

ANNUAL REPORT
Madisonville Community College/Madisonville Technical College
July 1, 2002-June 30, 2003

1. Increase enrollment and retention of all students

Data/Need	Annual Goal	Status	Outcomes
KCTCS strategic goal—access	Meet KCTCS goal of 6%	Achieved	<ul style="list-style-type: none"> • 6.9% increase, district HC of 3,404 • 327 unduplicated HC at Muhlenberg Campus
Noel-Levitz survey	Update Enrollment Management Plan	Achieved	Plan implemented; increased headcount enrollment & graduation rate
CPE mandate	Meet CPE minority enrollment threshold for new programs	Achieved	New programs submitted for approval as result of meeting threshold
Title III research data	Reduce number of “undecided” majors	On-going	Title III grant submitted; will address advising & persistence related to educational planning
Title III research data	Enhance advisor training	On-going	Advisor Handbook updated; training workshops conducted
IR/IE survey	Enhance use of assessment instruments	On-going	Incorporated assessment-related PIs in IE process
Multi-Cultural Affairs Committee; enrollment report; KCTCS & CPE expectation	Implement minority intervention plan	On-going	African-American HC of 156 in fall 02 (150 in fall 01)
Title III research data	Implement “early alert” plan	Postponed	Contingent upon receipt of Title III grant
Enrollment Management Plan	Maintain up-to-date prospect tracking	Achieved	See above HC enrollment increase
Multi-Cultural Affairs Committee	Establish minority recruitment data base	On-going	Incorporated in Enrollment Management Plan
Multi-Cultural Affairs Committee	Establish minority referral base	On-going	Incorporated in Enrollment Management Plan
Cabinet goal	Enhance scholarship management	Achieved	Re-assigned from Development Office to Student Affairs; oversight committee established
Noel-Levitz survey	Extend Student Support Services to Muhlenberg Campus	Achieved	Counseling & financial aid services regularly scheduled on-site
Self-Study & Substantive Change outcomes	Submit Title III grants	Achieved	Title III main campus grant revised & submitted March 03; eligibility for branch campus Title III grant established & Title III proposal submitted

2. Develop flexible educational programs

Data/Need	Annual Goal	Status	Outcomes
Noel-Levitz survey; program advisory committees; KCTCS strategic goal	Develop innovative and flexible programs	On-going	<ul style="list-style-type: none"> • Implemented weekend LPN-RN program • Refined First Step Nursing project • Implemented Industrial Maintenance program • Expanded MSU elementary ed collaboration • Refined I&ET curriculum • Implemented additional on-line courses in Allied Health to enhance access

			<ul style="list-style-type: none"> Participate in KYVU on-line course delivery to enhance access
Enrollment data	Refine scheduling of classes	On-going	Refined make/break process; scheduled bi-term, weekend , evening & compressed classes
RMC needs assessment; Trover Foundation input	Implement weekend RN project	Achieved	Enrolled 19 students in fall 02 weekend program

3. Build a positive image of a newly consolidated college

4. Blend policies, procedures, methods and resources effectively.

Data/Need	Annual Goal	Status	Outcomes
Cabinet discussion	Establish common theme and logo for all publications	Achieved	All program brochures updated & published using common format & logo
Substantive Change (Consolidation) outcome	Establish uniform personnel files	Achieved	Files updated consistent with SACS criteria
Substantive Change (Consolidation) outcome	Complete MTC files consistent with SACS <i>Criteria</i>	Achieved	Files updated consistent with SACS criteria
Substantive Change (Consolidation) outcome	Establish benefit spreadsheet	Achieved	Spreadsheet created; benefit workshops conducted by local & system personnel
Substantive Change (Consolidation) outcome	Reallocate resources and personnel where appropriate	On-going	<ul style="list-style-type: none"> Automotive program deactivated, faculty member reassigned to Business Affairs Medical Transcription moved to Social Sciences Division

5. Support use of cutting edge technology

Data/Need	Annual Goal	Status	Outcomes
Cabinet expectation	Upgrade MCC website and homepage	On-going	New main-page template & links established
Cabinet expectation	Establish individual websites for each key unit	On-going	Need to conduct a website audit
Cabinet expectation; Title III research	Implement "information steward" plan	Unsuccessful	Need to develop an alternative strategy; fold technology component into Title III planning
Cabinet expectation	Establish digital "photo gallery"	Achieved	Link established on MCC website
KCTCS expectation; Student Affairs & IT goal	Upgrade student e-mail capability	Achieved	Capability established effective fall 02
IT departmental objective	Implement IT Internal Client Survey	Achieved	Survey conducted & outcomes will be reflected in upcoming annual plan
Program Advisory Committee input	Upgrade Applied Technology equipment	On-going	\$300,000 in Perkins funding expended
Self-Study outcome	Establish part-time Distance Learning Coordinator position	Achieved	Faculty appointed fall 02 & reflected in individual action plan
Self-Study outcome	Complete second cycle of Distance Learning effectiveness plan	Achieved	Plan completed & on file; DL Committee responsible for developing AP & PI documents

6. Create a fully staffed college that optimizes professional development

Data/Need	Annual Goal	Status	Outcomes
Enrollment report	Add full-time faculty to support extended campus offerings	Achieved	English & Math position hired for Muhlenberg Campus
Self-Study outcome; Title III research	Reduce percentage of part-time faculty in key disciplines	On-going	Percentage holding at 30-35% annually; Title III grant proposal addresses part-time training needs
Cabinet objective	Enhance professional development	On-going	<ul style="list-style-type: none"> • 1,678 participated in PD activities • 20 PD mini-grants awarded using endowment funds • Implemented new Faculty Mentoring program

