Strategic Planning FY 2016-2018

Mid-Year Report to the Board of Trustees

December 18, 2015

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Update from the President:

This mid-year report is the second one delivered to the Board of Trustees and community on Lake Land College's FY 2016-2018 Strategic Plan. Since beginning the new plan in 2014, faculty and staff have embraced an action strategy process that enables us to focus our energies and resources on very specific, achievable and measurable objectives for the College's three identified goals: advance student success; fulfill evolving and emerging education and training needs; and commit to quality, access and affordability.

College-level key performance indicators (KPIs), with baseline data, goals and expected outcomes through FY 2018 are included in this report and have been updated with outcomes where appropriate (see pages 8-9). We will continue to update the outcomes as data becomes available and utilize the results to monitor overall strategic planning success.

This report provides a color-coded performance dashboard, categorized by unit, of the 83 strategy requests approved for development by the Cabinet in the spring of 2015 (see pages 11-17). Also included are brief status updates for each strategy (see pages 19-73) which reveal that faculty and staff are working innovatively and collaboratively within and across divisions, departments and units toward our unified goals. To date, we have successfully completed or met progress targets for 72 of the 83 strategies. The state budget impasse has been a major contributor for why seven strategies have been placed on hold and four strategies have not met expected outcomes.

Going forward, Lake Land College will continue development on the FY 2016 strategies not yet completed, and the process for FY 2017 strategy submittals will begin. Employees will be able to submit FY 2017 strategy requests during the next open window period of January 18, 2016 through February 19, 2016. The Cabinet will complete its review of the FY 2017 strategies by March 30, 2016. Employees will continue to work with their respective supervisors to align personal employee goals with the strategic plan. Additionally, exciting initiatives are underway to gather and analyze data to better measure how the College partners with community, business and education to fulfill evolving and emerging education and training needs.

Thank you to the strategic planning committee members and the numerous staff who regularly champion and implement action strategy development to help the College ensure a transparent, accountable, and ongoing process. Also, our sincere appreciation to the staff of the Information Systems and Services (ISS) Department for successfully developing a web-based Strategic Planning Management System to track and report bi-annual progress on College strategies.

Despite the College facing numerous challenges related to state budget issues, the Lake Land College "can do" spirit that the founders created almost 50 years ago is alive and well today as we work together to engage minds, and change lives, through the power of learning.

Dr. Josh Bullock, President

Strategic Planning Process FY 2016-2018
Lake Land College

Strategic Planning Committee

Purpose: Assist with facilitating the development and maintenance of the College's strategic plan. Serve as a resource to the President's Cabinet on issues related to the strategic plan. Be champions for the planning process and aid in communicating the process with the college community. Specific tasks include:

- Vet the strategic planning process.
- Research trends in higher education and provide as inputs to the planning process.
- Serve as facilitators for strategic planning visioning sessions.
- Assess visioning session feedback and develop a summary of results and key findings.
- Assist the President's Cabinet with development of College level goals and objectives.
- Participate in the annual review and updating of the College strategic plan.
- Be champions for the planning process and resulting plan.

Composition: The Planning Committee will be comprised of the following individuals:

    Leaders: Jean Anne Grunloh, Senior Executive to the President
            Dr. Deb Hutti, Associate Vice President for Educational Services

    Members:

- (3) 1 member from each of the bargaining units as appointed by the unit's Executive Committee.
    - Brett Roberts (Para-professional)
    - Ted Miller (Custodial Association)
    - Gary Lindley (Faculty Association)
- (2) 1 support staff each from the student services and business services teams.
    - Tony Sharp (Business Services)
    - Lisa Schumard-Shelton (Student Services)
- (1) Career Tech faculty member
    - Angela Davison
- (1) Transfer faculty member
    - Dr. Dustin Heuerman
- (1) Division chair
    - Ike Nwosu
- (3) 1 leadership team member each from the academic services, student services and business services teams.
    - Jon Althaus (Academic Services)
    - Emily Hartke (Student Services)
    - Madge Shoot (Business Services)

    Resource to the Team: (1) Dr. Lynn Breer, Director of Institutional Research

Lake Land College
Strategic Plan FY 2016-2018 – Goals and Unit Objectives

Legend

A	Academic Services Unit
B	Business Services Unit
S	Student Services Unit
P	President's Office Unit

Goal 1: Advance student success.

1.1 *Foster a holistic student experience through academic and social integration.*

A.1: Improve the experience of students through quality teaching and learning.

B.1: Maintain campus facilities and grounds.

S.1: Implement new branding and marketing strategies to further student engagement.

1.2 *Ensure a student-centered culture through excellent teaching and exceptional service.*

A .1: Improve the experience of students through quality teaching and learning.

B.1: Improve campus way finding.

