trip for students
27. SL/SGA/CAB planned and organized Kid's Fall Fest
28. SL/SGA/CAB sponsored and assisted with LCC Free Dinner's for students
29. SGA assisted with LCC Student Food Pantry
30. SL/SGA/CAB planned and organized Pop tab Collection for Ronald McDonald House;
31. SL/SGA/CAB planned and organized Rise for Hunger Meal Packaging Event
32. SL/SGA planned and assisted with Student Organization Fair (fall)
33. SL/SGA/CAB planned and organized Trip to Hutchinson for women's basketball game
34. SL/SGA/CAB planned and organized Welcome Week (spring and fall)
35. SL organized Women's Basketball to Nationals Send-off
36. SL organized Wrestling to Nationals Send-off
37. SL organized Bingo Card Drawing
38. SL organized share your "Fur Baby" pictures
39. SL/SGA managed social media postings by all SGA members each day

Student Affairs continued

Student Success Center

1. Endured access to academic supports available to distance learners, as well as those enrolled at the main campus and the Cherokee Center

Talent Search

1. Created, implemented and begun TRIO STEM Academy for 20 high school students
2. Began research and hands-on learning labs for students involved in the STEM Academy
3. Implemented Enneagram training and knowledge to staff development



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.

Core Value Highlights

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

Academic Affairs

Accounting/Business

1. Cathy Kibler serves on the LCHS Business Department Advisory Board.

Biology

1. Archana Lal attended weekly hour-long Zoom informal faculty learning community "Microedu Live!" conducted by American Society for Microbiology every Friday from Mar 20 to May 1. Microedu Live was attended by an average of 35 - 50 microbiologists from institutions nationwide. All attendees shared their experience with microbiologists nationwide with online Microbiology education and strategies about learning to transition teaching modality in the wake of COVID-19. All attendees discussed the importance of academic continuity and transitions to remote teaching due to COVID-19 disruptions and shared various resources.
2. Archana Lal collaborated with Dr. Heather Townsend, a microbiologist from Community College of Rhode Island, and shared the microbiology labs that two of them created in a shared google doc/drive. Later on, they shared this google doc/drive in the weekly Microedu Live meetings with microbiologists nationwide and invited them to share their resources so that each one has enough resources to offer quality online labs to their students.

Academic Affairs continued

Dental Assistant

1. Leigh Ann Martin and Gail Kennedy met with our educational partner, Community Health Center of Southeast Kansas (CHCSEK), to ensure our continued partnership as they expand their dental facilities in Pittsburg, KS.
2. Several new clinical sites were added in the spring semester, providing more hiring/networking opportunities to the students.

Graphic Design Technology

1. Melissa Kipp judged the Labette County 4-H photography exhibition on July 23, 2019.
2. Melissa Kipp judged the Montgomery County 4-H photography exhibition on July 26, 2019.

Student Affairs

Admissions

1. Admissions Director fulfilled duties as a Chamber Ambassador for the Parsons Chamber of Commerce, which entails attending ribbon cuttings and lunch & learns, volunteering at community events & fundraisers, and networking with Chamber Members and potential members.
2. Admissions Staff helped plan for and decorate a Stella Wells Christmas tree that was auctioned off in order to provide money for the Annual Stella Wells Christmas Baskets Program to provide needy families with food and gifts during the holidays.
3. Admissions Director helped with the "Futures Now Finance Event" hosted by Parsons High School Communities in Schools Program to help high school students learn about budgeting and realistic bill paying.
4. Provided academic advising to general public.
5. Admissions Director was a member of the local Soroptimist International chapter, which is a women's organization – served on several committees, but one in particular was the scholarship committee that raised and awarded money to an LCC student.
6. Admissions Director was a member of the Sorority Beta Sigma Phi- XP Beta Rho Chapter, which entailed volunteering in the community and raising scholarship dollars for local youth to attend college.

Student Affairs continued

Admissions continued

7. Expanded recruiting territory further into Northwest Arkansas and the Arkansas River Valley by having the LCC Recruiter visit additional high schools and attending 11+ new College Fairs.
8. Hosted Wichita State University Gear-Up students for an on-campus group visit. This group of students toured campus and had a special presentation to hi-light the Welding Program.
9. Hosted three 8th Grade Day Events with the following schools in attendance: Parsons, Labette County (USD 506- all schools), Chetopa, Oswego, Southeast, Riverton, Galena, Galesburg, St. Paul, and St. Patrick's Catholic.
10. Hosted a Senior Day Event with 117 students in attendance.
11. Hosted a Junior Day Event with 93 students in attendance.
12. Hosted KACRAO College Planning Conference (college fair) for LCC students and local high schools. Over 200 students were in attendance to visit with over 40 different higher education institutions about their opportunities for college.
13. Amongst the Admissions Director, Admissions Recruiter, and CTE Recruiter, there were 40+ College Fairs attended from September 2019 through March 2020.
14. Hosted Virtual Cardinal Enrollment Event in May 2020 with 80 students participating.
15. Provided area high schools with "After Prom" and "After Graduation" promotional items and scholarships.

Athletics

1. Helped work PHS and LCHS athletic events
2. Head Coaches and Athletic Director spoke at many Civic and Church organizations
3. Worked and Volunteered for events at PRC to promote youth activities

Case Management

1. Case Manager visited and/or presented at 7 classes and 3 campus events during the academic year. She also volunteered to work student events such as Pantry, Orientations, Cardinal Connect, and Student Dinners throughout the semester. She is available by email, text, phone, or in person to meet student needs.

Student Affairs continued

Financial Aid

1. FAFSA assistance at Parsons High School
2. FAFSA assistance at St. Paul High School
3. Presented at Health Science Program Orientations: Nursing, Radiography, and PTA

Student Life

1. SGA initiated a community project to have the City of Parsons install flashing stop signs at the intersection of 13th/Broadway

Military Connected Student Services

1. Coordinator worked with area VA Community Based Outpatient Clinic for resources and referrals for student Veterans.
2. Coordinator served as the Point-of-Contact for the Army ConAP (Concurrent Admissions Program) for local Army Recruiting at LCC.

Student Success Center

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

Talent Search

1. Donated and participated at the LCC food pantry
2. Donated clothes and school supplies to 2 students in need
3. Volunteered at the Lord's Diner
4. Helped pack Stella Wells food baskets
5. Project Director co-led Southeast Kansas area TRIO Day at Pittsburg State University Spring 2020
6. Volunteered with KSU Research and Extension Wildcat District's STEM initiative
7. Transported current LCC student to purchase groceries during COVID-19

Foundation and Alumni Association

1. Lindi Forbes served as President of the Parsons Chamber of Commerce Board of Directors

Core Value Highlights

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

Academic Affairs

Academic Affairs

1. Curriculum changes were made in the following academic areas:
 - a. Business Administrative Technology
 - b. Dental Assistant
 - c. Diagnostic Medical Sonography
 - d. Education
 - e. English
 - f. Math/Engineering/Physics
 - g. Philosophy
 - h. Physical Therapist Assistant
 - i. Psychology
 - j. Radiography
 - k. Welding

Financial Affairs

1. Reviewed and Updated Distance Ed Approval Process
2. Implemented Accessibility 5 Year Plan
3. Accessibility Training
4. Reviewed Video Transfer for Accessibility

Student Affairs

Admissions

1. Co-hosted (with Student Life) Cardinal Connect: Business Showcase to introduce LCC students to businesses and industries in the community. Businesses in attendance were able to treat the event as a hiring fair and students were able to learn more about what types of goods & services are available in Parsons.

Case Management

1. Case Manager participated in Cardinal Connect in September.

Core Value Highlights

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

Academic Affairs

English

1. On October 4, 2019 the English Department hosted LCC's annual Gribben Lecture, which is free and open to the public. Regional high school and college English teachers were sent personal invitations. The guest speaker was Dr. Cynthia Haynes of Clemson University. The title of Dr. Haynes's Presentation was "An Imperfect Vision of Teaching Writing: 2020 Composition and Rhetoric."

Radiography

1. 10/21/2019, Gale Brown traveled to Parsons High School and spoke to students in their health careers class about a career as a radiologic technologists including the vast career opportunities for the field a medical imaging professional.

Respiratory Therapy

1. 12/3/2019 Kara Good traveled to Erie High School to speak to the CNA/CMA class about LCC and the field of Respiratory Therapy.

Welding

1. 05/14/2020-one student earned a Certificate in Level I Welding.

Workforce Education, Career Training, & Personal Enrichment

1. 05/14/2020 13 students from Labette County High School earned a certificate in Electronics Technology

Core Value Highlights

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

Academic Affairs

Accounting/Business

1. Phi Beta Lambda students took part in a March of Dimes mini walk to raise awareness of premature birth in March 2020.
2. Cathy Kibler, along with Phi Beta Lambda students hosted a tattoo table at the LCC Fall Fest held at the Parsons Recreation Center in October 2019.

Dental Assistant

1. Leigh Ann Martin scheduled each student to participate/collaborate in dental screenings at local elementary schools while under the supervision of CHCSEK.
2. Leigh Ann Martin took the DA Club to Dodge City, KS to participate in KMOM (a free dental clinic put on once a year by the Kansas Charitable Foundation).

Exercise Science

1. September 10 and 12, 2019: Tarah Cockrell, along with many Exercise Science students, created a variety of asphalt games and activities at Garfield Elementary to promote alternative physical wellness.

Nursing

1. October 12, 2020, Kathi Bennett took Fundamentals students to the Independence Flu Shot Clinic where students participated in a project to meet community needs. Approximately 200 vaccines were given by students.

Radiography

1. October 12, 2019, Gale Brown took a group of Radiography Club students to MSSU for the Mercy-Joplin Heart Walk to volunteer at the community event.
2. October 16, 2019 the Radiography Program set up a Breast Cancer Awareness booth that provide informational literature about the importance of mammography screenings at the Pink Night Volleyball game and they also provided spectators with treat bags.
3. October 29, 2019, Gale Brown and the Radiography Club participated in the SGA Kid's Fall Fest community event in PRC Gym.

Academic Affairs continued

Respiratory Therapy

1. July 18-22, 2019, Kara Good attended the American Assoc. for Respiratory Care Seminar geared toward Program Directors, Clinical Directors, and Managers in the Respiratory field.

Student Affairs

Admissions

1. Student Ambassador Organization helped with Kids Fall Fest Event, Rise Against Hunger Meal Packaging Event, and the two Red Cross Blood Drives.

Athletics

1. Helped with Stella Wells Christmas Tree auction
2. Volunteered at Sunflower Special Olympics Rodeo
3. Worked Catholic School Auction
4. Volunteered time at Giving Tuesday
5. Worked PHS and LCHS Athletic events
6. Volunteered at PRC Halloween and Easter Events
7. Helped at Blood Drives
8. Volunteered at USD 503 Reading Day
9. Volunteered at the Shelter boys group home
10. Volunteered at back to school Backpack Drive
11. Volunteered at Elks Lodge for Saint Patrick's Day parade

Financial Aid

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

Student Affairs continued

Student Life

1. SGA assisted with All-Campus Clean-Up (fall)
2. SGA sponsored Blood Drives (spring and fall)
3. SL/SGA planned and organized Cardinal Connect Business Showcase Event with assistance from Admissions Director
4. SGA sponsored Cell Phone Recycling
5. SGA sponsored Ink Cartridge Recycling
6. SL decorated a table for Donor Luncheon
7. SL Donated decorated Christmas Tree for Stella Wells Tree Auction; collaborated with Student Affairs
8. SGA assisted with Foster Kid's Drive for underwear, socks and bags; collaborated with PTK
9. SL/SGA sponsored Kid's Fall Fest for community
10. SL/SGA sponsored Rise for Hunger Meal Packaging Event

Core Value Highlights

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

Dental Assistant

1. Leigh Ann Martin and Melissa Carson implemented 2 new hybrid courses this fall 2019 semester. These courses were previously taught as on-ground courses.



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.

Core Value Highlights

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

Academic Affairs

Academic Affairs

1. The Instructional Outcomes and Assessment Committee reviews course and program outcome results. In AY20 the committee changed the reflection questions of our assessment tool to better align.

Business Administrative Technology

1. Lori Ford has created an Instructor page in each RedZone course that includes the information copied from the semester-end outcomes report. This is then copied over from semester to semester and outcomes can be reviewed prior to the beginning of the semester.

Nursing

1. The Nursing Program completed a program evaluation and curriculum review May 18-28, 2020 (KNI Grant).

Core Value Highlights

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

Academic Affairs

Academic Affairs

1. New faculty and adjuncts were mentored by other faculty to help develop and empower employees.

Financial Affairs

1. 3% Salary Increase for Employees

Student Affairs

Admissions

1. Admissions Director recognized by the Parsons Sun for being a "Top 20 under (age) 40," which is a special recognition for successful, young professionals.

Athletics

1. Hired a new Women's basketball assistant
2. Hired a new Volleyball assistant
3. Hired a new Softball assistant
4. Continue to raise funds for Capital Campaign
5. Purchasing a temporary HVAC system for Gymnasium

Case Management

1. Case Manager serves on 4 committees at LCC (Respiratory Board, Military Connected, Retention, and C3), which helps her better represent the needs of the students she works with. Case Manager has also served on 3 hiring committees for open positions at LCC.

Student Affairs continued

Military Connected Student Services

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

Student Life

1. Student Life Specialist is a Retention Committee Member
2. Student Life Specialist is a Diversity Committee Member
3. Student Life Specialist is a Diversity Sub-Committee Member (Employee and Student Surveys)
4. Student Life Specialist is a Diversity Sub-Committee Member (Instagram Diversity Project)

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.

Core Value Highlights

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

Accounting/Business

1. Robert Bartelli attended the Art and Science of Teaching Economics conference at the St. Louis Federal Reserve Bank.
2. Cathy Kibler attended the Zoom 101 interactive workshop presented by Greenbush in March 2020.

Biology

1. Archana Lal attended the American Society for Microbiology Conference for Undergraduate Educators (ASMCUE) held at Tysons, VA from Aug 1 – Aug 4, 2019. Archana was awarded a stipend of \$1500 from a NSF funded research coordination network, Research Experiences in Microbiomes Network (REMNet), for Undergraduate biology educators to create a nationwide community for advancing and supporting course-based microbiome research projects. The stipend was awarded to defray the cost of attending ASMCUE and meet with the entire group to discuss the project at length. The group was divided into 5 working groups to discuss different aspects of the project. Archana opted to work in the assessment working group. The group met during the conference and brainstormed techniques and ways to develop assessment for microbiome CUREs. The group will remain connected online in REMNet group on Qubeshub. Based on the outcomes of these working groups the group intend to develop a set of training workshops that can be regional or associated with national conferences.
2. In addition to participating in the REMNet sessions, Archana also networked with microbiologists from all over the country, discussed recent trends in undergraduate microbiology education, attended many interesting sessions in microbiology education and research, the most interesting one was the use of bacteriophages to combat antibiotic resistant bacteria. Archana also visited the National museum of Natural History to tour the latest Outbreak exhibit there.
3. Daudi Langat attended a one-day Accessibility Workshop in June, 2019 at WSU Tech.

Biology continued

4. Archana Lal completed a two-week course (Mar 31 - Apr 13, 2020) titled "Fighting COVID-19 with Epidemiology" offered by Faculty in the Department of Epidemiology at Johns Hopkins Bloomberg School of Public Health. In this course various aspects of the current COVID-19 disease from epidemiology perspective were discussed, e.g., how to collect and analyze the right data to answer questions like how many people are infected? Or how it is measured who is infected? How infectious is the virus? And lastly, what can we do?
5. Archana Lal's coauthored research work, Factors affecting Learning Gains among Students in Microbiology Class: A Preliminary Study between a U.S. Community College and a Canadian Comprehensive University, was presented as a poster at the 16th Annual Teaching Practices Colloquium: Celebrating 50 Years of Teaching and Learning at Thompson Rivers University, Main Campus on February 18, 2020.
6. Archana Lal has been a member of the task force committee on undergraduate immunology curriculum guidelines. As part of the task force, Archana coauthored and published the following two abstracts in the conferences listed: R. Sparks-Thissen, T. Paustian, S. Elliot, S. Slatten, D. Condry, B. Wisenden, A. Lal, H. Burns, L Hustement, P. Mixer, R Taylor, R. Pritchard, T. Vanniasinkam, G. Dorsam, D. Freier, S. Pandey (2020) Identifying the Key Concepts in Undergraduate Immunology Education - A Report by the Task Force on Undergraduate Immunology Curriculum Guidelines. ASM Microbe 2020, Jun 18 - 22, Chicago IL. Louis B. Justement, Heather A. Burns, Samantha Elliott, Sarah Sletten, Rebecca Sparks-Thissen, Danielle Condry, Brian Wisenden, Archana Lal, Timothy Paustian, Philip F Mixer, Rebekah Taylor, Rachel Pritchard, Thiru Vanniasinkam, Glenn Dorsam, David Frier, Sumali Pandey (2020) Development of Curriculum Guidelines for Undergraduate Immunology Education - A report by a Task Force on Undergraduate Immunology Curriculum Guidelines. Immunology 2020, May 8 - 12, Honolulu, HI.
7. Archana Lal submitted a "Microbrew" proposal to American Society for Microbiology Conference for Undergraduate Education (ASMCUE) 2020 (coauthored with Dr. Heather Townsend, a microbiologist at the community college of Rhode Island). This has been accepted for presentation at the Virtual ASMCUE on July 9, 2020.

