

**ANNUAL REPORT: Madisonville Community College
July 1, 2004—June 30, 2005**

1. Implement Title III project

Data/Need	Annual Goal	Status	Outcomes
<p>Title III Retention Objective (cf. grant data)—retention baseline: 53% fall-to-fall, 63% fall-to-spring; graduation baseline: 18%</p> <p>PD Log & Report data</p> <p>Course Completion Report data</p> <p>Noel-Levitz SSI data</p>	Strengthen overall Professional Development program	In progress	<ul style="list-style-type: none"> • Established & equipped Teaching Enhancement Center on 2nd floor of JHG Bldg. • Redesigned August kick-off with focus on 1st year experience—Dr. Swing delivered keynote & set tone for DECC & ATF charges—concurrent workshop sessions reinforced Title III objectives • Two Dev Ed faculty attended Kellogg Institute to train for DECC responsibilities • DECC prepared Dev Ed notebooks & training material for full and part-time Dev Ed faculty • Faculty & staff team visited Valencia CC to investigate faculty development & advising best practices of a Vanguard College • Title III faculty development personnel conducted periodic workshops • Consultant trained ATF in developmental advising • Administered CCSSE & began work on linking to Student Evaluation of Instruction
<p>Title III Retention Objective:</p> <ul style="list-style-type: none"> • Fa 03 to Sp 04 = 72% • Fa 03 to Fa 04 = 45% 	Improve student success and retention	In progress	<ul style="list-style-type: none"> • DECC charged with improving success rates in Dev Ed classes by revising Dev Ed instruction and course content & design—MAH 60, ENC 91, RDG 30 revision begun with pilot project implementation targeted for Fa 05 • Released full-time faculty from 22 sections to devote quality time to DECC responsibilities • ATF charged with revising career & academic advising processes for at-risk students—new advising process developed & to be implemented Summer 05 • Implemented key policy changes: Aug. 1

Data/Need	Annual Goal	Status	Outcomes
			application deadline & no drop/add after 1 st day of classes established <ul style="list-style-type: none"> Deactivate Agricultural Tech program & reassign .5 FTE faculty to CAP Ctr.
Title III Retention Objective (cf. grant data) Retention baseline: 53% fall-to-fall; 63% fall-to-spring Graduation baseline: 18%	Improve advising process and related technical infrastructure	In progress	<ul style="list-style-type: none"> Adopted “developmental advising” philosophy & redesigned orientation/advising process & procedures for all new students beginning summer 05 Recruited & trained 20-25 Master Advisors for new students Created “Passport to Success” student advising handbook Developed & implemented on-line orientation module Implemented on-line registration process & trained faculty in its use Appointed Website Redesign Committee—developed purpose statement & website guideline—began upgrade of website with emphasis on posting up-to-date information to support advising process

2. Fill positions necessary to support expanded educational programming

Data/Need	Annual Goal	Status	Outcomes
HRSA Nurse Mobility grant objective	Fill Biology position for nursing expansion	Complete	Position filled
Title III Retention & Graduation Rate Objectives (cf. grant data) Retention baseline: 53% fall-to-fall; 63% fall-to-spring Graduation baseline: 18%	Fill reading position for developmental education	In Progress	Funds allocated for 05-06 budget—position to be filled by Aug. 1—addresses goal first identified in 2000-01 Self-Study
Title III grant objectives	Hire Title III staff	Completed	Following positions filled: <ul style="list-style-type: none"> Instructional Designer Information Systems Programmer

			<ul style="list-style-type: none"> • Students Success Coordinator • Instructional Media Technician—filled, then resigned—currently reexamining need
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3. Expand degree and diploma programming

Data/Need	Annual Goal	Status	Outcomes
Program Advisory Committee input Trover Foundation input HRSA data	Enhance allied health offerings	In progress	<ul style="list-style-type: none"> • Graduated first HRSA weekend RN class & enrolled 2nd class • Significant increase in Respiratory care: 17 enrolled in 04, up from 13 in 03, 4 in 02
Fine Arts Advisory Committee	Expand visual arts offering	In progress	Scheduled 6 visual arts sections, 3 fall & 3 spring
Technical Program Advisory Committee recommendation	Implement HVAC certificate offerings	Complete	Part-time instructor hired & first classes offered, fall 04—enrolled 11
Recurring Annual Goal	Expand technical offerings at Muhlenberg Campus	Complete	Offered CNA & Real Estate classes