S.1: Collaborate with community agencies to provide support for students beyond college services.

1.3 *Improve retention, persistence and completion.*

A.1: Improve retention, persistence, and completion.

B.1: Meet WIA performance rates for employment, retention and earnings.

P.1: Foster legislative support for strategies and resources needed to improve retention, persistence, and completion.

S.1: Promote completion in 100% time.

S.2: Decrease student withdrawals.

<u>Goal 2</u>: Fulfill evolving and emerging education and training needs.

2.1   *Partner with community, business, and education.*

A.1: Pursue new and innovative partnering opportunities.

B.1: Increase WIA partnerships with community, business and education.

P.1: Actively engage local leaders and legislators in the support of new and existing partnerships.

S.1: Collaborate with high schools to help students successfully transition to the College.

S.2: Pursue new and innovative ways to inform nontraditional students about Lake Land College.

2.2   *Align programs, services and delivery methods.*

A.1: Provide student-centered course scheduling and delivery options.

S.1: Implement models to respond to non-traditional educational opportunities.

S.2: Develop student-centered solutions for class planning.

2.3   *Expand transfer options and career pathways.*

A.1: Expand use of career pathways model.

A.2: Create new and innovative transfer opportunities.

S.1: Assist students with transfer and career pathway options.

<u>Goal 3:</u>   Commit to quality, access and affordability.

3.1   Innovate for advancement.

A.1: Seek innovative funding sources.

P.1: Increase institutional readiness for a capital campaign to raise financial resources in support of the student learning experience.

S.1: Implement Customer Relations Management software to provide quality communication with potential students and applicants.

3.2   Invest strategically in personnel, facilities and equipment.

A.1: Invest in educational resources to support existing and emerging programs.

B.1: Provide a safe work environment.

B.2: Provide exceptional service to support technology needs to ensure a student-centered culture.

B.3: Develop and manage a five-year budget plan tied to the strategic plan.

B.4: Construct and operationalize the Luther Student Center Addition.

P.1: Improve internal communication and collaboration.

P.2: Work with area leaders and legislators to ensure strategic capital and operational funding needs are met.

P.3: Invest in staff training in areas of leadership development, quality improvement and customer service.

S.1. Implement Customer Relations Management software to develop standardized means of tracking communication with potential students and applicants.

3.3   Demonstrate personal and institutional accountability through data-driven decision making.

A.1: Improve decision-making processes through the collection and use of data.

B.1: Improve text book rental experience for students.

B.2: Maintain technology quality and availability across campus.

B.3: Develop and monitor financial metrics to manage costs.

B.4: Mitigate the cost of print services.

P.1: Ensure strategic planning is a continuous, living process.

S.1: Create a standard format for evaluating success of student services initiatives.

Metric	Baseline	FY2016 Goal	FY2016 Outcome	FY2017 Goal	FY2017 Outcome	FY2018 Goal	FY2018 Outcome	Overall 3-Year Goal	Data Source
Lake Land College Strategic Plan College Level KPIs 2016-2018									
Goal 1: Student Success									
CCSSE Benchmarks	**Spring 2013**		**Spring 2016**					**Increase by 5%**	CCSSE: Mean of scales
Active and Collaborative Learning	46.8	*47.3*		*47.7*		*48.2*			
Student Effort	45.8	*46.3*		*46.7*		*47.2*			
Academic Challenge	45	*45.5*		*45.9*		*46.4*			
Student-Faculty Interaction	49.3	*49.8*		*50.3*		*50.8*			
Support for Learners	50.6	*51.1*		*51.6*		*52.1*			
Retention for degree seekers (excludes DOC)	**Fall 2013**		**Fall 2014**					**Increase by 5%**	IR Enrollment Reports
Cohort	4123		**3734**						
Fall to Spring									
Enrolled	69.20%		73.00%						
Completed	5.60%		4.60%						
Transferred	1.10%		4.00%						
Total Success Fall to Spring	**75.6%**	*76.9%*	**78.90%**	*78.1%*		*79.4%*			
Fall to Fall									
Enrolled	41.10%		42.40%						
Completed	27.90%		19.00%						
Transferred	11.90%		19.30%						
Total Success Fall to Fall	**67.8%**	*68.9%*	**68.50%**	*70.1%*		*71.2%*			
Persistence for Degree Seekers (excludes DOC)	**FY2014**		**FY2015**					**Increase by 3%**	A1 Report
Full Time Students	2,199		1,918						
Completed 24 or more Hours	76.0%	*76.8%*	78.3%	*77.5%*		*78.3%*			
Part Time Students	5,584		2,925						
Completed 12 or more hours	24.8%	*25.1%*	36.0%	*25.3%*		*25.6%*			
Goal 2: Fulfill evolving and emerging education and training needs									
FTE Growth for All Students[3]	**FY2015**		**FY2016**					**Increase by 1%**	ICCB Summary Profile of all CC
Total FTE	6658.45	*6,392.1*		*6,593.3*		*6,733.6*			
DOC FTE	2585.05	*2,585.1*		*2,585.1*		*2,585.1*			
College FTE (non-DOC)	4073.4	*3,910.5*		*4,008.3*		*4,148.6*			
Employment	**FY2015**		**FY2016**					**Increase by 1%**	OFS results for all AAS and CRT grads
Employment Status (July 2015 respondents)	*36.50%*	*36.8%*	41.8%	*37.1%*		*37.5%*			
Job Related to Field of Study (of employed)	*96%*	*95.3%*	**94.1%**	*95.6%*		*97.0%*			