Biology continued

8. Archana Lal completed a course titled "COVID-19: Contact Tracing" offered by faculty in the Department of Epidemiology at Johns Hopkins Bloomberg School of Public Health. She learned about the science of SARS-CoV-2, including the infectious period, the clinical presentation of COVID-19, and the evidence for how SARS-CoV-2 is transmitted from person-to-person and why contact tracing can be such an effective public health intervention. The course also discussed how contact tracing is done, including how to build rapport with cases, identify their contacts, and support both cases and their contacts to stop transmission in their communities. The course also covered several important ethical considerations around contact tracing, isolation, and quarantine. Finally, the course identified some of the most common barriers to contact tracing efforts along with strategies to overcome them.
9. Archana Lal attended a live webinar on Zoom titled "COVID-19's Impact on the Future of Higher Education: What University Leaders Should be Thinking About Now" on May 20, 2020 by Harvard Business Publishing.
10. Archana Lal attended "Back to Basics" Zoom training webinar offered by Microsoft on Jun 8, 2020.
11. Archana Lal attended opening Live session of ASM Microbe Virtual Conference "ASM update" featuring Dr. Deborah Birx giving the keynote address, Dr. Peter Jay Hotez talking about "Preventing the Next Pandemic: Vaccine Diplomacy in the age of Anti-Science", and Dr. Stefano Bertizzi talking about "Science in a Post-Pandemic World" on June 22, 2020.

Business Administrative Technology

1. Lori Ford attended the Accessibility Workshop in June at WSU Tech. In addition, she has watched all the Microsoft Accessibility videos on Word, PowerPoint, and Excel.
2. Lori Ford viewed the Magna 20 Minute Mentor presentation "How Can I Increase Student Completion Rates in Online Learning?"
3. Lori Ford viewed the Magna 20 Minute Mentor presentation "How Can I Ensure Academic Honesty in my Online Assessments?"

English

1. Ken Elliott attended WSU Tech's Accessibility Camp on June 18 and 19. Ken Elliott attended WSU Tech's Accessibility Camp on June 18 and 19.

Nursing

1. Kathi Bennett attended the Kansas Council of Associate Degree Educators (KCADNE) conference in fall of 2019 where ATI presented Next Generation NCLEX information.
2. Kathi Bennett attended the Quality and Safety Education for Nurses (QSEN) conference fall of 2019.
3. Kathi Bennett, Kim Beachner, Julie Page, Jill Coomes, and Cheryl Smith presented Suicide Awareness to LCC faculty/staff at a fall 2019 monthly meeting.
4. Kathi Bennett Kim Beachner, Julie Page, Jill Coomes, and Cheryl Smith presented Healthy People 2020 at the Spring In-service to faculty/staff promoting healthy behaviors and increased public awareness.
5. Program director and four (4) nurse faculty attended National League of Nursing Summit in fall 2019.
6. Program director and nurse faculty attended the Kansas Council of Associate Degree Educators (KCADNE) Fall Forum in 2019. The topic was "Next Gen NCLEX".
7. Kim Beachner completed a CEU on "Opioid Crisis in Pregnancy", September 2019.
8. Kim Beachner attended the Kansas Council of Associate Degree Educators (KCADNE) conference in fall of 2019 where ATI presented Next Generation NCLEX information.
9. Kim Beachner attended the Quality and Safety Education for Nurses (QSEN) conference fall of 2019.
10. Kim Beachner attended NLN Summit fall 2019.
11. Julie Page attended the Quality and Safety Education for Nurses (QSEN) conference fall of 2019.
12. Julie Page attended Substance Abuse Program fall 2019.
13. Julie Page attended NLN Summit fall 2019.
14. Julie Page attended Curriculum Teaching Institute in summer 2019 sponsored by KBOR.
15. Julie Page attended the KU Community College Nursing Partnership (KUC CNP) meeting at KU in June 2019.
16. Julie Page was a guest lecturer on "Metacognition" in fall 2019 to 1st and 2nd level nursing students. Metacognition teaches students how to learn.
17. Cheryl Smith attended the KCADNE, QSEN, and NLN Summit conferences in the fall of 2019.
18. Cheryl Smith received STABLE certification in the spring of 2020.
19. Cheryl Smith received a certificate in the open WHO Covid19 Operational Planning Guidelines and COVID19 Partners Platform to support country preparedness and response.

Physical Therapist Assistant

1. Trent McGown attended the KPTA conference 11/15-11/16/19. Received education on a number of PTA related topics including, rural health in Kansas, Telehealth and Physical Therapy, Regulations.
2. Jimmie Wilson attended MPTA board meeting and education courses on 10/25-10/26. Topics included were Treatment of injured workers, and Vagus nerve intervention.

Radiography

1. Gale Brown attended the Zoom 101 interactive workshop presented by Greenbush in March 25, 2020.
2. Gale Brown participated in the ASRT presentation "Radiographic Densities, Why Adipose Tissue Matters?" on May 28, 2020.

Respiratory Therapy

1. 1/29/2020 Kara Good was a guest speaker for Advanced Med. Surg. Nursing students. She spoke on the topic of Mechanical Ventilation and code drugs.
2. 3/25/2020 Kara Good, Jennifer Harding, and Ross Harper attended the Zoom 101 interactive workshop presented by Greenbush.
3. 5/4/2020 Kara Good attended the online CoARC webinar for the CoARC quarterly update.

Financial Affairs

1. Implemented partial report transfer from the part-time programmer to the Data Base Administrator
2. Attended Online IT Training for Professional Development
3. IT Enrolled LCC Staff in Online Jenzabar Training for Departments
4. Business Office and HR Staff completed Jenzabar Training
5. HR Trainings: New Employee Orientation; Title IX; Diversity; ALICE and Red Flag for all full time; Title IX for part-time staff and adjuncts; Blood borne Pathogens for Emergency Response Team, Faculties and Coaches; Equal Employment Training for all Hiring Committees
6. HR assisted with the transfer of 4 employees to new positions, 14 employee separations, 3 retirements and the hiring of 2 temporary employees

Student Affairs

Admissions

1. Attended Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO) Annual Conference in Wichita, KS.
2. Participated in a Strategic Enrollment Management essentials course through the American Association of Collegiate Registrars and Admissions Officers Organization.

Athletics

1. Have attended several KJCCC and NJCAA meetings as it pertains to new By-laws and Covid-19 restrictions
2. All coaches will Be CPR/AED certified as of July 15th, 2020
3. Will attend NJCAA webinar July 14,15,26, 2020

Case Management

1. Case Manager enrolled in Mental Health First Aid class through LCMHS twice but was forced to cancel both times (once due to conflict with In-Service and once due to Covid-19). Case Manager is currently enrolled in a General Psychology course, to be completed at the end of the summer.
2. Case Manager joined the Higher Education Case Manager Association for professional development and networking with other case managers.

Financial Aid

1. Attended FA webinars by NASFAA
2. Attended KASFAA Drive in Trainings: R2T4 and Direct Loans

Military Connected Student Services

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

Student Affairs continued

Registrar

1. Dean of Enrollment Management completed the Kansas Community College Leadership Institute
2. KBOR Data Quality and Planning

Student Support Services

1. Staff attended NACADA regional conference, NACADA academic advising seminar related to student athletes, NCAN national conference, and SAEOPP regional conference

Student Success Center

1. Director attended COE grant writing workshop
2. Director presented academic advising information at the Fall 2019 LCC in-service

Talent Search

1. Project Assistant attended “The Extraordinary Administrative Professional” conference through Skill Path in Kansas City Fall 2019
2. Project Director attended virtual training regarding annual reporting presented by COE

Foundation and Alumni Relations

1. Organized free English Lecture Series to area middle school, high school, college teachers through the Gribben Endowment fund
2. Lindi Forbes and Jessica Hicks attended a conference in El Dorado for Kansas CC and Tech School Development Officers

Core Value Highlights

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

Financial Affairs

1. Replaced Firewall which was out of compliance in the Security Audit
2. Increased and Updated Security Cameras
3. Completed renovations to a donated building for the Cardinal Event Center
4. Chiller replacement completed
5. Renovated the Hughes Building Second Floor Restrooms
6. Painted the Student Success Center
7. Striped Parking Lots
8. Storm Shelter installed at Workforce Training Center
9. Asphalt Workforce Training Center Parking Lot

Student Affairs

Admissions

1. Admissions Recruiter's office received a facelift- red painted accent wall and décor put up.

Athletics

1. Refinished Gym Floor
2. Hooked up Wireless PA and Scoreboard.
3. Continue to maintain Athletic Fields with Fundraised dollars
4. We will be replacing irrigation controllers at baseball field.
5. Purchased New indoor batting tunnels for baseball/softball
6. Purchased Men's basketball and Volleyball uniforms.
7. Will purchase new irrigation controller for baseball and sprinkler heads
8. Continue to aerate and over seed fields each year.

Student Life

1. Student Life completed Phase II of the Student Lounge updating by installing new furniture.

Foundation and Alumni Association

1. Received \$962,185.69 in gifts for FY20
2. Began offering an online payment option on foundation website



HIGHLIGHTS

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.

Core Value Highlights

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

Financial Affairs

1. Developed Additional Data Error Checking Reports
2. Expanded RedFlag Training to All Employees
3. Expanded RedFlag Training to focus on email security
4. Conducted an Internal I9 Audit

Student Affairs

Student Support Services

1. Staff maintain detailed records of services provided to students and granular data related to each student's persistence, retention, academic standing and graduation in order to satisfy Department of Education reporting guidelines and to evaluate the effectiveness in program interventions

Student Success Center

1. Staff routinely collect and analyze data regarding student use of services such as testing, computer use, and tutoring support in order to recognize trends and ensure effective and equitable provision of services to all stakeholders

Foundation and Alumni Association

1. Worked with webmaster to launch a campaign website with resources, testimonials, and facts.
2. Maintained and updated the Foundation & Alumni Facebook page
3. Continued email newsletter called "Campaign Insider" to stay in touch with donors, prospective donors, and friends. This is another tool to in relationship cultivation.

Core Value Highlights

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

Academic Affairs

Academic Affairs

1. The Vice President of Academic Affairs, Dean of Instruction, and Workforce Director participate and present at clubs and activities with the community.

Foundation and Alumni Association

1. Lindi Forbes served on committee to plan construction and renovation for Athletic Complex.

Core Value Highlights

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

Academic Affairs

Business Administrative Technology

1. Lori Ford changed the department Twitter feed to @LCCBusTech and the "Tweets by @LCCBusTech is now more prominent on the department web page. The creation of the department mascot Cal #theCarddeskions is used to promote the campus and department in a positive way.

Dental Assistant

1. Leigh Ann Martin traveled to Galena High School and Carl Junction Junior High to participate in their career fairs.

Nursing

1. Program director participated in a national nurse accreditation site visit team spring 2020.

Radiography

1. July 23, 2019, Gale Brown assisted with the LCC Informational Booth at the Cherokee County Fair.
2. July 24, 2019, Gale Brown assisted with the LCC Informational Booth at the Labette County Fair.
3. November 22, 2019, Ashley Moore attended the Galena High School Career Fair.
4. December 2, 2019 Gale Brown attended Erie High School and Chanute High School to speak to their students in the Health Science classes about the Radiography Program.
5. January 16, 2020 Gale Brown attended the Erie High School Career Exposure and gave a presentation over the career of medical imaging professional.
6. February 19, 2020 Gale Brown attend the Riverton High School Career Fair.

Academic Affairs continued

Respiratory Therapy

1. Kara Good, Director of Respiratory Therapy, traveled to Labette County High School to talk to three Health Science classes about Labette Community college and the Health Science Programs it has to offer; and also educated high school students regarding the benefits of working field of respiratory therapy.
2. Kara Good maintains LCC Respiratory Therapy Facebook page, and uses Twitter account to give positive PR to Respiratory Program.
3. 11/4/2019 - Kara Good attended Columbus High School Health Science Advisory Board to network with HOSA instructor.

Student Affairs

Admissions

1. Admissions Director was a guest speaker at Tri-County Special Education Interlocal 607 In-service in August 2019. She spoke with employees about pursuing their Associate's Degree at LCC. –Gave a presentation during general session and worked an informational booth for potential students to visit individually.
2. Attended the Disability Mentoring Day event sponsored by Southeast Kansas American Association of People with Disabilities (AAPD) to promote LCC.
3. Attended the Young Adult Youth Summit event sponsored by Kansas Works to promote LCC.

Foundation and Alumni Association

1. Lindi Forbes and Jessica Hicks continued work on Athletic Complex Campaign, working closely with the Campaign Steering Committee, and Hartsook consultant Bud Cooper (through February).
2. Lindi Forbes wrote and secured \$100,000 grant from PACF for Athletic Complex Campaign
3. Lindi Forbes wrote and secured \$150,000 grant from The Sunderland Foundation for Athletic Complex Campaign
4. Lindi Forbes partnered with Deb Mikulka to write and submit successful application for \$500,000 Mabee Grant

Foundation and Alumni Association continued

5. Held Donor Appreciation Luncheon and presented the Van Meter Outstanding Alumni Award
6. Relocated Foundation/Alumni offices to Cardinal Event Center
7. Partnered with LCC PR Department to create informative and persuasive video testimonials for capital campaign
8. Assisted the PR Department with Wrestling Alumni gathering
9. Organized and ran an information booth at the PHS Golden Reunion
10. Partnered with PR to send feature stories and photos to local media regarding large campaign donations.
11. Partnered with PR to organize and facilitate Dedication of Cardinal Event Center
12. Lindi Forbes spoke at Lions Club and Soroptimist Club
13. Lindi Forbes and Jessica Hicks served on committee that decorated LCC Christmas Parade Float
14. Lindi Forbes interviewed multiple times for TV and newspaper stories
15. Lindi Forbes and Jessica Hicks served on committee to organize and decorate for Holiday Luncheon



HIGHLIGHTS

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.

Core Value Highlights

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

Student Affairs

Admissions

1. Planned a “Red Hot Enrollment” Event (spin-off of a previous enrollment event from the early 2000s) that took place the week prior to Fall 2019 semester. The goal was to reach students as walk-in enrollment. The event ran after typical business hours into the evening.
2. Organized informational display booths/tables at both the Labette County and Cherokee County fairs.
3. Planned and Executed first annual “Wrestle Mania” event with Coach Vesta to bring wrestling recruits to campus on a Saturday for a campus tour and to learn more about LCC. Students were able to watch the wrestling scrimmage and stay for a cookout lunch.

Core Value Highlights

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

Student Affairs

Athletics

1. Continue to work with financial aid / admissions to streamline the process of financial aid and enrollment

Case Management

1. Case Manager worked with other staff to propose a new program called Cardinal Kindness that is designed to help students who are in financial crisis.

Financial Aid

1. Financial Aid Office is currently in the process of disbursing Higher Education Emergency Relief Funds to students that have been affected by COVID-19.

Student Support Services

1. Awarded 77 College Completion Grant awards to eligible SSS participants, totaling \$69,908 who met program requirements and demonstrated satisfactory progress toward their educational goals.
2. Accelerated the disbursement of College Completion Grant funds in the Spring to assist students whose educational plans had been disrupted by COVID-19

Foundation and Alumni Association

1. Supervised the continual improvements to Foundation Scholarship selection process. Instituted a new process for tracking and reconciling scholarships with Financial Aid department. For FY20 264 students were awarded \$95,012 in scholarships.
2. Partnered with the Parsons Area Community Foundation to participate in Giving Tuesday. \$7,160 was raised for Arts Endowment and \$7,047 was raised for Athletics Endowment.