4. Renovate facilities consistent with program needs

Data/Need	Annual Goal	Status	Outcomes
Title III Retention & Graduation Objectives (cf. grant data)	Establish Advising/Counseling Center for Title III Project	Complete	<ul style="list-style-type: none"> • Space renovated & Career & Academic Planning (CAP) Center established in JHG Bldg—completes moving all student service offices to central location—CAP Ctr. includes computer/testing room & reception area • CAP furniture on order
Title III Retention Objective (cf. grant data)	Establish adult seminar rooms for developmental and general education	Complete	<p>Extensive renovation in JHG Bldg. include:</p> <ul style="list-style-type: none"> • 6 classrooms refurbished, including ceiling, lighting, floor tiles and wall paint • internet access & equipment purchased & installed in Rms. 303, 305, 341 Gray Bldg. • Modular instructional furniture purchased & installed to allow for small group & collaborative learning activities • Ceiling, lighting panels, and floor tiles replaced in 3rd floor hallway

Recurring need to stay current with industry standards	Upgrade open computer lab on North Campus	In progress	<ul style="list-style-type: none"> • Computer equipment & furniture on order—funds allocated consistent with prioritization of one-time use of Bookstore fund balance
Recurring need to maintain modern & convenient facility	Complete other renovation projects	In progress	<ul style="list-style-type: none"> • Continued hallway ceiling renovation • Financial Aid & Student Center furniture • Glema Center carpet replaced • Glema Center roof project underway • Various Health Campus renovations

5. Enhance support services at Muhlenberg Campus

Data/Need	Annual Goal	Status	Outcomes
Recurring annual goal Unduplicated HC: Fa 03—421	Add tutoring services	Complete	<ul style="list-style-type: none"> • Unduplicated HC: Fall 04—500 (est.) • Room designated for tutoring with 6 computers • Retired teacher oversees tutoring services and provides tutoring services • One tutor available for both Math and English • Faculty volunteer hours of tutoring • Open 2 full days and 2 afternoons
Recurring annual goal Noel-Levitz SSI data (cf. Fall O3 Report data)	Make academic and financial aid counseling available	Partially complete (on-going)	<ul style="list-style-type: none"> • 2 full-time faculty members have an assigned advising load • Instructors from Madisonville provide ad hoc advising • Financial aid counselor provides financial aid services 1 day a week • Counseled approximately 950 students from Apr 04 to Apr 05 • 3 computers available for financial aid counseling
Required federal mandate	Arrange for disability services	Partially complete (on-going)	<ul style="list-style-type: none"> • Coordinator visits Muhlenberg Campus 1 day a week • Arrangements are made with instructors for services as needed • Adaptive technology & testing room only available on North Campus

6. Upgrade MCC website

Data/Need	Annual Goal	Status	Outcomes
KCTCS initiative	Make student self-service financials available	Complete	Students able to view accounts and make payments, starting Fall 04.
Noel-Levitz SSI data KCTCS initiative	Create on-line registration process	Complete	Students able to register for Fall 05 classes starting Apr 1 05 Note: See advising goal above & related Title III activities
KCTCS initiative	Make student record services available on-line	Complete	Students able to access records to request transcripts & review information on their permanent records

7. Balance annual budget by allocating funds consistent with planning priorities

Data/Need	Annual Goal	Status	Outcomes
KCTCS initiative	Address salary equity issues when and where appropriate	Incomplete	Limited funds allocated annually by KCTCS to be distributed consistent with Mercer Study guidelines
KCTCS mandate	Balance income generated accounts	Complete	FY 04-05 fund balance of \$152,000
KCTCS mandate	Establish contingency funds	Complete	FY 04-05 contingency account of \$450,000