Metric	Baseline	FY2016 Goal	FY2016 Outcome	FY2017 Goal	FY2017 Outcome	FY2018 Goal	FY2018 Outcome	Overal 3-Year Goal	Data Source
Employer Survey Results * Began surveying Professional Advisory Boards fall 2015	*In development*	TBD		TBD		TBD		**TBD**	Employer Survey
Partnerships * Began surveying students in work-based learning fall 2015	*In development*	TBD		TBD		TBD		**TBD**	Student Survey - Internships
Graduates who Transfer (Excludes DOC)	**FY2014**		**FY2015**					**Increase by 5%**	NSC/IR Grad Files
Total graduates who transfer	1,211		1070						
Number of Transfer Program Grads	404		389						
Percent that Transfer	66.1%	*67.2%*	66.3%	*68.3%*		*69.4%*			
Number of Career/Tech Program Grads	807		681						
Percent of Career/Tech that Transfer	16.4%	*16.7%*	11.6%	*16.9%*		*17.2%*			
Goal 3: Commit to quality, access, and affordability									
Tuition and Fees	**FY2015**	**FY2016**						**Bottom quartile**	ICCB (less book rental fees $10.30 for LLC)
Tuition and Fees Cost less book rental	$105.00	$105.00	$105.00						
LLC Rank of all 39 Community Colleges	tied for 30th	*30th or below*		*30th or below*		*30th or below*			
Costs versus Inflation	**FY2015**	**FY2016**						**Not to Exceed Rate of Inflation annually**	see footnote
Inflation[1]	1.6%	*0.0%*							
Tuition and Fees	$115.30	*$115.30*	$115.30						
Percent Change in Tuition and Fees	6.9%	*0.0%*	0.0%						
Market Penetration	**Fall 2014**		**Fall 2015**						
% of In District High School Graduates enrolled following fall	34.6%	*40.0%*	38.6%	*40.0%*		*40.0%*		**40% annually**	Fall 10th Day Report
% of in district population enrolled between ages of 18 and 64	3.20%	*3.28%*		*3.36*		*3.44*		**3.50%**	IR Enrollment Report & Census
Cost/FTE	**FY2014**		**FY2015**					**Bottom quartile**	Accounting & ICCB
Audited Operations Revenue Less DOC[2]	$39,320,441		$39,424,025						
Annual FTE Less DOC	4431		4074						
Cost/FTE[2]	$8,873.94		$9,676.98						
Cost/FTE (where LLC falls compared to all other CC in IL)	39th of 39	*30th or below*		*30th or below*		*30th or below*			

[1] http://www.usinflationcalculator.com/inflation/current-inflation-rates/

[2] http://iccbdbsrv.iccb.org/databook/home.cfm

[3] http://64.107.108.133/pdf/reports/Annual_Enroll_Comp_2014.pdf

Text Color Code: Blue = Midyear   Black = Goal met   Red = Did not meet

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Performance Dashboard of Strategies by Unit

🟢 Meeting progress target

🔴 Not meeting progress target

🔵 Project placed on hold

🟡 Achieved - strategy development complete

⬛ Abandoned

Academic Services

Focus Strategy	Status	Page	Goal	Lead Requestor
Better Beginnings: Improving the Book Pick Up Process for Students	🟢	21	Advance student success	Christina Kramer
Dental Hygiene Enrichment Labs	🟢	26	Advance student success	Deborah Thomason
Student Transition	🔴	29	Advance student success	Leslie DeVore
Create a Dedicated Math & Science Learning Lab for the Math & Science Division	🔴	30	Advance student success	Ikemefuna Nwosu
Develop a Course Schedule Task Force	🟢	30	Advance student success	James Hull
Finish What You Started Campaign	🟡	31	Advance student success	Kathy Black
Improve Class Scheduling	🟢	31	Advance student success	Charles Jarrell
Increase Employer and John Deere Involvement in the Education Process	🟢	32	Advance student success	Allen Drake
Pre-Veterinary Medicine Boot Camp	🟢	32	Advance student success	Ryan Wildman