Foundation and Alumni Association continued

3. Established a Memorandum of Understanding to establish the Roberta (Adams) Hoffman Endowment for Music, Art and Nursing as part of her estate planning. Estimated value is \$200,000.
4. Established Charles and Rosie Olson Endowed Scholarship

Core Value Highlights

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

Financial Affairs

1. Recycled 6,300 lbs. through bulk shred and 1,200 lbs. taken to Class Limited for recycling



OPERATIONAL PLAN

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	CORE VALUE 1		OUTCOME 1A
	Chemistry/Physical Science		
Objective 1	Develop videos for Organic Chemistry I		
Estimated Cost	Existing Money \$	New Money One Time \$	
	Grant Funded \$	New Money Ongoing \$	
	Department Budget: \$100 for Screencast.com subscription.	Student Fees (New/Existing) \$	
Exp. Completion	2020		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: These would be videos for the entire lecture portion of Organic Chemistry I. Thus they would only be used for this course and no other chemistry courses. The videos could be used as part of a hybrid Organic Chemistry I course.		

Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3.5 Satisfactory Level Rationale: Videos were completed and used during the Fall 2019 class. Positive comments came from students and most students did well in the class.
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Library

Objective 1	Expand the services offered by the library reflected in the assessments of the library by various groups.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Completion	June 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Assessment of services, practices, policies, procedures and personnel support is essential in knowing where a department needs to improve in these areas. This objective will complete the assessment process by taking the knowledge gained from the assessments and putting it into practice.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: Assessments of various groups of patrons have been made over the past few years and for this current FY. The results of these assessments have been evaluated and some services have been adapted by them. New periodical resources were added, but no new services were offered. Coincides with Academic Affairs Goal 3 and Goal 23.	

STUDENT AFFAIRS

CORE VALUE 1

OUTCOME 1A

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 2020	
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: 4 Satisfactory Level Rationale (include results and comments): The BOT approved Policy 4.112 Military Connected In-State Tuition Benefit at its December meeting, minimizing a barrier faced by military-connected students at LCC	

FINANCE & OPERATIONS

CORE VALUE 1

OUTCOME 1A

Human Resources

Objective 1	Review and update LCC Policy and Procedure Manual Chapter 9 & half of Chapter 10	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	June 2020	
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: It is extremely important that we keep our policy and procedures manual up to date. Out dated policies could result in legal action.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating 3 Satisfactory Level Rationale Chapter 9 completed. Chapter 10 not completed due to working some remotely and time constraints with COVID-19	
Objective 2	Draft a College Retention Policy/Procedure	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	June 2020	
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale:	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating Ongoing Satisfactory Level Rationale: process but not completed. Move to FY21	

FINANCE & OPERATIONS

CORE VALUE 1

OUTCOME 1A

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 2020	
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Computer Use Policy is consistently reviewed and tested.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Complete	
Objective 2	Create an IT Security Policy	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	June 2020 (Ongoing)	
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Requested by Cyber Insurance	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Complete	

PUBLIC RELATIONS		CORE VALUE 1	OUTCOME 1A
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 Rationale: Create through photos, and design work.		
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: Quality design work		

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

ACADEMIC AFFAIRS		CORE VALUE 1		OUTCOME 1B	
Mathematics/Physics					
Objective 1	The department will continue to revise, edit and improve the department generated College Algebra Textbook and seek to make it an interactive resource within RedZone.				
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: The average math student does not benefit from the traditional math textbook as much as they might textbooks from other disciplines. The math department hopes to make use of web pages and Jing videos to create an interactive web version of the college algebra textbook. If successful, this will significantly improve the instructional quality of the textbook.				
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: The new textbook has served the purpose for which it was created but for accessibility reasons and due to the COVID-19 pandemic an interactive web version has not yet been created. Numerous supplemental online resources have been created and are being posted to RedZone to assist college algebra students in the online environment.				

Nursing

Objective 1	Recruit highly qualified student applicants to the nursing program.	
Estimated Cost	Existing Money \$	New Money One Time \$ 0
	Grant Funded \$ Perkins \$	New Money Ongoing \$
	Department Budget: \$	Student Fees (New/Existing) \$
Exp. Completion	FY2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Recruitment of highly qualified students will increase student learning in the classroom and clinical setting. In turn, by increasing student learning efforts, the program will experience academic success with graduates.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 1 Satisfactory Level Rationale: In efforts to increase highly qualified applicants, the nursing program worked directly with Elizabeth Robinson, SSS Advisor, to teach a TEAS prep course for pre-nursing students. Upon review of previous data, from the TEAS exam, it has been noted that applicants have extremely low scores in science. The goal was to increase TEAS scores of applicants and as a result have more qualified applicants to select from. This was measured by higher TEAS scores in program applicants and increased the number of applicants to select from to create each new fall cohort. Result of approximately 20% of program applicants for fall 2020 scored 50 or higher on the TEAS science exam. The program changed entrance criteria to include a score of 50 or higher on the science portion on the TEAS exam, however the nurse faculty had to amend this criterion to maintain applicant numbers in the program. The action to create a Nurse Retention/Recruiter position to advise in all tracks of the nursing program (Pure Bi-Level ADN, LPN-to-RN, RN-to-BSN, Nursing Completion for ADN-to-BSN track, and the Concurrent Enrollment Program of ADN/BSN) to ensure proper advisement and information sharing of all options for nursing student at LCC was not met.	
Objective 2	Promote diversity to students nurses in the program curriculum.	
Estimated Cost	Existing Money \$	New Money One Time \$0
	Grant Funded \$ Perkins \$	New Money Ongoing \$
	Department Budget: \$	Student Fees (New/Existing) \$
Exp. Completion	FY2020	

Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Efforts to increase diversity in the student population will aid in scholarship opportunities for students and grants for the nursing program.
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: At least one nurse faculty member serves on the LCC Diversity Committee. (Nursing Program Action Plan 2016). Nurse faculty incorporated diversity concepts into each nursing program course. This was tracked by the program placing a table of documentation of diversity concept in each nursing course in the ACEN Self-Study Report in Standard 4.

Physical Therapist Assistant

Objective 1	Implementation of the Practice Exam and Assessment Tool into the course requirements to improve outcomes	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget: PTA supplies	Student Fees Existing by 2019 \$80/student
Exp. Completion	May 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: The students will complete a retired national exam to provide indication of preparedness to pass the national exam. This provides an overall score but minimal detail on areas of strength and weakness.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Goal: All students to score at least 70% on the practice exam. This will purchase a retired NPTE test from FSBPT to allow the students to use in a simulated testing center atmosphere. This will provide test practice and in addition identify areas of student strength and weakness. This will help with our overall pass rate. We are starting this process FY18 and should be fully in place as a part of course requirement by FY20. 5/28/2020: The PEAT has been implemented as a required part in two courses at this time. 64% of the 2020 class met the minimal requirement on the first attempt. The second PEAT will be implemented in the summer semester. Students must pass with a minimal score 75% to pass the course.	

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

Objective 1	Plan a monthly event for freshman (geared to meet retention efforts). Would meet with new students to “check in” and address any concerns or needs that have come up since the beginning of the school year. Resources offered at LCC and in the community will be promoted (free tutoring, procedures for adding/dropping a class, food pantry, etc.)	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget: Admissions	Student Fees (New/Existing) \$
Exp. Completion	Completed	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: I believe that adding an event like this will allow students a structured time and safe environment to visit with college personnel about issues. Hopefully it will help with retention (once issues are remedied) and shed light to new/changing problems each year that faculty/staff may not be aware of.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale (include results and comments): With COVID-19, this did not get Ongoing- move to FY21 Operational Plan	

Military-Connected Student Services

Objective 1	Expand 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	Completed	
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: 3 Satisfactory Level Rationale (include results and comments): The Military-Connected Student Services program has expanded its services and now offers Veteran mentoring with veteran faculty/staff. This provides another source of connections for military-connected students and provides an opportunity for students to engage with faculty/staff and learn from those who went before them.	
Objective 2	Make the new Military Lounge a comfortable and inviting location by putting in place tables, chairs, desks, and additional resources for studying and engaging with other students.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget: Student Life	Student Fees (New/Existing) \$
Exp. Completion	December 2019	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: A comfortable and inviting space that is military related allows military-connected students a safe place to be themselves and is vital to their experience at LCC.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: new desk chairs, comfortable seating, and expanded study area completed in February 2020	

Student Support Services

Objective 1	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.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$2500	New Money Ongoing \$
	Department Budget: SSS	Student Fees (New/Existing) \$
Exp. Completion	Fall 2019	
Objective Relevance to outcome	Rating: 4 Rating Rationale: SSS has identified pass and persistence rates in health science programs as sub-optimal	

(4: Extremely Relevant 1: Slightly Relevant)	and as negatively impacting our academic success rates. This initiative would be key to improving both student success and satisfaction as well as improving program rates of success in these areas.
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: The Academic Coordinator has established a first-year mentoring program for NSG and PTA students wherein they work closely with a recent program graduate in academic and personal matters to better increase their retention, pass, and success rates.

Student Life

Objective 1	Update and upgrade the LCC Student Lounge by replacing furniture, upgrading computers and adding graphics and additional resources for studying and engaging with other students.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget: Student Life	Student Fees (New/Existing) \$
Exp. Completion	Completed	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: A comfortable and inviting space for students to study and interact is vital to the atmosphere and their experience at LCC.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Improvements have created a comfortable, inviting and updated space for students to study, hang-out or relax.	

FINANCE & OPERATIONS

CORE VALUE 1

OUTCOME 1B

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		
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Student Resources are very relevant to the student experience	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Complete	
Objective 2	Research the use of AlertUS Security Alert Text System	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget: IT Budget
Activity/Service		Student Fees (New/Existing) \$
Object Relevance to Outcome	Rating: 2 Rating Rationale	

(4: Extremely Relevant 1: Slightly Relevant)	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Researched but decided not to move forward at this time.

PUBLIC RELATIONS	CORE VALUE 1	OUTCOME 1B
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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: Student success stories featured. Some months have multiple student success Satisfactory Level Rationale: 3	

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

ACADEMIC AFFAIRS		CORE VALUE 1		OUTCOME 1C
Accounting/Business				
Objective 1	Evaluate the sections and delivery methods for Personal Finance offerings. This evaluation is necessary because of its addition to LCC’s Liberal Studies curriculum as well as its KCOG alignment.			
Estimated Cost	Existing Money \$ 0		New Money One Time \$ 0	
	Grant Funded \$ 0		New Money Ongoing \$ 0	
	Department Budget: N/A		Student Fees (New/Existing) \$ 0	
Exp. Completion	FY 2020			
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Personal Finance is currently offered on a regular course rotation. This evaluation is to assess the need for a greater variety of delivery methods, beyond the current offering, to address learning needs.			
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: The Liberal Studies degree is no longer offered. Personal Finance is a general education elective, but isn’t a specific requirement or concentration elective for any program. For now, continue to offer the class online and evaluate again in the future.			

Business Administrative Technology

Objective 1	Reorganize the classroom environment in M308 to better accommodate the Business Administrative Technology students. Determine if instructor computer podium could be moved closer to the wall where items are projected. Create a better “office” environment so student have access to a scanner. Add a bulletin board to display student work and active learning items.		
Estimated Cost	Existing Money \$		New Money One Time \$

	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Spring 2021	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Current classroom environment doesn't look like it is geared more to Business Administrative Students. It is a generic lab.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: I requested bulletin boards and received them. I have posted some information for BAT students relative to Coursework. It is a shared lab and the other primary instructor liked the podium where it was located. I would still like get a space on the third floor that is primarily used for BAT students.	

English Department

Objective 1	Add additional Accelerated Learning Program/Comp I classes to meet the needs of developmental students and allow them to complete Comp I successfully.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The potential for this to help students succeed it great if we can get the enrollment issues worked out so that it is not onerous .	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: The ALP program is being piloted in FALL 2018, so it is anticipated that this program will continue and grow. Once the curriculum is developed SU17, there should be no further extra expense, other than English department training of adjuncts who might teach these combinations, which would depend on the number of courses offered and training needed.	

	We operated two co-requisite courses in each semester of 2019-2020. Both had successful student completions so the program is fully on track.
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Exercise Science

Objective 1	Identify and expand fitness course opportunities in the community.	
Estimated Cost	Existing Money \$0	New Money One Time \$0
	Grant Funded \$	New Money Ongoing \$0
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	12/20	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: Rating Rationale:	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: Link the course to a program or add a fee to pay for instructor costs	

Library

Objective 1	Coordinate with the ABE/GED Department to create a research skills class or workshop.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	December 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: With the nationwide decrease in the availability of school librarians, faculty are finding students arriving in their classes unprepared to do research on a college level. This class or workshop will attempt make up for that lack with this group of people. It also is an example of the library collaborating with another department on campus.	

Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: This objective, once again was not completed. Plans have been made to work on this for FY21 with the ABE/GED Department. It coincides with Academic Affairs Goals 9, 23, 27 and 28.	
Objective 2	Purchase ADA furniture	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	TBD	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: The Library currently has an ADA dedicated computer station for our seeing impaired students. When we were determining what to buy with the grant funds that funded the computer station we asked the ADA Coordinator on campus about what populations needed to be served. The visually impaired and the mobility impaired were cited. This objective will deal with the mobility impaired students and their learning needs.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: This objective coincides with Academic Affairs Goal 3. This goal was attained by having the IT Department return an ADA table that had been purchased with previous grant funds when the Library moved to its present location.	

Mathematics/Physics

Objective 1	Members of the department will attend a professional development conference emphasizing developmental and remedial education in the college environment.	
Estimated Cost	Existing Money \$1500-4500 – Professional Development	New Money One Time \$

	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Spring 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: LCC is committed to improving the developmental math program and such conferences may assist in establishing best practices that could be adopted by the LCC math department.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Two members of the department attended the 2019 WSU Accessibility Summer Camp. One department member is scheduled to attend the 2020 American Mathematical Association of Two Year Colleges. Actual costs: \$0 for FY2020. Professional development funds will be necessary for the 2020 AMATYC conference.	

Objective 2	The department will look for new ways to implement and integrate new technologies into college algebra sequence and developmental math sequence courses as a means of improving retention in developmental math students. Technologies could include web based homework platforms and computer labs dedicated to assisting developmental math students.	
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: LCC is committed to improving the developmental math program and the use of such	

(4: Extremely Relevant 1: Slightly Relevant)	technologies could be an essential component in improving retention in college algebra sequence and developmental math sequence courses.
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Developmental curriculum has been revised to include a Beginning Algebra with Review course. The curriculum change has experienced reasonable success.

Radiography

Objective 1	Develop a faculty-student mentoring program to promote academic success for at risk-radiography students.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Fall 2019 & Spring 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Begin implementing a small group interactive mentoring session each semester for at risk-radiography students to collaborate with program faculty to address their learning needs prior to Finals Week.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: The program has incorporated remediation counseling / tutoring sessions for students whose course grade drop below the 86% satisfactory benchmark. The at-risk student is counseled/tutored by their instructor; a Performance Action Plan is developed by the instructor with the input of the student. Program officials continue to monitor the student's progress in their academic courses throughout the semester. Also the program began hosting a Comprehensive Examination Review Day with students to prepare for the Comprehensive Examination and beginning Fall 2019 we began utilizing the Thursday of Finals Week as a "Dead Day" from scheduling a course final so students could use this whole day as a review day for preparing for their Comprehensive Exam.	

Student Success Center

Objective 1	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.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$750.00
	Department Budget: SSC	Student Fees (New/Existing) \$
Exp. Completion	Completed	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The SSC routinely receives requests for additional modalities that do not require students to be physically present on the Main Campus. Addressing these needs is a critical component of addressing the needs of a student population that is increasingly on-line and located outside of Parsons.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale (include results and comments): The SSC has implemented Zoom meetings to connect with students whose primary attendance center is not the Main Campus. We have fully trained four of our peer and professional tutors to use this modality for tutoring and are getting increasing student buy-in and usage. With the campus closure caused by COVID-19, these systems were fully operational from the beginning of the shutdown	

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 \$5000	New Money Ongoing \$
	Department Budget: Talent Search	Student Fees (New/Existing) \$
Exp. Completion	Completed	
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): 109 tutor hours were logged for on-site tutoring was implemented to all Target Area high school freshmen and sophomore participants.	
Objective 2	Implement on-site mentoring to Target Area high school high school participants.	
Estimated Cost	Existing Money \$	Estimated Cost
	Grant Funded \$1000	
	Department Budget: Talent Search	
Exp. Completion	Completed	
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): Mentoring was offered to all Target Area high school participants and 80 students received on-site mentoring through four different events.	

