

2008-2009 Annual Plan

Madisonville Community College

January 2008

Unit: Learning Center

Unit Objectives (in Priority Order)	Link to MCC Goals	Resources Needed to Accomplish Goal	Action Steps (Briefly list steps you will complete to accomplish goal)	Assessment Measure (Link to PI)
Provide high quality academic and technical tutoring services to MCC and Murray students on both the North and Muhlenberg Campuses	1.2 2.2 2.3 2.4 2.5 2.6 2.7	Funds to pay PT tutors through Perkins, Sadler, Academic Affairs Budget Additional physical space on the Muhlenberg Campus Funds to provide two FT temporary Computer Support Persons—one for each campus (\$30,000)	1. Submit proposal for Perkins Grant funding and other gift funding as available. 2. Continue to provide the Exemplary Tutor course—maintain CRLA Tutor Program Certification 3. Seek referrals and hire well-qualified professional and peer tutors 4. Market LC tutoring services to all MCC students 5. Support Early Alert System with tutoring 6. Effectively arrange hours of coverage 7. Maintain complete budget records	Student/client evaluations LC statistics from each semester showing number of students served Budget Records Noel-Levitz SSI
Provide up-to-date technology—computers and programs—for students' use in both the North and Muhlenberg Campus Learning Centers	1.2 2.2 2.3 2.4	Purchase 10 new computers for the Muhlenberg Campus (approx. \$12,000) Assistance of IT Department	1. Submit proposal for Perkins Grant funding and other gifts as available. 2. Work with the IT Department to select appropriate computers 3. Submit requisition to order the computers	LC Statistics showing student use of technology Budget records showing purchase of computers Noel-Levitz SSI
Provide special Supplemental Instruction programs for at-risk math and English students	1.2 2.2 2.3 2.4	Funds from the Lavender Gift for the writing program (\$20,000 for each of five years) Continued math faculty SI position in the LC	1. Hire professional-level math & English instructors 2. Work with these instructors to create an effective plan for instruction 3. Contact instructors for referrals of at-risk students 4. Document activities and success of students	LC Statistics Lavender Gift Statistics Budget records
Provide effective leadership and resource management	1.3 2.5 2.6 2.7 2.8	Perkins Grant funding or other sources of funding for professional development (\$5,000)	1. Submit proposal for Perkins Grant funding and other gifts as available. 2. Register for and attend relevant conferences 3. Implement effective strategies in the LC	LC statistics Budget records Program description

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Assist in effective implementation of Early Alert program	1.2	???	???	???