Renewal of Plagiarism Detection Software (Turnitin)	⬆	33	Advance student success	Stephen Garren
Instructor's Round Table for ENG120	⬆	34	Advance student success	Casey Reynolds
Business and Computer Contest	⬆	47	Fulfill evolving and emerging education and training needs	Kathy Black
CNC Machine Tools	⬆	47	Fulfill evolving and emerging education and training needs	Joseph Tillman
Douglas County Public Health Rotation	⬆	48	Fulfill evolving and emerging education and training needs	Deborah Thomason
Machine Tools for Introductory MTT Classes	⬆	48	Fulfill evolving and emerging education and training needs	Joseph Tillman
Potential Employers in Horticulture Industry of SOE (internship) and Employment Opportunities	⬆	49	Fulfill evolving and emerging education and training needs	Dyke Barkley
Lake Land College Faculty Academy	⬆	56	Fulfill evolving and emerging education and training needs	Stephen Garren
Create 2+2 Agreement with SIU-C College of Agricultural Sciences	⬆	58	Fulfill evolving and emerging education and training needs	Jon Althaus
Use Assessment Data to Boost Donations	⬆	60	Commit to quality, access and affordability	Lisa Madlem
Develop Periodic Data Reports for the Math and Science Division	⬆	69	Commit to quality, access and affordability	Ikemefuna Nwosu
Giving Our Patrons a Voice: Using Patron Input to Help Optimize Library Service Offerings	⬆	70	Commit to quality, access and affordability	Scott Drone-Silvers

Business Services

Focus Strategy	Status	Page	Goal	Lead Requestor
Implement Way Finding System of Signs and Other Visual Devices for the College	⬆ (blue)	27	Advance student success	Michael Kasdorf
Measure WIOA Performance Outcomes	⬆ (green)	35	Advance student success	Gerry Schlechte
Track WIOA Community, Business, Education Partnerships and Contacts	⬆ (green)	50	Fulfill evolving and emerging education and training needs	Gerry Schlechte
On-Going Safety Training at DOCs	⬆ (green)	63	Commit to quality, access and affordability	Dawn Schlechte
Formalize Job Orientation in Physical Plant and Print Shop	⬆ (green)	64	Commit to quality, access and affordability	Dawn Schlechte
Reevaluate Safety Committee Usage	⬆ (green)	64	Commit to quality, access and affordability	Dawn Schlechte
Safe College Training	⬆ (green)	65	Commit to quality, access and affordability	Dawn Schlechte
Provide Needed Technology and Related Support Services to Aid Instructors and Students in Attainment of Their Goals	⬆ (green)	66	Commit to quality, access and affordability	Lee Spaniol
Development of a Five Year Budget Plan	⬆ (red)	66	Commit to quality, access and affordability	Madge Shoot
Helping Students Succeed and Save Money on Course Materials	⬆ (green)	71	Commit to quality, access and affordability	Christina Kramer
Implement Proactive Maintenance Procedures to Maintain Technology	⬆ (green)	71	Commit to quality, access and affordability	Lee Spaniol

Financial Ratios	⬆	72	Commit to quality, access and affordability	Madge Shoot
Ensuring College Print Costs Remain Minimal	⬆	72	Commit to quality, access and affordability	David Earp

President's Office

Focus Strategy	Status	Page	Goal	Lead Requestor
"Community Connections" Portal via the Office of the President's Web Page	⬆	51	Fulfill evolving and emerging education and training needs	Jean Anne Grunloh
Analyze and Implement Enhancements to Annual Giving Program	⬆	61	Commit to quality, access and affordability	Jacqueline Joines
Redesign College-Wide Committee Structure	⬆	67	Commit to quality, access and affordability	Jonathan Bullock
Enhance Relations with Legislators and Their Aids to Gain Optimal Legislative Support for Funding and Policy Needs	⬆	67	Commit to quality, access and affordability	Jean Anne Grunloh
Leadership Series Training Offered by CBI to Lake Land Employees	⬆	68	Commit to quality, access and affordability	Jean Anne Grunloh

Student Services Unit

Focus Strategy	Status	Page	Goal	Lead Requestor
Provide Quality Leadership Training Opportunities to Students	⬆	19	Advance student success	Valerie Lynch
Expand Volunteerism Program to Better Meet the Needs of the Students and the Communities Served	⬆	20	Advance student success	Valerie Lynch
Implement Intermediate Wayfinding Solutions	⬆	21	Advance student success	Kelly Allee