FOUNDATION & ALUMNI ASSOCIATION

CORE VALUE 1

OUTCOME 1C

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: <i>Adjunct Faculty</i>	Student Fees (New/Existing) \$
Exp. Completion	<i>Ongoing</i>	
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: (Include Results and Comments) <i>Sessions were held as planned until the COVID-19 pandemic struck. After that, virtual sessions were held in March and April. At that point, the committee determined it would be best to forego sessions during the summer months and restart the program in the fall.</i>	

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

ACADEMIC AFFAIRS		CORE VALUE 1		OUTCOME 1D
ABE/GED				
Objective 1	The ABE/GED Program will continue to expand the on-line resources used in classroom instruction.			
Estimated Cost	Existing Money \$ 0		New Money One Time \$	
	Grant Funded \$ 0		New Money Ongoing \$	
	Department Budget:		Student Fees (New/Existing) \$	
Exp. Completion	June 2020			
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Burlington English was provided by the state for use with our ESL students and Adult Education/GED acquired their own URL, through NCCC, for Google Classroom to be used with all students.			
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: At this time a cost free program is used, but new resources will be needed, as some are for a limited time.			

Biology

Objective 1	Maintenance for the current lab equipment such as Scales, Vernier ware, Sphygmomanometer, Microscopes, etc. Purchase two sets of Prepared Histology slides (one for Main Campus and one for Cherokee Center)		
Estimated Cost	Existing Money \$5000 (paid for by student fees)		New Money One Time \$
	Grant Funded \$		New Money Ongoing \$

	Department Budget: A&P Equipment	Student Fees \$
Exp. Completion	2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	<p>Rating: 3 Rationale: The funds will come from the Anatomy & Physiology Equipment budget and \$18.50 per student from the \$75 lab fee.</p> <p>The equipment maintenance is a continuous process. The histology slides are essential for the study of Microanatomy of body tissues and cells.</p>	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	<p>Rating: 3: Satisfactory Level Rationale: The prepared microscope slide sets were purchased, one for Cherokee Center and the other for Main Campus Lab</p>	
Objective 2	Purchase bulk dissecting specimens, chemicals, and consumable supplies to be used in the Anatomy & Physiology classes for the Main Campus and Cherokee Center to replace specimens, breakage of glassware, and worn out physiology tools such as bone cutters, scalpel blades, histology slides, etc.	
Estimated Cost	Existing Money \$8100	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget: A & P Supplies	Student Fees \$
Exp. Completion	2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	<p>Rating: 3 Rationale: The funds will come from A & P supply budget and \$20.00 per student from the \$75 lab fee. The lab section contributes up to 40% of the A&P course and gives students hands-on experience in the study of the human body</p>	

Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating 4: Satisfactory Level Rationale: All the required specimens for dissection (cats, sheep hearts & brains, cow eyes) as well as blood and urine test kits and other reagents were purchased using these funds. This budget also covered the requirements for BIOL 129 Principles of Biology II that was taught for the first time this Spring 2020	
Objective 3	Purchase bulk dissecting specimens, chemicals, and consumable supplies to be used in the Microbiology, and biological science classes for the Main Campus and Cherokee Center to replace specimens, breakage of glassware, and worn out biology tools, such as stain trays, inoculating loops, etc.	
Estimated Cost	Existing Money \$4300	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget: Biology Supplies	Student Fees \$
Exp. Completion	2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: These supplies are essential to effectively conduct laboratory part of Microbiology and General Biology courses.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: The stain trays, inoculating loops, chemicals, consumable supplies, and needed glassware were purchased. The funds will come from Biology supply budget and \$30.00 per student from the \$75 lab fee.	
Objective 4	Replace and purchase a new incubator for Microbiology in M106 because the regulator and temperature gauge is not in good condition. Investigate a PACF grant to purchase the equipment.	
Estimated Cost	Existing Money \$	New Money One Time \$5000

	Grant Funded \$	New Money Ongoing \$
	Department Budget: Biology Equipment	Student Fees (New/Existing) \$5,000
Exp. Completion	2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Delayed from FY15. Increase student fees to pay for \$5000 purchase compared with \$4000 purchase last year, BIOL 120 Biology, BIOL 122 Env. Life Science, BIOL 124 Botany, BIOL 126 Zoology, BIOL 130 A&P, BIOL 201 Microbiology – Incubator \$12.50 per student.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: It was not completed. As a new incubator was purchased for \$ 800 for CKCAM 115 where more sections of Microbiology are taught during Fall, Spring, and summer semesters. In M 106, the old incubator is still being used.	

Chemistry/Physical Science

Objective 1	To purchase a Nuclear Magnetic Resonance (NMR) Instrument	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded: approximately \$25,000	New Money Ongoing \$
	Department Budget: \$	Student Fees (New/Existing) \$
Exp. Completion	2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: This instrument would be used primarily by Organic Chemistry II students. (It may also be introduced to Organic Chemistry I students). It likely would not be used by other chemistry students.	

Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: This has not been accomplished.
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English Department

Objective 1	Develop one new online course offering	
Estimated Cost	Existing Money \$	New Money One Time \$ curriculum development per schedule
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Sp2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Most of our courses will have been developed as both on-ground and on-line by now. We will continue to see what is possible, although we will not consider Developmental Reading and Writing as online courses.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Four new classes were developed online for the 2019-2020 school year. They were British Lit 1, World Lit, American Lit 1, and Creative Writing (online for the first time.) All were offered and taught in the 2019-2020 school year. Now, all non-developmental classes can be completed online.	

Graphic Design Technology

Objective 1	Utilize Open Educational Resources (OER) to reduce textbook costs to students.	
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: 3 Rating Rationale: With how fast technology in the field of graphic design changes, utilizing OER materials would eliminate outdated materials and reduce overall textbook costs.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Open Educational Resources have been implemented in all but three departmental courses, reducing textbook costs to students.	
Objective 2	Purchase large format printer. Melissa is working with Phil to purchase one for both to use.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$ 4,000	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY2020	
Objective Relevance (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Purchasing a large format printer would fill the void of being able to produce the designs that our students create. Understanding results of the print production is an essential part of the graphic design process.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: The purchase of a large format printer has allowed students to gain experience in more advanced aspects of printing and production of banners, signage, stickers, and large prints.	

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	

Physical Therapist Assistant

Objective 1	Use of smart board for instruction. May be purchased from PACF grant	
Estimated Cost	Existing Money \$	New Money One Time \$3,000
	Grant Funded \$	New Money Ongoing \$
	Department Budget: PTA equipment	Student Fees (New/Existing) \$
Exp. Completion	May 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Implementation of this technology should enhance the educational environment. This should allow more versatility when providing material during lecture/lab.	

Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: Goal: All surveys addressing this area to receive a score of at least 3/5. We are currently exploring the use of this technology for the PTA classroom 4/2018, we have been informed this grant has been approved. 5/28/2020: The SMART board is in operation in the class. Still learning the capabilities of the board.
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Psychology

Objective 1	Utilize new smartboards purchased through the PACF grant, Perkins grant, and our own LCC funds to improve student learning.	
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: 3 Rating Rationale: Incorporate the use of one smartboard in the psychology classes to engage student interest, expand, improve student learning, assure students are comfortable interacting with technology and to provide students with foundational skills and knowledge essential in work and in life.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: N/A Classroom has yet to receive a Smart Board.	

Psychology

Objective 1	Support Open Enrollment Resources (OER) Platform to expand student learning opportunities.	
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)	<p>Rating: 3</p> <p>Rating Rationale: Search for new updated OER textbook for (1) General Psychology; (1) Developmental Psychology; (1) Psychology of Adjustment to support OER resources, to keep teaching materials updated, and to support. Expand, and improve student learning through technology. Additionally, utilize OER materials to reduce student costs, support service to students, and to provide students with foundational skills and knowledge essential in work and in life.</p>	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	<p>Rating: 4</p> <p>Satisfactory Level Rationale: General Psychology/Developmental Psychology- OER Resources have been an excellent resource for students in helping students save money on textbooks as well as how to navigate the text and course materials online. The OER Resources have helped the students apply technological knowledge within their classroom studies.</p> <p>Developmental Psychology OER Textbook Creditability- It has been brought to my attention the Developmental Psychology OER is not the most creditable text and has limited resources. A new text is planned to be adapted for the upcoming 20/21 academic year.</p> <p>Psychology of Adjustment- OER resources have not yet been utilized in this course.</p>	

Respiratory Therapy

Objective 1	Use new Smart Board in the classroom. May be purchased from PACF grant	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$ 3,000	New Money Ongoing \$
	Department Budget: Supplies	Student Fees (New/Existing) \$
Exp. Completion	Spring 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: Rating Rationale:	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale:	

FINANCE & OPERATIONS

CORE VALUE 1

OUTCOME 1D

Cherokee Center/IT

Objective 1	Continue to review and increase number of Polycom courses. (or alternative)	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing): \$
Exp. Completion		
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 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, but this must be reviewed to ensure the environment is conducive to learning	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Additional courses were not added. Enrollment was lower and it was difficult to find instructors willing to teach via polycom.	

Cherokee Center/IT

Objective 1	Add additional ELMOS at the Cherokee Center	
Estimated Cost	Existing Money \$	New Money One Time \$ 500
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Purchased\will be installed in August when Director Returns	Department Budget: IT Budget
Activity/Service		Student Fees (New/Existing) \$

Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating 2 Rating Rationale: Would be helpful, but only a one actual request.
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating 2 Satisfactory Level Rationale: Purchase is complete, utilization is not measured at this time.

Objective 1	Review SMARTboard use and evaluate additional SMARTboards	
Estimated Cost	Existing Money \$	New Money One Time \$ 5000
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing): \$
Exp. Completion	Move FY21	
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Evaluation will determine future need.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 SMART Boards are installed move the evaluation to FY21	

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

ACADEMIC AFFAIRS		CORE VALUE 1	OUTCOME 1E
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 3 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: 2 Satisfactory Level Rationale: Many of the online evaluations occurred but not all as full time faculty are on an evaluation rotation (every three years). Many adjuncts were evaluated but they are also on a 3-year rotation. Additional challenges were faculty and adjunct position changes and more classes being offered online. We will continue to evaluate online instruction in accordance with the evaluation schedule and look at adding additional evaluators.		

CTE

Objective 1	Continue to 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.	
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: 3 Rating Rationale: Would continue to build partnership and relations with local business while further meeting the educational needs of licenses professionals.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 1 Satisfactory Level Rationale: Most of the health care training requires certain compliance regulations and would be competitive with health care agencies currently conducting this internally. Instead we shifted to work with, in a supportive role, these entities on an as requested basis.	
Objective 2	Continue to work with CTE Program Directors and Program Coordinators to identify sources of outside funding to supplement shrinking Perkins grant money with a long-range plan of creating a technology and equipment fund within the foundation that can be used for match money for outside grant opportunities.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$

Exp. Completion	On-going
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: This would provide additional funding opportunities to offset institutional and local funding costs.
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: The nursing department continues to work with the Kansas Nursing Initiative Grant and has been successful in providing additional funding streams. Other programs continue to search for opportunities.

Exercise Science

Objective 1	Expand fitness class opportunities to Cherokee Center and extension sites if possible.	
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	12/20	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: Rating Rationale:	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: (Include comments or results) Courses need to be attached to program or fees will be charged to pay for instructor.	

Library

Objective 1	Develop a library presence at Cherokee with resources and courier service.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	TBD	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	<p>Rating: 3</p> <p>Rating Rationale: The need for this objective was cited in our Program Review. It also coincides with Academic Affairs Goals 3 and 23. It has also been mentioned in comments from Ms. Leigh Ann Martin, Director of the Dental Assistant Program, housed at the Cherokee Campus. The accreditation criteria from Ms. Martin’s accrediting agency lists the following requirement. “Learning Resources: 4-13 The program must provide adequate and appropriately maintained learning resources to support the goals and objectives of the program.</p> <p>Intent: Instructional aids and equipment, and institutional learning resources are provided and include access to a diversified collection of current dental, dental assisting and multidisciplinary literature and references necessary to support teaching, student learning needs, services, and research. All students, including those receiving education at a distance site, are provided access to learning resources.” With a full program situated on site, there should be resources and staff available to support the program. We are currently operating with only access to online databases. This is not sufficient for the program.</p>	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	<p>Rating: 0</p> <p>Satisfactory Level Rationale: The Library Director was requested to delete this objective as per an email from then VP of Academic Affairs Joe Burke on February 2, 2018, that stated, “#1.E has a request for a staff member at Cherokee. There will not be funds to support this.”</p>	
Objective 2	Adapt the existing Information Literacy course to reflect the core competencies determined by the college and university librarians statewide.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$

	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	August 2022	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Most General Education courses have gone through the core competencies process. The library deans and directors in the state are working on initiatives that are similar to this process. This will create competencies that can then be placed in courses at individual institutions. When the process is completed the courses will then have an improved transferability.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 1 Satisfactory Level Rationale: This objective was not completed, but is still being worked on at this time. Statewide discussions on this topic are continuing amongst academic librarians. It is hoped that by the Library Director serving on the Instructional Initiatives Committee (IIC) of the Kansas Council of Academic Library Deans and Directors (KCALDD), that the Director will be able to work with the Committee toward core competencies in this subject for the state. The IIC of KCALDD completed a survey of the various methods of Information Literacy instruction across the state among two- and four-year institutions. The next step for the Library Director will be to contact those that have one- and two-credit hour courses to see if they would be willing to work with me on this project. This objective is completed at this time with a 1 rating. The collaboration part of the objective will be moved to a later operational plan. This objective coincides with President's Goal – Student Learning and Academic Affairs Goal 26.	
Objective 3	Review the responses from the review of library resources requested by the President's Cabinet and implement needed changes.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	March 2020	
Objective Relevance to Outcome	Rating: 3 Rating Rationale: The Library Director had the previous version of this Operational Plan returned to him with the directive from the President's Cabinet to ""Please check with the Health Science Directors to	

<p>(4: Extremely Relevant 1: Slightly Relevant)</p>	<p>ensure they truly need what we are currently providing and if they have thoughts for their needs in the future.” The Library Director completed the directive. This objective will complete that required assessment.</p>
<p>Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)</p>	<p>Rating: 3 Satisfactory Level Rationale: The Library staff collected, collated, and reviewed the responses from the instructors. The review was extended to all instructors that currently have required or suggested periodicals in the Library. Changes were made to the journal order to reflect the suggestions of the faculty. The FY21 Budget was submitted with this documentation. It has yet to be determined whether the administration will approve the Budget reflecting these changes. Other changes not requiring funding were reviewed and were found to be already in place or to be not feasible at this time due to budgetary constraints.</p>

Bookstore/IT

Objective 1	Research new retail software	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget:
Activity/Service		
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating 3 Rating Rationale: Our current software (LogiText) is out of date and there has been no support from the software company for 5 years. It would be beneficial to have our clothing available in an online store as well.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating 3 Satisfactory Level Rationale: Research was conducted. No decision has been made at this time.	

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.

ACADEMIC AFFAIRS	CORE VALUE 2	OUTCOME 2A
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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	Rating: 2 The communication department continues to maintain and cultivate relationships with area media	

(4: Extremely Effective 0: Not at all Effective)	outlets and the Parsons Chamber, providing opportunities to make connections with professionals working in the field. However, at this time, we do not have any internships.
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Library

Objective 1	Work with the Chamber of Commerce to increase community awareness of library services.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	March 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: With the move of the library to Main Street, there has been an increase in public patrons into the library. However, when the Library Director is approached in public, many people do not know that they may have access to the library's resources. By working with the Chamber of Commerce, it is hoped that the information about our services will reach a larger audience.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: The Library Director contacted the Chamber of Commerce (C of C) Director. The C of C Director made suggestions that will be implemented in the future. The changes have not been implemented due to the public not having access to the Library during the COVID pandemic.	