7. Provide accessible up-to-date physical resources

Data/Need	Annual Goal	Status	Outcomes
Performance Review outcome	Implement “tasking system” for M & O	Achieved	M&O superintendent not replaced, tasking system implemented instead
Substantive Change (Consolidation) outcome	Implement quarterly facilities and grounds inspection	Achieved	Complete and on file
OSHA criteria; Substantive Change outcomes	Complete renovation projects	On-going	<ul style="list-style-type: none"> • \$850,000 entranceway & tennis court project completed • Business Office renovation complete • mold abatement project complete • re-tiling 2nd & 3ed floors of Gray Bldg. on-going • PTA renovation complete • painting & refurbishing Applied Technology campus on-going
Capital project plan	Repair Glema Center roof	On-going	Plan developed with KCTCS involvement; repair to begin spring 03

8. Convince students that our college is their “best choice”

Data/Need	Annual Goal	Status	Outcomes
Division objective	Obtain NSF scholarship grant	Achieved	Implemented \$85,000 grant serving 12 I&ET low-income students
Cabinet objective	Enhance scholarship management	Achieved	150 student scholarships awarded; scholarship committee established to oversee distribution
Cabinet objective	Refine Rhoads Scholars project	On-going	Served 25 public schools with variety of activities; activities tracking established

9. Develop a fair and equitable system for funding

Data/Need	Annual Goal	Status	Outcomes
Audited Annual Financial Report	Reduce negative fund balance	Achieved	Carry forward established for FY 03-04
Audited Annual Financial Report	Establish adequate budget reserve	Achieved	Contingency fund established for FY 03-04
Campaign Feasibility Study	Begin private gifts campaign	Achieved	<ul style="list-style-type: none"> • Consultant assigned • Plan of Campaign developed • Lead committees assigned • Priorities established & draft case for support developed
Campaign Feasibility Study	Train Foundation	Achieved	Foundation trained
Campaign Feasibility Study; carryover from first campaign	Increase estate gift portfolio	Achieved	\$150,000 local annual endowment income (02 level at @\$90,000)
Campaign Feasibility Study; carryover from first campaign	Increase arts endowment	Achieved	Identified as campaign priority; current endowment at \$125,000 (02 level at @\$100,000)

10. Provide flexible adult education and workforce development training

Data/Need	Annual Goal	Status	Outcomes
KCTCS strategic goal	Access BSSC and Ky WINS grants	Achieved	Conducted 30 Lean Manufacturing projects state-wide; served 759 employees total
Cabinet objective	Lead state-wide Lean Manufacturing initiative	Achieved	<ul style="list-style-type: none"> • Piloted Lean for Service project • MCC CED office identified as Center for Lean Manufacturing
	Expand Continuing Education programming		Served over 1,800 employees through CED programming
2000 Census data	Complete ACE ² replications	Achieved	ACE ² implemented in Dawson Springs, Muhlenberg Co., Webster Co. & Crittenden Co.
2000 Census data	Increase GED first-time pass rate	Achieved	<ul style="list-style-type: none"> • 92 clients passed GED • 1,123 clients served

11. Respond effectively to community needs through effective planning

Data/Need	Annual Goal	Status	Outcomes
SACS reaffirmation criteria	Complete reaffirmation follow-up process	Achieved	Notification of completion from SACS on file; reaffirmation approved at SACS Dec. 01 annual meeting
SACS substantive change criteria	Submit Substantive Change Prospectus for Muhlenberg Campus	Postponed	Advised to postpone & re-consider during upcoming 06-07 reaffirmation
IR/IE survey	Extend use of Survey Tracker where feasible and	Achieved	Refined use of Survey Tracker for Student

	appropriate		Evaluation of Instruction; used to conduct IR/IE survey; planning underway to use for Advising Evaluation
IR/IE survey	Update unit Performance Indicators	Postponed	Update delayed due to preparation of Title III grants
IR/IE survey	Establish IR website	Achieved	Link established on MCC main page & surveys updated
KCTCS mandate	Complete first phase of Work Keys project	Achieved	Completed 1 st cycle of Work Keys learning outcomes assessment; 2 nd cycle underway & additional programs targeted by subject matter experts testing
Various accreditation guidelines by program	Maintain Allied Health program accreditations	Achieved	<ul style="list-style-type: none"> • Nursing • Respiratory Care • Radiography

12. Integrate arts and education, and promote arts education

Data/Need	Annual Goal	Status	Outcomes
Glema Center ticket sales and activity data	Fill Glema Center Assistant Director position	Achieved	<ul style="list-style-type: none"> • Position filled fall 02 • 7,674 attended Main Stage events • 16,010 attended non-ticketed events • 8,471 attended School Days Matinees • 95 students participated in Summer Arts Academy
Glema Center advisory committee	Present community musical theater	Achieved	
Glema Center advisory committee	Establish Glema Center shuttle service for elderly	Postponed	Unable to obtain funding

13. Develop partnerships that enhance educational programming

Data/Need	Annual Goal	Status	Outcomes
Cabinet objective	Explore additional articulation agreements with senior institutions	On-going	<ul style="list-style-type: none"> • Mid-Continent agreement established • Expansion of MSU education collaboration under discussion