Introduce and Integrate New Laker Mascot into Campus and Community Events	⬆	22	Advance student success	Lisa Shumard-Shelton
Sharing Student Success Stories	⬆	22	Advance student success	Martina Stovall
Consistently Implement New Lake Land College Brand in All Communications	⬆	23	Advance student success	Martina Stovall
Walking Billboards: Building Branding Awareness Through T-shirts	⬆	24	Advance student success	Lisa Shumard-Shelton
Update College Website	⬆	25	Advance student success	Martina Stovall
Create Standard Informational Packets for Potential and Admitted Students	⬆	25	Advance student success	Kelly Allee
Formalize Curriculum and Assessment	⬆	26	Advance student success	Tina Moore
Implement an "Honors Experience"	⬆	27	Advance student success	Martina Stovall
Expanded Partnerships with Critical Social Services Agencies	⬆	28	Advance student success	Martina Stovall
Incorporate Community Support for Students	⬆	28	Advance student success	Lori Ohnesorge
Create a Bridge from High School to College Including Connection to TRiO SSS	⬆	35	Advance student success	Lori Ohnesorge
Increase Personal Education Planning for Students	⬆	36	Advance student success	Krista Burrell
Ensure Appropriateness and Usefulness of Information Presented to New Students During Orientation	⬆	37	Advance student success	Heather Nohren
Implement a "Full Time Is" Campaign	⬆	38	Advance student success	Martina Stovall
Implement Advising-Focused Staff Development	⬆	38	Advance student success	Krista Burrell
Encourage Early Transcript Evaluations for Students	⬆	39	Advance student success	Jon Van Dyke
Decrease Withdrawals of Student Athletes	⬆	39	Advance student success	William Jackson

TRiO SSS Student Testimonials	⬆	40	Advance student success	Mark Mohlenhoff
Enhance Communication and Intervention for Students through Improving Academic Standing Process Enforcement	⬆	41	Advance student success	Jennifer Melton
Why Do Students Withdraw From All Courses	⬆	42	Advance student success	Mary Breer
Increase Student Athlete Completion	⬆	42	Advance student success	Bryan Burrell
Implement Financial Aid Self-Service Module in Colleague	⬆	43	Advance student success	Paula Carpenter
TRiO SSS Noel Levitz College Student Inventory and Intrusive Advising	⬆	44	Advance student success	Mark Mohlenhoff
Explore Opportunities to Improve the Complete Withdrawal Process	⬆	45	Advance student success	Paula Carpenter
Keeping Students On-Track with Career Cruising	⬆	45	Advance student success	Lisa Dittamore
Rename/Refocus LAC to Align Tutoring and Other Services to Promote Academic Success	⬆	46	Advance student success	Karla Miller
Alumni Connections with Business	⬆	50	Fulfill evolving and emerging education and training needs	Kelly Allee
Create Marketing Plans That Ensure Touch Points with High School Students in Each Year of Their High School Career	⬆	51	Fulfill evolving and emerging education and training needs	Kelly Allee
Increase Information Sharing Between the Office of Student Accommodations and High School Students	⬆	52	Fulfill evolving and emerging education and training needs	Andrew Gaines
Develop Career Pathway Models to be Used by Others at Lake Land College	⬆	52	Fulfill evolving and emerging education and training needs	Lori Ohnesorge
Develop an Outreach Campaign to Those People in the District Who Do Not Have Library Services	⬆	53	Fulfill evolving and emerging	Kelly Allee

			education and training needs	
Fully Implement Director of Community Outreach Position and Establish a Plan for Adult and Community Recruitment	⬆	53	Fulfill evolving and emerging education and training needs	Jon Van Dyke
Department of Corrections Re-Entry Summits Recruitment Plan	⬆	54	Fulfill evolving and emerging education and training needs	Lisa Shumard-Shelton
Collaborate with CEFS to Implement Rapid Response	⬆	54	Fulfill evolving and emerging education and training needs	Christine Strohl
Support Model for New Non-Traditional Education and Training Opportunities	⬆	55	Fulfill evolving and emerging education and training needs	Martina Stovall
Career Success Video Training Series	⬆	57	Fulfill evolving and emerging education and training needs	Tina Moore
Improve Availability of Transfer Information to Students	⬆	58	Fulfill evolving and emerging education and training needs	Jane Cox
Bachelor's Degree Completion Pathways for ALS (Liberal Studies)	⬆	59	Fulfill evolving and emerging education and training needs	Emily Hartke
Employer Survey	⬆	59	Fulfill evolving and emerging education and training needs	Mary Breer
Implement CRM Software	⬆	62	Commit to quality, access and affordability	Jon Van Dyke
Assessment Model for Student Services Programs	⬆	73	Commit to quality, access and affordability	Martina Stovall

Summary of overall progress by unit as of November 25, 2015

Unit	Number of Strategies	Number of Strategies Meeting Progress Target	Number of Strategies Not Meeting Progress Target	Number of Strategies Placed on Hold	Number of Strategies Achieved
Academic Services	21	15	2	3	1
Business Services	13	11	1	1	
Student Services	44	40	1	2	1
President's Office	5	4		1	
Totals for College:	83	70	4	7	2

Goal: Advance student success.
College Objective: Foster a holistic student experience through academic and social integration.