Nursing

Objective 1	Institute a dual enrollment plan with Kansas University Schools of Nursing, where LCC nursing students can graduate with both the ADN and a BSN degree at the same time.
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Estimated Cost	Existing Money \$	New Money One Time \$0
	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: 2 Rating Rationale: The partnership between KU School of Nursing and LCC Nursing Program will provide students who are interested in a BSN degree to be completed while remaining on the LCC campus.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: The program has had numerous students who have indicated interest in this partnership, however to this date, there have been no students who have begun the dual enrolment in the Kansas University Community college Nursing Partnership (KUCCNP). Upon the completion of 2 years of required general education coursework per the KUCCNP/LCC curriculum plan, the student could enroll in both the LCC Nursing Program and KU School of Nursing for the completion of both ADN and BSN degrees at the same graduation date.	

Physical Therapist Assistant

Objective 1	Partner with community organization(s) to perform fall risk assessments for the community.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	May 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Community service is part of our mission to improve the health of the community.	

<p>Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)</p>	<p>Rating: 3 Satisfactory Level Rationale: Goal: 25 people to participate in the screenings. This is a great community service activity for the PTA students and promotes working with other organizations to provide community wide interventions. We have done such assessments but have not partnered with another organization. 4/26/18: We continue to search for a community partner to assist with this project. 5/28/2020: This has been very difficult to find a partner to help recruit screening participants. The screenings were not attempted this year due to the pandemic.</p>
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Psychology

<p>Objective 1</p>	<p>Improve and expand linkages between LCC and community agencies and improve the communities we serve through civic engagement opportunities.</p>	
<p>Estimated Cost</p>	<p>Existing Money \$0</p>	<p>New Money One Time \$</p>
	<p>Grant Funded \$0</p>	<p>New Money Ongoing \$</p>
	<p>Department Budget:</p>	<p>Student Fees (New/Existing) \$</p>
<p>Exp. Completion</p>	<p>FY 2020</p>	
<p>Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)</p>	<p>Rating: 4 Rating Rationale: Cultivate relationship with one additional partnership between the Psychology Department and community-based organizations in the Parsons community, specifically the Labette Center for Mental Health Services to assist students in networking with professionals in the field of psychology to expand linkages with community agencies and improve the community through civic engagement opportunities. Send at least (2) students to the Adult Mental Health First Aid program and (2) students to the Youth Mental Health First Aid where they will earn a national certificate of completion. Send (4) students to work the</p>	

	Caring and Compassion Awards ceremony. The Psychology Program will collaborate with Labette Center for Mental Health Services to develop and work (1) fundraiser.
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: N/A Will continue to work to achieve objective for the upcoming 20/21 Academic Year.

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: 3 Rating Rationale: Will need to rely on other departments/administration for completion	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: This was not completed.	

FINANCE & OPERATIONS

CORE VALUE 2

OUTCOME 2A

IT

Objective 1	Continue Participation in KCCIT	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating 3 Rating Rationale	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating 2 Satisfactory Level Rationale: Only webinars were attended this year. Hopefully back to in person meetings in FY21	

PUBLIC RELATIONS		CORE VALUE 2		OUTCOME 2A	
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: 2 Satisfactory Level Rationale:				
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: 3 Satisfactory Level Rationale:				

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

ACADEMIC AFFAIRS		CORE VALUE 2		OUTCOME 2B
Art Department				
Objective 1	The art department includes class projects and content that reflect and respect the diversity of the current world.			
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: Rating Rationale: 4			
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: Students are allowed to express their views without many restrictions. (Comments or results; LCC art students are given the freedom in art project design to express their viewpoints, feelings, and dreams. Multiple cultures are studied in art historical content)			

STUDENT AFFAIRS		CORE VALUE 2		OUTCOME 2B
Admissions				
Objective 1	Recruit at Adult Basic Education sites			
Estimated Cost	Existing Money \$		New Money One Time \$	
	Grant Funded \$		New Money Ongoing \$	
	Department Budget:		Student Fees (New/Existing) \$	
Exp. Completion	Spring 2020 – In discussions/Ongoing			

Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating 3 Rating Rationale: Recruiting at ABE sites is not something that is currently on the recruiting schedule, so adding these locations will help extend our potential student reach and diversity.
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: Ongoing- move to FY21 Operation Plan

Military-Connected Student Services

Objective 1	Expand 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	Completed	
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: 4 Satisfactory Level Rationale: Military-Connected Student Services has partnered with PsychArmor to continue to provide additional modules for faculty/staff to access and complete to better understand the military-connected students. A group on RedZone is continuously getting updated information for local resources so that the faculty/staff of LCC has resources to support their military-connected students they serve.	

Student Success Center

Objective 1	Implement formalized methods of training and developing Peer Tutors.	
Estimated Cost	Existing Money \$	New Money One Time \$1000.00
	Grant Funded \$	New Money Ongoing \$
	Department Budget: SSC	Student Fees (New/Existing) \$
Exp. Completion	Spring 2020	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: As the Academic Coordinator builds and expands the Peer Tutoring component of the SSC's services, there is a greater need for accountability from our Tutors. Formalizing their training and development serves the needs of our changing student population.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: The Academic Coordinator's efforts in this area ensured a seamless transition from in-person academic supports to online supports when the campus shutdown due to COVID-19.	

Talent Search

Objective 1	Identify a historical site that addresses diversity awareness with particular attention paid to the Civil Rights movement or current immigration issues	
Estimated Cost	Existing Money \$	Estimated Cost
	Grant Funded \$1000	
	Department Budget: Talent Search	
Exp. Completion	Completed	
Objective Relevance to outcome (4: Extremely Relevant)	Rating: 3 Rating Rationale: Other diversity sites should also be considered.	

1: Slightly Relevant)	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: 20 middle school students visited the newly constructed statue to honor civil rights pioneer Nancy Randolph Davis during their campus tour of Oklahoma State University June 2019. Additionally, 20 high school students experienced the accomplishments of former American president JFK through touring Dealey Plaza in Dallas, Texas June 2019.

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

ACADEMIC AFFAIRS		CORE VALUE 2	OUTCOME 2C
Academic Affairs			
Objective 1	Hire full-time or adjunct welding instructors at LCHS and Baxter Springs HS.		
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	Fall 2020		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The administration will determine how to best serve the needs of industries who need welders. If the decision is for LCC to provide the training of the skilled workers, in this case welders, then LCC will need to hire the faculty to train these students.		
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: LCC was able to successfully hire a full-time welding instructor for LCHS location. They were able to provide welding course to a large number of high school students (30+ plus). LCC is in the process of hiring a welding instructor for Baxter Springs High School and there is a good projected number of student at this location.		
Objective 2	Offer CNC machining courses at Baxter Springs through a private industry.		
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	Spring 2020		
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Providing a skilled workforce is a top priority for LCC. If an industry in Baxter Springs is needing CNC machine workers, then LCC should provide the training since Baxter Springs is in our Service Area.		

Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Significant changes occurred in Perkins funding (grant) that focused on high wage, high skill in demand jobs. The state partnered LCC with Independence and Coffeyville Community College to conduct a regional assessment for Southeast Kansas training needs. Labor market data was provided to our group to analyze. The market for CNC employment would not sustain two programs (Coffeyville is providing this training) therefore would not be a viable option.	
Objective 3	Start Building Trades classes in FY19-20 with local high schools (ex: Plumbing, electrical)	
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	Spring 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: There are not enough skilled workers in the plumbing and electrical fields to serve everyone in our service area. Starting courses in these areas will help to provide for these services.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Significant changes occurred in Perkins funding (grant) that focused on high wage, high skill in demand jobs. The state partnered LCC with Independence and Coffeyville Community College to conduct a regional assessment for Southeast Kansas training needs. Labor market data was provided to our group to analyze. The market for construction trades employment would not sustain the many programs in our area (Coffeyville, Neosho and Fort Scott are all providing this type of training) therefore would not be a viable option.	
Objective 4	Offer industrial painting courses with A&R at Great Plains Industrial Park.	
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) approx. \$100
Exp. Completion	Spring 2020	

Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Local industries are needing Industrial painters, so we need to provide the skilled workforce to meet this need.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Significant changes occurred with this labor market, available resources and partnerships this would not be a viable, sustainable option.	
Objective 5	Forklift Training Certificate	
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) \$10
Exp. Completion	On-going	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Some of our companies would like their workforce to receive this additional training. We now own a forklift, so we would like to offer this training.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Each semester forklift training has been offered to all welding students and LCC employees. This is through a partnership with a local business.	
Objective 6	Continue to partner with area HS CTE departments to offer another program: Automotive	
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		

Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Since our area High schools are already offering automotive programs, it makes sense to be able to allow the high school students to receive college credit for the courses they are taking while in high school.
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Significant changes occurred in Perkins funding (grant) that focused on high wage, high skill in demand jobs. The state partnered LCC with Independence and Coffeyville Community College to conduct a regional assessment for Southeast Kansas training needs. Labor market data was provided to our group to analyze. The market for automotive employment would not be a viable and sustaining program.

Dental Assistant

Objective 1	Add part-time Clinical Coordinator position to accommodate increased workload resulting from growing enrollment.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$Perkins?	New Money Ongoing \$15,000-\$20,000
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY21	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly 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.
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 1 Satisfactory Level Rationale: Although enrollment has stayed steady, adding a clinical coordinator would be extremely helpful to the program director. Having a faculty member able to go out and build relationships with area dental offices would increase the amount of offices willing to mentor students during their clinical experience and ultimately increase the opportunities for employment for our students. This faculty member would also be able to keep the lab in order by helping order supplies and maintain equipment.

Psychology

Objective 1	Evaluate retention and success of first year students completing the new social and human services assistant program. Also review recruitment efforts of new students into the program.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded\$0	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Assure students are prepared with the appropriate skills to work in the community and the state by providing a quality social and human services assistant program and by evaluating and measuring student success once students complete the program. This will improve and expand linkages between LCC	

	and community agencies and will improve the communities we serve through civic engagement opportunities.
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: N/A Human Services Assistant Program has yet to launch.

FOUNDATION & ALUMNI ASSOCIATION		CORE VALUE 2		OUTCOME 2C
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	<i>Ongoing</i>			
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: 2 Satisfactory Level Rationale: We have met with potential corporate partners and work is ongoing.			

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

ACADEMIC AFFAIRS		CORE VALUE 2		OUTCOME 2D
Art Department				
Objective 1	Art students provide art displays for the enrichment of the local community.			
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:			
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: Very important public relations activity. (Comments or results; Art shows available to the public are held in Hendershot gallery, the LCC gym and the student art gallery in H109)			

Business Administrative Technology

Objective 1	Seek work or projects from nonprofit organizations for Office Internship students who choose to an in-house internship.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget: \$100	Student Fees (New/Existing) \$10
Exp. Completion	Spring 2021	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Give students real-world projects to work on and become more familiar with the jobs needed in the local community.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 1 Satisfactory Level Rationale: I just did not pursue this although I still believe it is a good idea. I have had only one LCC intern per semester so I have been able to find enough work along with the help of the SSC to provide real-world learning activities for the student.	

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 Rating Rationale: The PR class partnered with the Parsons Recreation Commission and planned a corn hole tournament to benefit a Parsons Rec Scholarship for low-income children in and around the Parsons community. However, the event was canceled due to the COVID-19 pandemic.

Psychology

Objective 1	Faculty will actively search out meaningful projects for their students to participate in.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded\$0	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	FY 2020	
Objective Relevance to Outcome	Rating: 4 Rating Rationale: Incorporate 5 hours of meaningful volunteer experiences for all Psychology classes	

(4: Extremely Relevant 1: Slightly Relevant)	to provide real world applied learning experiences that will equip students with the foundational skills and knowledge to be successful in life and in work environments, and will contribute to the well-being of their community through community service and will improve the communities we serve through civic engagement opportunities. Target agencies: Department of Family Services, and Service Area Charter Academy.
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: N/A Department will work to achieve Objective during the upcoming 20/21 Academic Year.

STUDENT AFFAIRS	CORE VALUE 2	OUTCOME 2D
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Admissions

Objective 1	Add a 2 nd Community Service Project for the Student Ambassadors Organization	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Spring 2020 – In Progress	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Since the ambassadors have been volunteering their time at the local grade school, Garfield, I have seen how important and valuable it is for those students to be out in the community. I believe that adding a 2 nd service project will not only benefit the student’s resume and personal strengths, but also	

	help improve LCC's community outreach.
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: Ongoing- Move to FY21 Operational Plan

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		CORE VALUE 2		OUTCOME 2E	
		Sonography			
Objective 1	The demand for an online physics review is on the rise across each state. I want to develop a new online physics course to fill the needs. The course will be online with a voice overlay for an easier understanding and comprehension.				
Estimated Cost	Existing Money \$		New Money One time course development cost.		
	Grant Funded \$		New Money Ongoing \$		
	Department Budget:		Student Fees (New/Existing) \$		
Exp. Completion	Estimated completion date is 2020 if approved and financed.				
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: I rated it a 4 due to the growing demand of the students and their needs.				
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: The course was not developed due to online program. No cost generated.				

FINANCE & OPERATIONS

CORE VALUE 2

OUTCOME 2E

IT

Objective 1	Continue to work with Distance Ed and Academic Affairs 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	Ongoing	
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Online is high volume for LCC, but High drop rates as well. Insuring quality is very important to LCC, as well as HLC.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: All Online courses are being evaluated, with some positive change.	
Objective 2	Implement embedded Jenzabar Course Evaluations	

Estimated Cost	Existing Money \$	New Money One Time \$ 12000
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Move FY21	
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Retention cannot fully be addressed until we determine the issues.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: Move to FY21	

IT/ADA Committee

Objective 1	Implement 5 year Accessibility Plan	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$

	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion		
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Legal ramifications	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Rating Rationale: Assure Course Accessibility for all digital materials. The Plan has been implemented, but it is ongoing.	

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.

ACADEMIC AFFAIRS		CORE VALUE 3		OUTCOME 3A	
Nursing					
Objective 1	Develop a patient-centered simulation scenario examination to evaluate student’s accomplishment of the end-of-program student learning outcomes (EPSLOs) during the NURS 205 Medical Surgical course.				
Estimated Cost	Existing Money \$ Clinical Faculty 12-1221-523		New Money One Time \$0		
	Grant Funded \$		New Money Ongoing		
	Department Budget: Faculty Salaries		Student Fees (New/Existing) \$		
Exp. Completion	FY2020				
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: The measurement of end-of-program Student Learning Outcomes is a requirement of ACEN. A patient care simulation will provide another method of measurement for the program.				
Satisfactory level of objective completion	Rating: 4 Satisfactory Level Rationale: This objective was completed. Nurse Faculty members, Julie Page and				

(4: Extremely Effective 0: Not at all Effective)	Kim Beachner, for NURS 205 Advanced Medical-Surgical Nursing Course developed and carried out a simulation evaluation of the end-of-program student learning outcomes (EPSLOs) in the skills laboratory. This objective assisted the program to comply with standard six (6) of the ACEN Systematic Evaluation Plan.
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FINANCE & OPERATIONS	CORE VALUE 3	OUTCOME 3A
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IT

Objective 1	Implement an Institutional Wide system to for Outcomes and Strategic Planning (TK20)	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$16000-25000
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Move FY21	

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

ACADEMIC AFFAIRS		CORE VALUE 3		OUTCOME 3B	
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 similar changes have been made in the Online Course Evaluation Rubric.
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Exercise Science

Objective 1	Strengthen department adjunct faculty through hiring and continuing education.	
Estimated Cost	Existing Money \$0	New Money One Time \$0
	Grant Funded \$	New Money Ongoing \$0
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	12/20	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: Rating Rationale:	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale:	

Graphic Design

Objective 1	Explore offering a graphic design “Exploration Day” for departmental recruitment.	
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 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 1 Rating Rationale: Offering an “Exploration Day” to high school students interested in graphic design or photography could be used as a recruitment tool, potentially increasing enrollment.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: The Exploration Day was not implemented during this fiscal year, but will be visited in the future.	

Respiratory Therapy

Objective 1	Increase/Improve the manpower within the Respiratory department with Full Time Health Care Recruiter	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded: \$35,000 funded by Perkins	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Fall 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: Rating Rationale:	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale:	

STUDENT AFFAIRS**CORE VALUE 3****OUTCOME 3B****Military-Connected Student Services**

Objective 1	Military-Connected Student Services Coordinator & VA student worker to attend 2019 Kansas School Certifying Official Workshop.	
Estimated Cost	Existing Money \$	New Money One Time \$ 200
	Grant Funded \$	New Money Ongoing \$
	Department Budget: Military Connected SS	Student Fees (New/Existing) \$
Exp. Completion	July 2019	
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: 3 Satisfactory Level Rationale: The Military-Connected Student Services Coordinator attended the 2019 Kansas School Certifying Official Workshop in July 2019.	