8. Obtain additional public and private funds

Data/Need	Annual Goal	Status	Outcomes
Campaign Feasibility Study	Obtain overall campaign five-year pledges of \$4-5 million	In progress	To date \$4.45 million raised
Fiscal Stability	Obtain <i>School Counts</i> support at \$1.5 million: annual fund and endowment	In Progress	Annual fund—\$101,000 Endowment—\$474,000
Fiscal Stability	Obtain \$1 million in private support for Glema Mahr Center for the Arts: annual giving and endowment	In Progress	<ul style="list-style-type: none"> • Arts endowment: FY 05 \$460,800 FY 04 \$235,300 • Annual giving: FY 05 \$137,150 FY 04 \$130,005 • 100% sponsorships for main stage programming

Data/Need	Annual Goal	Status	Outcomes
FY 04 total—\$2,752,000	Increase overall college endowment	In Progress	FY 05 total—\$3,362,702
Recurring KCTCS strategic goal Recurring MCC annual goal	Investigate and develop feasible grant proposals	Completed	<p>New awards include:</p> <ul style="list-style-type: none"> • Title III Tech Campus award—\$1.8 million/5 years • Muhlenberg County ABE—\$212,414/year 1 • WIA Workforce Connections and You Make a Difference—\$70,000 (1 year grant) • Career Pathways Grant—\$100,000 (1st year of 2 year grant • NSF Engineering Scholarship—\$85,000 (3rd cycle) <p>Continuation awards include:</p> <ul style="list-style-type: none"> • 2nd year of Title III Main Campus—\$1.8 million/ 5 years • 2nd year of HRSA Nurse Mobility—\$450,000 • Student Support Services continuation funding—\$1.06 million/4 years • 2nd year of ABE—\$200,000 • Upward Bound continuation funding—UB #1 @ \$295,076, UB #2 @ \$220,000

9. Allocate Perkins funds consistent with planning priorities

Data/Need	Annual Goal	Status	Outcomes
Recurring need to expand technical offerings on Muhlenberg Campus	Build and equip biology lab on Muhlenberg Campus	Completed	Room remodeled & equipped for laboratory use
Recurring need to stay current with industry standards	Allocate funds for professional development for technical faculty	Completed	<p>Examples include:</p> <ul style="list-style-type: none"> • All instructors in Allied Health Programs attended national conferences • All Applied Technology instructors attended national conferences • Two Accounting instructors attended Accounting Educators Associations Conference • IT faculty attended Working Connections Conference and completed Angel training

Recurring need to stay current with industry standards	Upgrade equipment for academic programs	In progress	Significant upgrades made in following areas: <ul style="list-style-type: none"> • Learning Center • Disability Resources • Industrial & Engineering Tech • Allied Health • RN/LPN • Radiography • HVAC • Applied Tech
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10. Exceed Fall 2004 enrollment goals

Data/Need	Annual Goal	Status	Outcomes
Fall 03 Overall headcount = 3,587	Increase overall headcount enrollment	Complete	Fa 04 headcount= 3,712 (3.5% increase)
Fall 03 Traditional credit: 2,658	Increase traditional credit enrollment	Complete	Fall 04 traditional credit = 2,855 (7.4% increase)
AY 03-04 Adult Ed. Enrollments: <ul style="list-style-type: none"> • ABE = 1,194 • Corrections = 133 • Family Literacy = 44 	Increase adult education participation	Complete	AY 03-04 enrollment: <ul style="list-style-type: none"> • ABE = 1,531 • Corrections = 168 • Family Literacy = 59

11. Enhance workforce development training

Data/Need	Annual Goal	Status	Outcomes
Recurring MCC annual goal	Enhance training opportunities	In Progress	B&I training outcomes include: <ul style="list-style-type: none"> • Participants—3,076 • Courses—144 • Hours—4,261 • Companies—57 CE/CS training outcomes include: <ul style="list-style-type: none"> • participants—1,2978 • courses—104 • Hours—638 • Companies--28

CPE/KCTCS Work Keys initiative Work Keys Program Testing data Title III Tech Campus objectives	Enhance <i>Work Keys</i> project	Complete	<ul style="list-style-type: none"> • Work Keys office fully operational this year with facilitator completing first full cycle of student pre-and post-testing • Tested 886, including employment applicants, MCC students, adult ed participants, and Workforce Connections clients • Performed employment testing for 4 companies • Completed 11 job profiles for 7 companies • Entered 1,165 individuals in public database • Completed CPE Work Keys grant in Nov 04 & transferred funding to Grow Hopkins Co. • Applied for WKWIB grant for salaries and operating funds • 50 KECs awarded; 50 KCTCS Occupational Specific KECs awarded to MCC students
Industry demand	Increase <i>Lean for Enterprise</i> training	Complete	<ul style="list-style-type: none"> • Completed pilot simulation FY 03-04 • Completed training for 10 companies
2000 Census adult education data	Submit <i>Educational Opportunities Center</i> grant for ACE ²	In progress	Preliminary planning underway to meet submission spring 06 deadline