Strategy:	Provide Quality Leadership Training Opportunities to Students
Unit Objective:	Improve the experience of students through quality teaching and learning.
Requestor(s):	Valerie Lynch

Description: Develop a collaboration between faculty, staff, and Student Life to create meaningful and quality leadership training for students. Enlist a committee of faculty and staff to discuss different cohorts of students who could benefit from intentional and well-developed leadership curriculum. Create a program in which the leadership training becomes an expectation and/or requirement for specific cohorts of students. Solicit the expertise of various individuals on campus to assist the Student Life Office in planning and providing this Leadership Workshop Series.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: The Leadership Workshop Series has been offered as planned for the 2015-2016 academic year. To date four open workshops have been offered to students and two workshops have been offered to specific cohorts of students. Student Government Association leaders along with Student Life Personnel have been meeting to discuss ways to improve the program for the 2016-2017 academic year. There are plans to incorporate executive boards of campus clubs as a potential cohort and possibly offering additional club funding to clubs that participate. Our next step is to work on soliciting faculty to provide input for collaboration to connect the leadership training to the classroom.

Strategy:	Expand Volunteerism Program to Better Meet the Needs of the Students and the Communities Served
Unit Objective:	Improve the experience of students through quality teaching and learning.
Requestor(s):	Valerie Lynch

Description: Student Life will build on the existing volunteerism program by providing "packaged" volunteer opportunities. Student Life will collaborate with Academic Services to seek advice on potential volunteer opportunities that could tie to the curriculum. Students will be given options of specific hour requirements and locations in order to earn a credential on their transcript. For example, students who choose to volunteer for the Special Olympics as a Friend for the Day and maybe complete one other related activity would earn the credential.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: The Serve Your Community Volunteerism Program is currently being offered to students. Connections have been made with organizations such as Special Olympics and Red Cross to potentially "package" some volunteer experiences for students. We will soon have an intern from EIU that will be working with us to help form relationships with Eastern and area organizations that will help us further develop our volunteer opportunities.

Strategy:	Better Beginnings: Improving the Book Pick Up Process for Students
Unit Objective:	Improve the experience of students through quality teaching and learning.
Requestor(s):	Chris Kramer & Scott Drone Silvers

Description: Give students information, service and ease of obtaining their courses materials for the fall semester by beginning the book pick up process in the Learning Resource Center (LRC). By using this central location students are introduced to the LRC and all it can provide. They can obtain their student ID as well as a Library Card. Students have access to all library materials, refreshments, assistance from ISS and LRC as well as Accounting within the building.

Status Statement:	⬆Meeting progress target

Mid-Year Progress Report: A survey instrument was not distributed during this chaotic time but a follow up meeting took place with staff members involved and continuing the process in the library was agreed upon. Several ideas and suggestions were shared to improve the process in the spring of 2016.

Strategy:	Implement Intermediate Wayfinding Solutions
Unit Objective:	Implement new branding and marketing strategies to further student engagement.
Requestor(s):	Kelly Allee

Description: There are some simple solutions we can implement throughout campus while the committee addresses the overall campus wayfinding initiative. We will also begin using the Laker prints to guide people to specific locations.

Status Statement:	⬆Achieved - strategy development complete

Mid-Year Progress Report: This summer we used duck prints to direct students to Book Pick-up. We also hung new signs on the back doors of the Luther Student Center.

Strategy:	Introduce and Integrate New Laker Mascot into Campus and Community Events
Unit Objective:	Implement new branding and marketing strategies to further student engagement.
Requestor(s):	Kelly Allee, Lisa Shumard-Shelton, Valerie Lynch, Bill Jackson, Chris Strohl

Description: Develop guidelines, physical mascot costume, and duck prints that will all be used to introduce the Laker mascot into the college community and district communities.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Laker Louie (name unveiled on 11/24/15) is making a name for himself and Lake Land College! In the last six months, we have met our strategy timelines. We finalized all details in the design and purchase of the mascot costume. We have two part-time employees wearing the costume and have developed duck prints, which can occasionally be seen around campus. Louie makes regular appearances at college-wide events and in the community!

Strategy:	Sharing Student Success Stories
Unit Objective:	Implement new branding and marketing strategies to further student engagement.
Requestor(s):	Tina Stovall

Description: Develop means for collecting and sharing student success stories across the college. Some may also be highlighted in college publications.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: At a fall semester Student Services Learning Dialogue, staff from across Student Services brainstormed ideas for developing a means for collecting and sharing student success stories across the college. The goal is to create an online tool for students and staff to share student success stories, using a model similar to that used to collect information for the college's annual "People Who Make a Difference" communication. In working on this project, we discovered that the only students invited to identify "People Who Make a Difference" are those who file an Intent to Graduate. That process is still available but has now been enhanced so that it can be accessed by any student. (An unintended positive consequence of this strategy request!)