Human Resources

Objective 1	Implement salary increase for employees	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	July 2020	Department Budget:
Activity/Service		
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating 4 Rating Rationale: This objective is critical to be able to hire and retain good employees. Cost of living and health insurance cost are constantly rising. We also are expecting more and more out of employees due to downsizing and increased mandates and reporting requirements.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Approximately 3% increase for all staff was implemented.	
Objective 2	Look for new and affordable advertising means	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	June 2019	Department Budget:
Activity/Service		
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating 2	

Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating 4 Satisfactory Level Rationale: Newly implemented with Good News (affordable) and Joplin Globe (not necessarily affordable but did result in a few applicants for a position in Cherokee County). Indeed was another one researched – affordable in between Good News and Joplin Globe.
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Bookstore

Objective 1	Review revised bookstore position and changes made to the operations of the store	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	March 2020	Department Budget:
Activity/Service		
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 We need to evaluate the change in operations of the bookstore to see if we want to continue with MBS Direct and making any changes needed to make the student experience better.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Completed.	

IT

Objective 1	Review changes made in reporting to ensure needs are being met efficiently	
Estimated Cost	Existing Money \$	New Money One Time \$

	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget: IT Budget
Activity/Service		Student Fees (New/Existing) \$
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating 4 Rating Rationale: Reporting deadlines must be met.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating 3 Satisfactory Level Rationale: With so much turnover, getting the transition done has been delayed and added too. Partially complete. Also put in FY21	

Outcome 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		CORE VALUE 3		OUTCOME 3C	
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	Rating: 4 Satisfactory Level Rationale: The IT Director attended multiple conferences and workshops on the				

(4: Extremely Effective 0: Not at all Effective)	Jenzabar LMS and on Accessibility. Pertinent information is reported to the Distance Ed Committee at monthly meetings and disseminated to the college at large in the monthly meeting summaries and minutes.
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English Department

Objective 1	Faculty will attend one conference, take one course for professional development, or submit a work for a competition/publication this year.	
Estimated Cost	Existing Money \$ Professional Development Funds	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Spring or summer 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: This helps our faculty stay current and engaged with members of the larger educational community.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: In order to maintain a vital English department, it is imperative that faculty continue to learn, grow, and expand their areas of interest/expertise within the field. All members of the department attended the Gribben Lecture with Cynthia Haynes. Unfortunately, the other conference that we had planned to attend and that Dr. Elliott and Professor Baty are on the planning committee for was postponed until next year. That is the Accelerated Learning Conference which will happen in 2021.	

Physical Therapist Assistant

Objective 1	LCC PTA educators to attend APTA sponsored education seminars for those in the education field	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$5000 (Perkins?)	New Money Ongoing \$
	Department Budget: PTA travel	Student Fees (New/Existing) \$
Exp. Completion	May 20	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: CAPTE requires educators to be current in the field. These national courses are geared for educators in Physical Therapy.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	<p>Rating: 0 Satisfactory Level Rationale: Goal: Each full time faculty member to attend at least one national conference for PT educators every 2 years.</p> <p>APTA offers national seminars for the educators of PT and PTA programs. This may possibly be a recommendation from the upcoming 2017 CAPTE survey. Currently we use Perkin's funds and budget funds to attain continuing education per CAPTE requirements. Currently the PD acquires additional education that is at no cost to the college as part of his being a MPTA board member. The PD term limits out in the spring of 2019, and this will no longer be an option. These national courses are directed specifically for educators and will be a great resource. The expense could vary greatly depending on where the courses are held. This may exceed budget restraints but need to explore and see what options we have. 5/28/2020: Funds were not available in FY2019 to allow faculty participation. We are hopeful these funds will be available in FY2021 budget. This will become more critical as the PTA program is now in probation with CAPTE. Attendance at these national seminars will provide valuable education, resources and networking help progress the PTA program.</p>	

Radiography

Objective 1	Purchase continuing education modules for our clinical instructors.	
Estimated Cost	Existing Money \$696.20	New Money One Time \$
	Grant Funded \$700	New Money Ongoing \$
	Department Budget: Perkins	Student Fees (New/Existing) \$
Exp. Completion	Fall 2019 & Spring 2020 – Ongoing Perkins Request	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Purchased ASRT Clinical Instructor & Classroom Fluoroscopy Learning Modules.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: The learning modules were distributed to our clinical instructors to complete for lifelong learning opportunities and to stay in compliance with the JRCERT Standard Two Objective 2.3.: Program officials incorporated their classroom fluoroscopy modules in their Lesson Plan for the RAD1 223-Critical Thinking & Analysis course.	
Objective 2	Professional Development to maintain lifelong learning for accreditation status.	
Estimated Cost	Existing Money \$2,100.00	New Money One Time \$
	Grant Funded \$2,100.00	New Money Ongoing \$
	Department Budget: Perkins	Student Fees (New/Existing) \$
Exp. Completion	Summer 2020 – Conference Postponed for Fall 2020 COVID-19	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Gale Brown was scheduled to attend the University of North Carolina Chapel Hill Digital Seminar on May 16-19, 2020 however due to the COVID-19 pandemic this conference has been rescheduled for October 15-18th, 2020.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: The digital imaging curriculum has been updated by the programs certification examination agency, ARRT, therefore this conference is still relevant to attend and to stay in compliance	

	with the JRCERT Standard Two Objective 2.3. The program’s digital imaging classes; RADI 107, RADI 117 & RADI 207 course content will be update accordingly to the new digital curriculum changes.
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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 2020	
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: This was extremely effective as we were able to network with each other during department meetings regarding CEU opportunities and what was learned during those educational meetings.	

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

Objective 1	Plan/Execute an internal Advising Training during In-service for all faculty and general academic advisors	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Fall 2019 – Scheduled for December	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Establishing and clearly communicating a consistent academic advising process across campus is necessary training for our institution and crucial for the success of our students.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: Ongoing- move to FY21 Operational Plan	

Case Manager

Objective 1	Case Manager to attend trainings to obtain CEU's for continued licensure.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$2000.00
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Spring 2020	
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Case manager must complete trainings to continue to work with students.	

Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: No longer necessary as current Case Manager does not have license.
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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: Military Connected SS	Student Fees (New/Existing) \$
Exp. Completion	February 2020	
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: After reviewing conferences the Military-Connected Student Services Coordinator determined that it would be best for MCSS and the School Certifying Officials to attend the AVECO conference in July 2020 as there will be pertinent information about the changes to the GI Bill and training provided during this conference.	

FINANCE & OPERATIONS

CORE VALUE 3

OUTCOME 3C

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 2020	
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Focus on Employee department training, New employee orientation, Title IX, Sexual Harassment, Diversity, RedZone, Jenzabar, Red Flag, Safety, ALICE, Blood-borne Pathogens, EEO laws for hiring committees	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: New employee orientation/ HR training for 12 new employees and four transfers; Title IX, Diversity, ALICE and Red Flag for all full time staff and Title IX for part time staff and adjuncts; blood-borne pathogens for emergency response team, facilities and coaching staff; and equal opportunity employment training for all hiring committees	
Objective 2	Conduct Professional development/training opportunities for supervisors	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	June 2020	
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Supervisory human resource laws: EEO, federal and state laws, FMLA, etc.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: (Completed) E-mail reminders on time sheet completions, employee engagement and FMLA.	
Objective 3	Research employee/staff engagement opportunities RE: Special Employee of the Month	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$

	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	June 2020	
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating 2 Rating Rationale	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating 0 Satisfactory Level Rationale: Not completed. Not completed due to COVID. Move to FY21.	

IT

Objective 1	IT staff will engage in at least 1 Professional Development Opportunity	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget: IT Budget
Activity/Service		Student Fees (New/Existing) \$
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: It is important to keep up to date.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Although this was done remotely, it is complete and ongoing.	

Business Office

Objective 1	Jenzabar Training for Staff who have not taken it. Incorporate into departmental Operational Plan and New employee orientation.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget: IT Budget
Activity/Service		Student Fees (New/Existing) \$

Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Providing training to our staff to help them be as efficient and effective as possible is important.
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: Business Office Assistants and HR Director completed training.

	PUBLIC RELATIONS	CORE VALUE 3	OUTCOME 3C
Objective 1	Attend NCMPR/Graphic Design or other marketing conference or webinar to build networking and gain knowledge about new marketing trends and graphic design		
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
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: 4 Satisfactory Level Rationale: The 36 th Annual Lecture was held on 10/4/19. Dr. Cynthia Haynes was the speaker. 22 people participated		
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	<i>Ongoing</i>		
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: Satisfactory Level Rationale: This was canceled due to Covid-19 pandemic		

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

ACADEMIC AFFAIRS		CORE VALUE 3		OUTCOME 3D	
Graphic Design Technology					
Objective 1	Replace carpet in H115 computer lab.				
Estimated Cost	Existing Money \$0		New Money One Time \$TBD		
	Grant Funded \$0		New Money Ongoing \$0		
	Department Budget: Facilities		Student Fees (New/Existing) \$		
Exp. Completion	FY 2020				
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: The carpet in H115 has many stains and wear & tear in high traffic areas. Replacing the carpet would project a more professional appearance.				
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Carpet in H115 has not been replaced.				

Library

Objective 1	Assess the current students' and employees' views of the library and their use of it.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	March 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Assessment is a continuing process. The results of these assessments of various constituents are used in Operational Plans, seeking grant funding, and adapting and improving services.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: This is part of our continual assessment of our services. This objective was cited in our Program Review. It also coincides with President's Goal – Continuous Improvement. Caitlin Low, Student Representative on the Library Committee, constructed and submitted a survey that was sent out to all LCC students. The survey assessed the students' use of the library and sought suggestions for the library's improvement. The overall satisfaction level was high. The suggestions the students made were already in place or were made. The employees' part of this objective was covered by Core Value 1 Outcome 1E Objective 3 of this document.	
Objective 2	Work with the Southeast Kansas Library System to do a space audit.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Completion	February 2020	
Objective Relevance to Outcome (4: Extremely Relevant)	Rating: 3 Rating Rationale: It is imperative that we use the space available in the library building to its maximum efficiency. An outside pair of eyes will often reveal items that those close to the situation often miss. This objective supports the continuous improvement by enhancing and using the campus environment	

1: Slightly Relevant)	aka the library building to its best advantage. This also will give an opportunity to find ways to use the physical resources allocated to us more efficiently.
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: This was completed in February. The Library staff members will review the results of the audit and make adjustments as able in future FYs. This objective coincides with President's Goal – Continuous Improvement.

Physical Therapist Assistant

Objective 1	Explore the use of Electronic Medical Record (EMR) software for the PTA program	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$ 99.00
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	May 2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Many of our clinical sites now use EMR. Several vendors can make this available for educational programs. The expense of the programs have made this very prohibitive at this time. This was a recommendation by the CAPTE team. The final report has not been determined by CAPTE at the time of this writing.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Many health care organizations are now using software for patient care documentation. These systems are very expensive and there is a wide variety. We need to explore the level of need and the best tool to use to teach for a wide variety of systems. We might be able to partner with other health care programs at LCC to make this more cost-effective. 4/2018- We have discovered that other LCC programs already have their own documentation system. 5/28/2020: The other systems at LCC will not meet the needs of the PTA program. The program has identified a system that is affordable and we have a plan to implement the system in AY of 2020-2021. The actual cost will \$99.00 year.	

PUBLIC RELATIONS		CORE VALUE 3	OUTCOME 3D
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)	Satisfactory Level Rationale: n/a		

STUDENT AFFAIRS		CORE VALUE 3	OUTCOME 3D
Admissions			
Objective 1	Hire an Advisor/Recruiter for general recruiting.		
Estimated Cost	Existing Money \$0	New Money One Time \$	
	Grant Funded \$	New Money Ongoing \$45,000	
	Department Budget: Admissions	Student Fees (New/Existing) \$	
Exp. Completion	Fall 2019 - Completed		
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: With the loss of the CTE Recruiter from the Admissions Department, a second recruiter is critical to the department.		
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Having a second general recruiter has led to increased territory being covered and additional student contacts.		

Athletics

Objective 1	Resurface Baseball and Softball fields. Replace old irrigation issues.	
Estimated Cost	Existing Money \$	New Money One Time \$35,000
	Grant Funded \$	New Money Ongoing \$
	Department Budget: Athletics	Student Fees (New/Existing) \$
Exp. Completion		
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: to assure a safe playing environment. The irrigation at baseball field is 25 years old and constantly being worked on by current head coach. Resurfacing will allow for proper drainage and have less injury hazards.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: Moving to FY2021	

Case Manager

Objective 1	Establish budget line item for funding for Case Manager Services.	
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: Establishing a budget for the Case Manager will allow the department to better assist and provide services to students.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: A budget was established.	

Financial Aid

Objective 1	Contract with an outside default management vendor.	
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: LCC's Default rate has increased to 13.1% since discontinuing using an outside vendor for loan default management. When LCC used an outside vendor, the rate dropped to 7.5%. Begin using WISS (Wright International Student Services) for student who are 120+ Days delinquent, the Financial Aid Office will continue working students who are less than 120 days delinquent, this will reduce the cost required by WISS.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: We have contracted with WISS last fall. We project that our Cohort default rate will go down. With the CARES Act in place all students are currently not in repayment.	

Military-Connected Student Services

Objective 1	Establish budget line item for funding for Military-Connected Student Services.	
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: Establishing a budget for MCSS will allow the program to better assist and provide services to military-connected students.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: A budget line was established for the Military-Connected Student Services for this program to better provide programing and services to the students it serves.	

FINANCE & OPERATIONS

CORE VALUE 3

OUTCOME 3D

Human Resources

Objective 1	Human Resource office will support and maintain human capital resources for staff, including transfer, resignation and retirement.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	June 2020	
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Employees need help to understand all aspects of retirement, resignation and transfer.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: (Completed) Four position transfers, two temporary employees and three retirements, i.e. KPERS, health insurance, and 14 employee separations	

Facilities

Objective 1	Purchase a new van through the State of Kansas Contract	
Estimated Cost	Existing Money \$26,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion	Department Budget	
Activity/Service	Student Fees (New/Existing) \$	
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: The vans are used to transport students and student athletes to events.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Move to FY21. Not completed due to funding.	

Objective 2	Window Replacement Project Main Building – Test One Window	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget \$2,000
Activity/Service		Student Fees (New/Existing) \$
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: This will be the first step to developing a plan to replace all of the windows in the building.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Move to FY22.	
Objective 3	Replace whiteboards with glass boards	
Estimated Cost	Existing Money \$6,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Current whiteboards are functional but instructors prefer glass boards. They also look nicer in the classrooms.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Move to FY21	
Objective 3	Spray Coat the SSC Roof	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget TBD
Activity/Service		Student Fees (New/Existing) \$

Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating 3 Rating Rationale: This is necessary to prevent other damage to the roof from leaks.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Move to FY22	
Objective 4	Paint/repair all exterior hand rails	
Estimated Cost	Existing Money \$400	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion		
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: The attractiveness of our institution is important.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating 2 Satisfactory Level Rationale: Hand rail painted and repaired at Hughes Building. Move SSC hand rail painting and repair to FY21.	
Objective 5	Renovate Hughes Building Second Floor Restrooms	
Estimated Cost	Existing Money \$15,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion	Department Budget	
Activity/Service	Student Fees (New/Existing) \$	

Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating 3 Rating Rationale: The bathroom is in need of repair. Wall paper is coming off the walls.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating 4 Satisfactory Level Rationale: Completed.	
Objective 6	Renovate Factory Connections Building for an Event Center	
Estimated Cost	Existing Money	New Money One Time \$285,000
	Grant Funded \$	New Money Ongoing
Exp. Completion	Oct 2019	Department Budget: Deferred Maintenance Fund
Activity/Service		Student Fees (New/Existing) \$
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The Event Center will bring community members and prospective students to LCC.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating 4 Satisfactory Level Rationale: Completed.	
Objective 7	Chiller Project	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget:
Activity/Service		
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: It is important to keep our infrastructure up to date to avoid costly repairs and downtime.	

Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Completed.	
Objective 8	Add sidewalk East of the Zetmeir building to accommodate students walking from the Villas to the gym	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		Department Budget:
Activity/Service		
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Students are currently walking through the grass.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Move to FY21	

IT

Objective 8	Purchase and Install Main Firewall	
Estimated Cost	Existing Money \$ 40000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Feb 2020	
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: No longer an option. Our Firewall has become out of date. This is necessary for the security of our information.	

Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale:	
Objective 9	Occupancy sensors in Annex	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: This will be more energy efficient and save us money over the long term.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Move to FY21.	
Objective 10	Sand and refinish the Theatre stage	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: The appearance of the college facilities is important. The public as well as prospective students are often in the Theatre.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Move to FY21.	

Objective 11	Paint Student Success Center	
Estimated Cost	Existing Money \$5,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The paint on the SSC is faded and unattractive.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Completed.	
Objective 12	Replace fire alarm at the Cherokee Center	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget TBD
Activity/Service		Student Fees (New/Existing) \$
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating 2 Rating Rationale	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating 0 Satisfactory Level Rationale: Move to FY22.	
Objective 13	Repair various sidewalks around campus	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget \$4,000
Activity/Service		Student Fees (New/Existing) \$

Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: This is necessary as it could pose a tripping hazard.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Move to FY21.	
Objective 14	Stripe all parking lots	
Estimated Cost	Existing Money	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: This will improve the look of the parking lots.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating Satisfactory Level Rationale:	
Objective 15	New Carpet Bookstore	
Estimated Cost	Existing Money \$5,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget
Activity/Service		Student Fees (New/Existing) \$
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: There are rips in the carpet which are duck tapped together to prevent students from falling.	

Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Move to FY22.	
Objective 16	Door replacement – West side of Main Building	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing
Exp. Completion		Department Budget TBD
Activity/Service		Student Fees (New/Existing) \$
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: The door is old, unattractive and difficult to lock. This has been in the Operational Plan for many years but has been moved because of funding and other priorities.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: Move to FY22	

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.

ACADEMIC AFFAIRS		CORE VALUE 4		OUTCOME 4A
Physical Therapist Assistant				
Objective 1	Integrating the use of all surveys to improve student experience and outcomes			
Estimated Cost	Existing Money \$		New Money One Time \$	
	Grant Funded \$		New Money Ongoing \$	
	Department Budget:		Student Fees (New/Existing) \$	
Exp. Completion	May 20			
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Several surveys tools have been developed and are being implemented. A tracking tool will be developed to track and monitor this data. This data will be used to identify and make changes as needed in the program to meet the needs of our students and program. Our return rate is very low. For this data to be valid we need a higher return rate and the tool to analyze this data.			
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: Currently we send out surveys to acquire information from stakeholders to help assess the program. Unfortunately, few are returned. We are implementing several strategies to help improve the acquisition of this information. Hopefully our process will improve to allow us to integrate this information into positive changes for the program. Currently I do not see the need for more funds to accomplish this. 5/28/2020: We are still attempting to collect surveys. We have very minimal return of surveys.			

STUDENT AFFAIRS		CORE VALUE 4		OUTCOME 4A	
Objective 1	To more effectively use Jenzebar's "funnel" feature to track students from prospect to enrollment.				
Estimated Cost	Existing Money \$		New Money One Time \$		
	Grant Funded \$		New Money Ongoing \$		
	Department Budget: Admissions		Student Fees (New/Existing) \$		
Exp. Completion	June 2020 – in progress				
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Appropriately using technology we already have in place to help with the recruiting phase is a very high priority. Up to date training will be necessary for current Admissions staff.				
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: Ongoing- move to FY21 Operational Plan				

Student Life

Objective 1	Generating documentation for HLC correlating Student Life activities with applicable Core Values and Outcomes.				
Estimated Cost	Existing Money \$		New Money One Time \$		
	Grant Funded \$		New Money Ongoing \$		
	Department Budget: Student Life		Student Fees (New/Existing) \$		
Exp. Completion	Fall 2019				
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: This information is critical in providing HLC with necessary data.				
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Adjustments have been made to make the process more efficient.				

IT

Objective 1	Reevaluate Data Entry Procedures and Update	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Move to FY21	Department Budget:
Activity/Service		
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Clean Data is essential to all tasks including funding.	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale	
Objective 2	Implement Patch Management Solution	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion		
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: Per Cyber Insurance	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: Satisfactory Level Rationale: Course Integrity will be increased with authentic and robust evaluations in Online Learning.	

Objective 3	Review and implement a plan to address remaining Security Audit Findings	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Partial Completion – Include in FY21	
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale Per Cyber Insurance	
Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale:	

	PUBLIC RELATIONS	CORE VALUE 4	OUTCOME 4A
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)	Satisfactory Level Rationale: 1	

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

ACADEMIC AFFAIRS	CORE VALUE 4	OUTCOME 4B
Dental Assistant		

Objective 1	Continue to look for grant opportunities similar to the Delta Dental Community Dental Health Grant to help us buy equipment that meet CODA standards.	
Estimated Cost	Existing Money \$0	New Money One Time \$0
	Grant Funded \$0	New Money Ongoing \$0
	Department Budget:\$0	Student Fees (New/Existing) \$0
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Grant opportunities/resources help to purchase supplemental equipment to provide for a smooth site visit.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: Due to writing the self-study, grant writing was not possible.	

Nursing

Objective 1	Include LCC Nursing in the Kansas Board of Regents (KBOR) Nurse Initiative Grant funding as opportunities present to enhance and maintain resources for the program.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$ Matching Funds (In kind) KNI Grant	New Money Ongoing \$
	Department Budget: Nursing Travel	Student Fees (New/Existing) \$
Exp. Completion	FY2020	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: These grant funds provide a large amount of support to the nurse faculty and program students. Additionally, the funds help to supplement consumable supplies for the skills laboratory and Simulation Center.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Program director managed the grant funds to provide nursing faculty professional development, student services, and purchase program consumable supplies requested from the Kansas Nurse Initiative Grant sponsored by KBOR.	

PUBLIC RELATIONS		CORE VALUE 4	OUTCOME 4B
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
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: Satisfactory Level Rationale: This was pushed back to FY21		

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

ACADEMIC AFFAIRS CORE VALUE 4 OUTCOME 4C
Dental Assistant

Objective 1	Prepare for the CODA site visit by writing the self-study report.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget: \$4,000	Student Fees (New/Existing) \$
Exp. Completion	FY20	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 Rating Rationale: The development of the self-study report will enhance the program’s image and provide a method of communication between LCC and CODA, ultimately benefiting the college.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: The self-study was completed and mailed to CODA in March 2020. However, COVID-19 has delayed the site visit by a year and updates will need to be made prior to the visit.	

STUDENT AFFAIRS CORE VALUE 4 OUTCOME 4C
Admissions

Objective 1	Visit businesses/organizations that LCC holds CTE Agreement with to promote the benefit and value of the agreement, and how to take advantage of enrolling tuition and incidental fee free.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	Not Completed	
Objective Relevance to outcome (4: Extremely Relevant)	Rating: 1 Rating Rationale: Unsure how much longer the CTE agreements will be in place. If they will remain for years	

1: Slightly Relevant)	to come, visiting these businesses to promote the benefit would be a good thing to implement. However, if LCC does away with the CTE agreements, then it would not be necessary.
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 0 Satisfactory Level Rationale: With COVID-19, this was not completed. With changes in LCC's CTE process, this is no longer needed.

PUBLIC RELATIONS		CORE VALUE 4		OUTCOME 4C	
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: N/A, Continuing to research additional social media platform, will have to adjust work flow to allow additional responsibilities				
Objective 2	Target marketing and advertising for Welding				
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)	Rating: 4 Satisfactory Level Rationale: Complete				

0: Not at all Effective)		
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 view books	
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 view books used for recruiting.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 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: 4 Satisfactory Level Rationale: Complete

FOUNDATION & ALUMNI ASSOCIATION		CORE VALUE 4		OUTCOME 4C
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	<i>Ongoing</i>			
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: Satisfactory Level Rationale: I spoke at Parsons Lions Club and Parsons Soroptimist Club			
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	<i>Ongoing</i>			
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: On 6/10/19 \$2,667,128 had been raised for Capital. On 6/10/20 \$5,017,650 had been raised for Capital. That is an increase of \$2,350,522 over the fiscal year.	
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: Satisfactory Level Rationale: A retiring physician donated numerous pieces of equipment and supplies for the nursing and radiography departments valued at just under \$5,000. The Community Health Center also made in-kind donations to the Dental Assistant program.	

Outcome 4D: Strengthen internal communication practices.

STUDENT AFFAIRS		CORE VALUE 4 Student Life		OUTCOME 4D
Objective 1	Implementing Google Docs as the primary resource for club/organization advisors at LCC to improve internal communication.			
Estimated Cost	Existing Money \$		New Money One Time \$	
	Grant Funded \$		New Money Ongoing \$	
	Department Budget: Student Life		Student Fees (New/Existing) \$	
Exp. Completion	Fall 2019			
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: This will keep information easily accessible to the advisors with the many events and activities on campus.			
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: The majority of applicable documents are now easy to access and maintain in Google Docs.			

FINANCIAL AFFAIRS		CORE VALUE 4		OUTCOME 4D
Objective 1	Conduct an I-9 internal audit			
Estimated Cost	Existing Money \$		New Money One Time \$	
	Grant Funded \$		New Money Ongoing \$	
	Department Budget:		Student Fees (New/Existing) \$	
Exp. Completion	July 2019			
Object Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: Rating Rationale: For legal compliance to the US immigration office.			

Satisfactory level of object completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: Completed.
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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.

STUDENT AFFAIRS		CORE VALUE 5		OUTCOME 5A
Student Affairs				
Objective 1	Research and develop a formal Enrollment Management Plan.			
Estimated Cost	Existing Money \$		New Money One Time \$3000.00	
	Grant Funded \$		New Money Ongoing \$	
	Department Budget:		Student Fees (New/Existing) \$	
Exp. Completion	Summer 2020-Ongoing			
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: The college needs to focus on a formal and targeted enrollment management plan to increase recruitment and retention.			
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: The research portion has been completed along with a course in SEM. The staff will complete a virtual conference in July and begin the steps to create the formal plan. Moving to FY2021 for completion.			

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

ACADEMIC AFFAIRS		CORE VALUE 5		OUTCOME 5B	
Nursing					
Objective 1	Seek funding to assist “at risk” students to complete an additional RN review course from a national vendor.				
Estimated Cost	Existing Money \$		New Money One Time \$		
	Grant Funded \$2000		New Money Ongoing \$		
	Department Budget:		Student Fees (New/Existing) \$		
Exp. Completion	FY2020				
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Extra efforts and funding for students who are predicted not to pass the NCLEX-RN to complete an additional preparation course would sustain the programs overall pass rate for both the state and national reporting.				
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 Satisfactory Level Rationale: With a donation from a clinical partner, Freeman Health Systems, all graduating students were provided an additional NCLEX-RN review course. The programs’ first-time pass rates are above the state and national averages. Nursing Program Action Plan (2016)				

PUBLIC RELATIONS		CORE VALUE 5	OUTCOME 5B
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
Objective 1	Secure new scholarship endowments		
Estimated Cost	Existing Money \$	Estimated Cost	
	Grant Funded \$		
	Department Budget:		
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: Satisfactory Level Rationale: Charles A & Rosie L Olson Memorial Scholarship was established		

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

ACADEMIC AFFAIRS	CORE VALUE 5	OUTCOME 5C
	Dental Assistant	

Objective 1	Increase pool of CDA instructors by reaching out to previous graduates who have some years of experience.	
Estimated Cost	Existing Money \$0	New Money One Time \$0
	Grant Funded \$0	New Money Ongoing \$0
	Department Budget:\$0	Student Fees (New/Existing) \$0
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Hiring previous graduates as adjunct instructors will enable LCC to retain quality students/employees.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 2 Satisfactory Level Rationale: Retention of current faculty has been excellent. We have not needed to hire new faculty at this time.	

Nursing

Objective 1	Promote retention and recruitment of faculty who want to teach as their career in nursing.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget: Faculty Salary	Student Fees (New/Existing) \$
Exp. Completion	FY2020	

Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Due to the limited number of qualified nurse faculty in Southeast Kansas, this goal must remain a top focus for the program and the college to meet both state requirements and national reaccreditation standards.
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: The most recent nursing faculty member hire was enrolled in the MSN program with an emphasis in nursing education. Program Action Plan (2016). Program needs both full-time and part-time nurse faculty who meet the qualifications set forth by KSBN and ACEN.

Physical Therapist Assistant

Objective 1	Explore and develop a working partnership with other programs, possibly athletics, to enhance educator and student opportunities. Also explore partnering with the CORE at Labette Health.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
	Department Budget:	Student Fees (New/Existing) \$
Exp. Completion	May 20	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 2 Rating Rationale: Explore working with other departments to increase opportunities. For example, we could possibly look at an aquatic unit with a treadmill that could be used by the PTA program and to help with rehab of an athlete from the athletic department. There are probably other and better examples that could be explored. This has the potential to accomplish multiple tasks with less cost to LCC. Exploration will not need funds. Purchase of aquatic equipment can run in excess of \$50,000, depending on the product.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 1 Satisfactory Level Rationale: 5/28/2020: There has not been adequate time available to pursue this opportunity.	

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

STUDENT AFFAIRS		CORE VALUE 5		OUTCOME 5C	
Student Support Services					
Objective 1	Prepare and submit an application to the Department of Education to re-fund the Student Support Services grant.				
Estimated Cost	Existing Money \$		New Money One Time \$1000		
	Grant Funded \$		New Money Ongoing \$		
	Department Budget: Student Affairs		Student Fees (New/Existing) \$		
Exp. Completion	Fall 2019				
Objective Relevance to outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 4 Rating Rationale: Continued funding for the SSS program is contingent on both extant program effectiveness and a highly-rated grant proposal. The current program participants are retained at and graduated from LCC at rates that are higher than participants who qualify for SSS but do not participate.				
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 4 Satisfactory Level Rationale: The grant proposal was completed and submitted for evaluation in January 2020. Project staff is confident that news of successful funding for LCC's proposal will be forthcoming in late July.				



STUDENT ORGANIZATION ANNUAL REPORT

Student Organizations

Campus Activities Board

Responsible for planning, organizing and promoting student activities to enhance LCC students' campus experience.

Advisor: Terri Leroy (620) 820-1178

Participation: Welcome Week (Fall and Spring), LCC Blood Drives (Fall and Spring), Finals Frenzy (Fall), CORE Meetings, Student Organization Fair (Fall), Kids Fall Fest, LCC Homecoming, Ronald McDonald Pop Tab Collection, Recycle ink jet cartridges, Recycle cell phones, Rise for Hunger Meal Packaging Event, KC Chiefs Game, Campus Clean up (Fall), LCC Student Food Pantry, LCC Donor Luncheon, Stella Wells Christmas Tree Auction, Halloween Costume Contest, Freshman Orientation, Cardinal Connect Business Showcase, Community project for crosswalk lights at 13th and Broadway, Holiday Dress Up, Kansas State Fair, LCC Free Dinners for students, Women's Basketball and Wrestling Nationals Send-offs

Chess Club

Invites students and community members to come together to learn and teach chess.

Advisor: Kenneth Elliott (620) 820-1148

Participation: LCC Blood Drives

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

Participation: Kids Fall Fest, LCC Donor Luncheon, LCC Clothing Drive, and LCC Pantry

Organizational Awards: Top Student Organization Service Award: Bronze (Spring 2019)

Gay Straight Alliance

Supports the spectrum of the LGBTQ+ students and their allies for information sharing, networking and peer exchange and to provide a safe haven in which all lifestyles are accepted, applauded, appreciated and instructed.

Advisor: Scott Zollars, (620) 820-1168

Participation: Student Organization Fair (fall), Fall Fest, Rise for Hunger, Donor Luncheon, Blood Drive (Fall and Spring), Gilbert Baker Film Festival, Easter Candy Donation

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

Participation: Kids Fall Fest, Blood Drive (fall and spring), Bulletin Board Display, Meal Packaging, Homecoming, Foster Care Drive Donation, SGA Meetings, Donor Luncheon, Crestwood Country Club Menu Design

Individual Awards:

Chris Wolmedorff

Latzer Art Award

LCC Gallery Committee

Health, Physical Education and Recreation Club

Purpose is to expand opportunities for PED and Fitness majors to attend conferences, participate in activities and engage in community activities.