12. Enhance Fine Arts Center Programming

Data/Need	Annual Goal	Status	Outcomes
Fiscal stability Annual Giving—FY 04 \$130,005	Obtain 100% sponsorship for main state productions	Completed	100% sponsorship @ \$137,150 for FY 05
Fiscal Stability FY 04 Event Report data: <ul style="list-style-type: none"> • School Days—10,043 • Coffee House—1,005 • Chamber Series—271 • Main Stage—4,485 	Increase ticket sales/attendance	In Progress	Attendance totals as of May 05: <ul style="list-style-type: none"> • School Days—8,991 • Coffee House—1,241 • Chamber Series—318 • Main Stage—4,180

13. Enhance institutional effectiveness process

Data/Need	Annual Goal	Status	Outcomes
Need to consolidate technical curricula consistent with Postsecondary Ed Improvement Act of 1997 KCTCS strategic goal	Implement proposed Title III project on Technical campus	In Progress	Notification of grant award for Title III Technical Campus received Apr 05; project to begin Oct 05
IE/IR Annual Evaluation Survey	Refine institutional effectiveness process	In Progress	<p>Added 1.0 FTE staff to assist Coord. of Grants, Planning & Effectiveness, resulting in:</p> <ul style="list-style-type: none"> • Enhanced collection of data, analysis of trends, comprehensiveness of data, & presentation of planning documents • Revised Performance Indicator benchmarks, unit by unit • Refined end-of-year outcomes reporting • Enhanced analysis of Noel Levitz data <p>Institutional research enhancements include:</p> <ul style="list-style-type: none"> • Tracking Allied Health enrollment/retention by cohort • Tracking data for HRSA grant & 1st Title III grant • Refining use of TEDS reports for Applied Tech completion rates & employer/employment performance indicators • Administered Community College Survey of Student Engagement (CCSSE) • Began analysis of RDM querying capabilities with hiring of Information Systems Programmer
SACS/COC mandate	Investigate <i>Quality Enhancement Plan</i> for SACS accreditation	In Progress	<ul style="list-style-type: none"> • QEP plan developed & submitted for review • QEP Team appointed • Preliminary investigation of QEP topic completed—team members attended critical thinking short course in May • President, Dean of AA & SACS Liaison attended KCTCS QEP workshop, Mar 05

SACS/COC mandate	Begin SACS 2006-07 reaffirmation of accreditation process	In Progress	<ul style="list-style-type: none"> • SACS Liaison/Director attended SACS Annual Meeting in preparation for reaffirmation, Dec 04 • Reaffirmation of Accreditation Plan developed & submitted for review • President, Dean of AA & SACS Liaison attended SACS Orientation, Atlanta, GA, Jan 05 • Compliance Certification & QEP committees appointed
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13. Develop additional appropriate partnerships that enhance educational programming and community development

Data/Need	Annual Goal	Status	Outcomes
KCTCS strategic goal	Develop additional partnerships	In Progress	<ul style="list-style-type: none"> • Jump Start project with public schools • Murray State 2 + 2 programming • Mining Committee for new curriculum design
Chamber survey	Establish Chamber Academy seminars in partnership with Madisonville-Hopkins Co. Chamber	Complete	Completed 2 nd year of Chamber seminars—FY 03-04 enrollment = 85
HRSA grant data	Submit Career Pathways grant	Complete	Team of 5 trained at KCTCS workshop—grant submitted in spring—grant supplements HRSA Nurse Mobility Project
2000 Census employment & literacy data	Implement WIA Comprehensive Youth Services grant	Complete	24 youths served—grant resubmitted for 2 nd cycle
Upward Bound grant data	Submit Upward Bound grant expansion for Madisonville-North Hopkins High School	Complete	Grant awarded @ \$220,000 per year for 4 years