Strategy:	Consistently Implement New Lake Land College Brand in All Communications
Unit Objective:	Implement new branding and marketing strategies to further student engagement.
Requestor(s):	Tina Stovall
Description: All SSLT leaders will work with staff from Marketing and Publications to update all marketing and communications pieces to consistently represent the Lake Land College brand.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: The Student Services Leadership Team is on target for meeting the goal to have all printed and online promotional materials and communication pieces updated according to the college's new branding standards by July 1, 2016. Major initiatives in this area include implementation of the college's new website and implementation of the Customer Relations Management Software.	

Strategy:	Walking Billboards: Building Branding Awareness Through T-shirts
Unit Objective:	Implement new branding and marketing strategies to further student engagement.
Requestor(s):	Lisa Shumard-Shelton

Description: Who: Admissions staff. Lake Land College employees have access to t-shirts for recruitment purposes. What is the plan: As part of an outreach campaign and coordinated recruiting effort, the college will purchase t-shirts in bulk that will be used exclusively for recruitment. The shirts' usage by employees will be a structured recruitment plan. The shirts will help to build brand awareness of our new logo and mascot as we need to be highly visible. Implementing a large scale effort to disseminate t-shirts with new College mascot and branding will give widespread integration of our new branding. How: In addition to building branding awareness, the t-shirts will be an excellent recruitment tool.

The recruitment plan is as follows. The shirts will be housed in admissions and used for two overall purposes. Purpose 1 - The shirts will be used during the college's premier recruitment event - Career Day - as incentive for students to attend and take part in the event activities. Purpose 2 - The shirts will be used throughout the year for exclusive recruitment activities. Employees could request a shirt to be used as a give-a-way if there is opportunity for one-on-one recruitment of a student. When: Begin on Career Day on October 6, 2015.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: In August of 2015, the Admissions and Records office purchased around 1,600 t-shirts. We worked with the Vice President of Student Service's office to jointly purchase in bulk and received a better than expected price on the shirts. We have utilized them to create excitement and interest at major events, such as Career Day, Laker Visit Day and the National FFA Convention. Feedback from students is that the shirt is an exciting give-a-way and they are proud to wear it. Approximately 1,000 shirts have been given out this fall. During a recent visit by a Brownstown High School group, upon receiving a t-shirt, a student said "A T-shirt - Thank you! This is the best day ever!" We are currently educating all staff that they are available for recruitment use so that we can reach out to individual students in this personalized way, while also receiving the added benefit of brand awareness generation every time they are worn.

Strategy:	Update College Website
Unit Objective:	Implement new branding and marketing strategies to further student engagement.
Requestor(s):	Tina Stovall
Description: MPR and ISS staff will work with consultant, SEM Geeks, to update college website utilizing a new content management system.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: Directors of Marketing and Public Relations and Information Systems and Services have been working with consultant, SEM Geeks, to update the college website using a new content management system. The goal is to complete the update by December 2015.	

Strategy:	Create Standard Informational Packets for Potential and Admitted Students
Unit Objective:	Implement new branding and marketing strategies to further student engagement.
Requestor(s):	Kelly Allee & Lisa Shumard-Shelton
Description: We would like to create consistent, uniform packets for students who come to campus for a visit or request more information from the website. In addition, we would like to expand our communication response to students who are admitted to the college by moving from a single acceptance letter to an admissions packet that consists of a colorful envelope, the acceptance letter, a nice "what to do next" piece and a small gift such as a pennant or window cling with the new mascot.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: Admissions and MPR is in the process of developing a comprehensive plan for an admissions packet and systematic mailing, both in connection with the current situation and upcoming CRM process. We are assessing our materials, as well as those of our competitors and peers.	

Goal: Advance student success.
College Objective: Ensure a student-centered culture through excellent teaching and exceptional service.

Strategy:	Formalize Curriculum and Assessment
Unit Objective:	Improve the experience of students through quality teaching and learning.
Requestor(s):	Tina Moore
Description: Career Services works diligently to collaborate with faculty across the college and develop specific, specialized curriculum to meet the needs of students and graduates in multiple industries. This strategy is designed to formalize the curriculum through documented learning outcomes and processes and formalize the assessment process to ensure the desired outcomes are being met.	
Status Statement:	⬆Meeting progress target
Mid-Year Progress Report: Curricular offerings for administrative assistant, IT, human services, and dental hygiene have been formalized. Additional curricular offerings are being developed. The next step will include development of assessment tools for each offering.	