Advisor: *Tarah Cockrell (620) 820-1021*

Participation: Playground Sensory Project, Kids Fall Festival, Homecoming, Student Organization Fair, Rise Against Hunger

Phi Beta Lambda

PBL 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 first-hand about the business community.

Advisor: *Cathy Kibler (620) 820- 1186*

Participation: SGA Meetings, Student Organization Fair, Kids Fall Fest, Blood Drives (Fall and Spring), Fall Finals Frenzie, Rise for Hunger, Donor Luncheon, Homecoming

Organizational Awards: Gold Seal Chapter Award from the National FBLA-PBL

Individual Awards:	Spencer Grillot	3 rd in Computer Concepts	KSPBL
	Peyton Simpson	1 st in Public Speaking	KSPBL
		3 rd in Desktop Publishing	KSPBL
	Josie Smith	1 st in Cost Accounting	KSPBL
		1 st in Forensic Accounting	KSPBL

Phi Theta Kappa

Promotes scholarship, develops leadership and service, and cultivates fellowship among qualified students of LCC.

Advisor: *Tammy Fuentez (620) 820-1268*

Participation: Honors in Action Retreat, Pop Tab Collection, LCC Pantry, Welcome Week, CORE Meeting, Student Organization Fair (fall), LCC Dinner, Kid's Fall Fest, Blood Drive (fall and spring), Rise for Hunger, New Member Information and Induction Ceremony, LCC Foundation Donor Luncheon Table Sponsor, Homecoming, Foster Care Drive

Organization Awards:	Most Outstanding Chapter	KS/NE PTK
	Honor in Action Winner	KS/NE PTK
	College Project Winner	KS/NE PTK
	Sister Chapter Winner	KS/NE PTK
	Service Award Winner	KS/NE PTK
	Great Idea Award Winner	KS/NE PTK
	Distinguished College Project Award	International PTK
	Distinguished Chapter Award	International PTK
	Top 100 Chapter Award	International PTK
	Five Star Chapter	International PTK
	REACH Award Winner	International PTK

Individual Awards:

Robert Armstrong	Distinguished Chapter Officer Team Winner	International PTK
	Distinguished Regional Officer Award	International PTK
	Distinguished Chapter Officer Award, 2 nd Place	KS/NE PTK
	Distinguished Chapter Officer Team Winner	KS/NE PTK
	Distinguished Chapter Officer Award	International PTK
	Distinguished Regional Officer Team Award	International PTK
	Distinguished Chapter Officer Team Award	International PTK
Stephanie Bush	Distinguished Chapter Officer Team Winner	International PTK
Channler Davenport	Distinguished Chapter Officer Team Winner	KS/NE PTK
	Five Star Competitive Edge Member Award	KS/NE PTK
	Distinguished Chapter Officer Team Award	International PTK
Tammy Fuentez	Continued Excellence in Advising Award	International PTK
Newton Grady	Distinguished Chapter Officer Team Winner	International PTK

Phi Theta Kappa continued

Individual Awards continued:

Jenna Kendrick	All Kansas Academic Team	KACCT
Gift Sampson	Achievement in Literature- Research Award 5 th Place KS/NE PTK	
Justin Sexton	Five Star Competitive Edge Member Award	KS/NE PTK
Peyton Simpson	Distinguished Chapter Member Award 3 rd Place	KS/NE PTK
Josie Smith	All Kansas Academic Team New Century Scholar Distinguished Chapter Officer Team Winner Distinguished Chapter Officer Team Award	KACCT AACC KS/NE PTK International PTK
Lora Tanner	Distinguished Chapter Officer Team Winner Distinguished Chapter Member Winner Distinguished Chapter Officer Team Winner Distinguished Chapter Officer Team Award	International PTK International PTK KS/NE PTK International PTK
Jacob Terrell	Distinguished Chapter Officer Team Winner Distinguished Chapter Officer Team Winner	International PTK KS/NE PTK

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

Participation: Kids Fall Festival, Blood Drive (Fall) Collected Pop Tabs for Ronald McDonald House

Radiography Club

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*

Participation: Welcome Week, Core Meeting, Student Organization Fair, Mercy Heart Walk, Dig Pink Night with Volleyball, Blood Drive (fall and spring), Kid’s Fall Fest, LCC Donor Luncheon Table Sponsor, Health Science Career Conference, National Rad Tech Week- Technologist Appreciation, Million Meals, National Stress Day, Galena High School Career Fair, Foster Care Collection, Finals Week

Organization Awards Received: 2nd Place Decorating LCC Homecoming Recognition

Individual Awards Received:

Rhylie Shuff	1 st Place Odontoid Image	KS Society of RTs
Lauren Stark	3 rd Place Odontoid Image	KS Society of RTs

Student Ambassadors

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*

Participation: Blood Drive (Fall and Spring), Kids Fall Fest, Senior Day, Junior Day, Cardinal Crawl, Freshman Orientation

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

Participation: Welcome Week (Fall and Spring), LCC Blood Drives (Fall and Spring), Finals Frenzy (Fall), CORE Meetings (2), Student Organization Fair (fall), Kids Fall Fest, LCC Homecoming, Clean-up day (Fall), Rise for Hunger, Ink Cartridge Recycling, Cell Phone Recycling, Pop Tab Collection for Ronald McDonald House, Halloween dress up contest, Holiday dress up contest, Stella Wells Christmas Tree Auction, Chiefs game trip, Freshman Orientation, Cardinal Connect Business Showcase, Community Project-Crosswalk light on 13th and Broadway, LCC Donor Luncheon, Foster Kids Donation Drive, Kansas State Fair Trip, LCC Free Dinners for Students, LCC Student Food Pantry, Movie Nights/ LCC Student Lounge Open House, SGA Monthly Meetings, Women's Basketball and Wrestling Nationals Send-Offs, Trip to Hutchinson for Women's Basketball Game

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

Participation: CORE Meeting, Blood Drive (Fall), Kids Fall Fest, Homecoming, Rise for Hunger, Foster Care Donation Drive, SGA Meetings, Parsons State Hospital Christmas Gifts

Student Veterans Association

Fosters camaraderie and support for veterans, service members and supports attending LCC while encouraging academic success, the demonstration of leadership skills and ensuring military-connected students are aware of all resources available.

Advisor: Sara Comer (620) 820-1227

Participation: Blood Drive (Fall and Spring), RED Fridays, Veterans Week, Veteran's Welcome Week

Student Organizations by the Numbers

Club	# of Members	# of Meetings	# of SGA, Club & Community Services Activities	# of Fundraising Activities	# of Traveled Activities
Campus Activities Board	9	7	35	0	2
Chess Club	13	7	1	0	0
Dental Assisting Club	7	5	4	2	13
Gay Straight Alliance	6	8	8	0	0
Graphic Design	10	5	10	0	0
HPER	4	3	5	0	0
Phi Beta Lambda	8	7	9	2	3
Phi Theta Kappa	10	12	15	2	7
Physical Therapist Assistant Club	13	4	3	1	1
Radiography Club	30	8	21	3	1
Student Ambassadors	10	2	6	0	0
Student Government Association	9	7	37	0	3
Student Nurse Organization	60	4	8	2	0
Student Veterans Organization	2	2	4	0	0



PROGRAM REVIEWS

1. Biology Program Review
2. History/Geography/Philosophy/Religion Program Review



COMMITTEE SUPPORT OF CORE VALUES

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.

1A. 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 develops 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.

Distance Education Committee (Distance Ed):

1. The Distance Education Committee continued to have as a major component of each Committee Meeting the sharing of ideas, teaching strategies, and solutions to problems common to the online environment to include having a “Great Ideas for Teaching” presentation as a reoccurring agenda item.

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.

1B. 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 and employee needs around campus:
 - a. The committee organized the annual campus clean up twice a year.
 - b. The committee is focused on student and employee needs around campus.
 - c. The committee has raised on campus awareness and helps stock the shelves for pack the pantry campaign.
 - d. Multiple bags of candy were dispersed throughout the campus during Halloween.
 - e. Provides a student coffee bar several times during the year.
 - f. The committee designed and installed the gorgeous turf with logo. The turf not only looks good but saves facilities time maintaining it. The turf also keeps the staff safer from having to mow the 45-degree hill.
 - g. The committee helped to design, paint, cut, and hang the decorative wall in the main building.
 - h. The committee is currently working on paint ideas for the main campus to help generate a more relaxing feel.

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 Education Committee continued to review all new online courses developed by new instructors and to offer recommendations to experienced instructors who seek the committees input on new online courses.
2. The Distance Education 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.

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 and employees of LCC to valuing the dignity, worth and potential found in all people, and thus each other. We also encourage the students and employees 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 executed a field trip to the State Fair for students.
5. The committee assessed the employees and the students on the diversity climate of the college. The results were collated, areas of concern were identified, and programming and training going forth will address these areas.

Library Committee:

1. The Library Committee has a Student Representative to specifically address the needs of students.
2. The Student Representative of the Library Committee conducted a survey of her fellow students as to their use of the Library and suggestions for improvement. The results were collated, examined, and will be used for future plans of the Library.

1C. 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 Education Committee is committed to utilizing new technology in support of online education. The committee spent considerable time discussing the features and challenges found in the Jenzabar LMS.

1D. 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 Education Committee continued to have as a major component of each Committee Meeting the sharing of ideas, teaching strategies, and solutions to problems common to the online environment to include having a "Great Ideas for Teaching" presentation as a reoccurring agenda item.

Library Committee:

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

1E. 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 Education Committee reviewed and/or approved the offering of the following online/hybrid courses this past year:
 - a. EDUC 133: Research Skills
 - b. OTEC 119: Business Math
 - c. BUAD 106: Principles of Leadership
 - d. ENGL 200: Creative Writing
 - e. DNAS 105: Anatomy and Physiology for Dental Assistants
 - f. DNAS 107: Dental Health Education
 - g. DMS 211: Sonography Physics & Instrumentation
 - h. DMS 234: Sonography Physics & Instrumentation/Registry Review
 - i. DMS 230: Introduction to Vascular Sonography
 - j. DMS 231: Vascular II
 - k. DMS 250: Sonography Registry Review
 - l. NURS 206: Health Assessment
 - m. CHEM 204: Organic Chemistry I

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.



COMMITTEE SUPPORT OF CORE VALUES

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.

2A. 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.

2B. 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 Education Committee continued to explore the best use of the College's resources in providing online education by continuously evaluating online platforms and technologies and seeking to find better ways to offer training to instructors in the use of the technologies available to them.

Diversity Committee:

1. By assessing the diversity climate of the college, the committee identified areas that employees need to know about the students of the college. These ideas will assist in meeting the learning needs of the students.

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

Career Technical Education Committee/Advisory Boards:

1. Career Technical Education Committees/Advisory Boards meet twice a year to discuss program needs, trends, and review curriculum to meet state and local industrial/business needs.

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

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

Curriculum & Instruction Committee (C&I):

1. The C&I Committee reviewed approved a variety of new course proposals and revisions of current courses. These include:
 - a. *Business Administrative Technology*
 - i. Revision of OTEC 121. Revised Office Procedures by revising course description, outcomes, and competencies to modernize wording.
 - ii. Revision of OTEC 122. Revised Office Internship I by changing it to 1 credit hour. In the past students could enroll for 1 credit hour or 3 credit hours.
 - b. *Dental Assistant*
 - i. Revision of DNAS 151 and DNAS 144. Deletion of DNAS 151 because of the program becoming a 9-month program. Credits from this course were combined DNAS 144 Clinical Experience. Combining Clinical Experience I and II into DNAS 144 Clinical Experience. All 315 hours of required clinical hours will be completed in 1 semester, rather than 2. Therefore, the course will be worth 7 credit hours rather than 4 credit hours.

c. *Diagnostic Medical Sonography*

- i. Revision of DMS 205. Revised Sonography Sectional Anatomy & Abdominal Pathology I to be renamed Sectional Anatomy/Physiology. Credit hours changed from 4 to 2. The Pathology and disease has been taken out of the course description. The only outcome change was #7. The outcome was moved to DMS 208 Pathology of Abdomen and Small Parts. The competencies had minor changes throughout
- ii. Revision of DMS 208. Revised the inactive course Sonography Sectional A&P (OB/GYN IV) to renamed Pathology of Abdomen and Small Parts.
- iii. Revision of DMS 211. Outcome #6 was changed for Sonography Physics and Instrumentation. Another physics course will be offered the following semester and the original outcome has been moved to DMS 205. The course description and credit hours will stay the same. No title change.
- iv. Revision DMS 220. Revised Clinical Training I course outline. The course was changed from a 2 credit hour to a 6 credit hour to match DMS 221 Clinical Training II and DMS 223 Clinical Training III. DMS 222 Clinical Training II will remain a 4 credit hour course due to being an 8-week summer semester. The credit hours have been changed since the original four week course and has become a 15-week course. The student will be in clinical for a total of 24 hours a week for the entire semester. The change will allow the students more hands on training in the clinical setting. The original lab courses have been removed. The description and outcomes were not changed. The student will now have more clinical time to learn, apply, and complete the outcomes required.
- v. Revision of DMS 234. Revised Sonography and Physics Registry Review as a title change, credit hour change, outcome change, and course description change. The new title is Physics and Instrumentation/Registry Review. The course is 3 credit hours.

d. *English*

- i. Revision of ENGL 097. Re-implement course for academic credit.

e. *Math/Engineering/Physics*

- i. Revised MATH 088 and MATH 106. The discontinuance of MATH 088 and MATH 106 resulted in prerequisite changes to some courses. This allowed the DOI to update prerequisites.

- a. *Philosophy*
 - i. Revision of PHIL 104. Revised PHIL 104 Intro to Logic. This course hasn't been taught for a while but instead of offering Critical Thinking and Argumentation which is taught in the Communication department this course will be offered. It's KRSN transferrable. KBOR outcomes have changed since the last time this class was offered. The revision would be to align the course outcomes with KBOR's outcomes.
- c. *Physical Therapist Assistant*
 - i. Added PTA 100 Advanced Medical Terminology for the PTA. This new course allows the PTA student to have a more comprehensive knowledge base for medical terminology in order to allow them to be more prepared for the challenging courses in the PTA program.
- d. *Psychology*
 - i. Revised PSYC 101 and PSYC 201 by deletion of course outcome #10 for PSYC 101 and course outcome #8 for PSYC 201. These only applied to the delivery method not student learning as the outcomes were written as more of an assignment.
- e. *Radiography*
 - i. Revised the following courses RADI 101 Introduction to Radiography, Ethics and Law, RADI 109 Patient Care in Radiography I, RADI 115 Patient Care in Radiography II, RADI 217 Radiation Protection I, and RADI 218 Radiation Protection II. The revision was for revising course descriptions.
- f. *Welding*
 - i. Revised the following courses competencies and ensured the outcomes of all courses are aligned with KBOR program alignment: WELD 120 Oxy Acetylene and Safety, (this was also a title change), WELD 130 Gas Tungsten Arc Welding, WELD 140 Shielded Metal Arc Welding, WELD 160 Gas Metal Arc Welding, WELD 180 Pipe Layout and Blueprint Reading, WELD 210 Advanced Gas Tungsten Arc Welding, WELD 220 Advanced Gas Metal Arc Welding, WELD 240 Advanced Shielded Metal Arc Welding, and WELD 260 Specialized Welding.

Library Committee:

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



COMMITTEE SUPPORT OF CORE VALUES

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.

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

Instructional Outcomes and Assessment Committee:

1. 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.

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

3C. 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.

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

Distance Education Committee (Distance Ed):

1. The Distance Education Committee continued to explore the best use of the College's resources in providing online education by continuously evaluating online platforms and seeking to find a way to utilize human, physical, technological, and fiscal resources effectively.
2. The Distance Education 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 Education 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.
5. The Distance Ed Committee discussed the ongoing Accessibility Training as it pertains to online and hybrid education and the Online Teaching Course.
6. The Distance Ed Committee discussed minimum Devices/internet requirements for Online Courses.

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.



**COMMITTEE SUPPORT
OF CORE VALUES**

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.

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

Diversity Committee:

1. The Diversity Assessment Subcommittee created an assessment of the diversity and inclusion needs of the employees and students at the main campus and at the Cherokee Center. These results will be used for future training and programming.

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

Library Committee:

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

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



**COMMITTEE SUPPORT
OF CORE VALUES**

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

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

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

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