Strategy:	Dental Hygiene Enrichment Labs
Unit Objective:	Improve the experience of students through quality teaching and learning.
Requestor(s):	Deborah Thomason
Description: Provide additional, faculty supported, learning opportunities for Dental Hygiene students outside of the classroom. Students needing one on one assistance/remediation will be offered access to additional skill development/learning opportunities from part time faculty. Two to three hours per week will be scheduled as open labs.	
Status Statement:	⬆Meeting progress target
Mid-Year Progress Report: Students have been utilizing tutoring sessions. Skill evaluations will be completed and analyzed by the end of the semester. At this time there have been fewer unsuccessful attempts on the skill evaluations that have been administered.	

Strategy:	Implement an "Honors Experience"
Unit Objective:	Improve the experience of students through quality teaching and learning.
Requestor(s):	Tina Stovall & Deb Hutti

Description: Bring together the Presidential Scholars, Phi Theta Kappa and Honors programs to create an "Honors Experience".

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Deb Hutti and Tina Stovall worked together to kick off development of the Honors Experience during the fall semester. Aaron Hale, Director of Dual Credit, led early efforts to implement PTK and the Honors Program. Dustin Heuerman was selected as faculty advisor for the honors experience. Aaron and Dustin will be working during the Spring 2016 semester to create an Honors Experience for implementation in the 2017-2018 year.

Strategy:	Implement Way Finding System of Signs and Other Visual Devices for the College
Unit Objective:	Improve campus way finding.
Requestor(s):	Mike Kasdorf

Description: Who: Facilities (Lead), Faculty, (academic's input), CCS (branding), Student Life (Student Input), various staff (Staff input). How: Research current similar, available installations. Investigate the cost and feasibility. Involve above groups/people to determine if project requires a consultant/Bid process. Develop concept. Field test. Implement.

Status Statement:	⬆ Project placed on hold

Mid-Year Progress Report: An RFQ was developed in April of this year. An Ad Hoc committee of students, staff, faculty and administration was formed for consultant selection. RFQs were distributed in May. Interviews were held July 20-22. A successful vendor was selected - Tangram Design of Denver CO. The Board's Buildings and Site Committee, and the full Board, approved the selection on September 14, 2015. A contract was signed in October 2015. Placed on hold pending state budget issues.

Strategy:	Expanded Partnerships with Critical Social Services Agencies
Unit Objective:	Collaborate with community agencies to provide support for students beyond college services
Requestor(s):	Tina Stovall

Description: Expand partnerships with community agencies to enhance critical services for students. The initiative will focus on three agencies: Foodbanks, Life Links and Sexual Assault Counseling and Information Center (SACIS).

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: This strategy focuses on expanding partnerships with three specific community agencies to enhance critical services for students. The three agencies are: East Central Illinois Foodbank (2015-2016), Sexual Assault Counseling and Information Services (SACIS) (2016-2017), Life Links (2017-2018). Because of leadership changes at the Foodbank and more urgent needs to address sexual misconduct training for students, we are focusing on expanding our partnership with SACIS during the 2015-2016 year. The goal is to work with SACIS to provide training to specific groups of students who reside in Unique Homes (athletes, Ag Judging) and other interested student groups during the Spring 2016 semester.

Strategy:	Incorporate Community Support for Students
Unit Objective:	Collaborate with community agencies to provide support for students beyond college services
Requestor(s):	Lori Ohnesorge, Casey Harley, Julie Gosnell, Molly Myracle, Kim Manion

Description: Collaborate with community and Lake Land College programs and services to address barriers to post-secondary education. This will involve seeking out social service directories for our areas, and creating a directory of other businesses and organizations that provide a service to pre-college students. This list will be used as a resource to collaborate services to these students (YMCA services, financial literacy education at area banks, transportation resources, etc.).

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: A rough spreadsheet has been started to collect contact information on resources for TRiO DC students. This will progress throughout the year, and we are on target for June 2016 completion.

Goal: Advance student success.
College Objective: Improve retention, persistence and completion.

Strategy:	Student Transition
Unit Objective:	Improve retention, persistence, and completion.
Requestor(s):	Leslie DeVore
Description: Adult education staff will integrate transition activities into all adult education programming. This will include the addition of a new career class, resume assistance, and post-secondary recruitment activities in all adult education classes. Adult education staff will work with students to create a transition plan.	
Status Statement:	⬆ Not meeting progress target
Mid-Year Progress Report: None at this time. **Reason for not meeting actions:** Adult Education department implemented new career initiative in the classrooms; however, due to the lack of funding, additional activities have been suspended at present time.	

Strategy:	Create a Dedicated Math & Science Learning Lab for the Math & Science Division
Unit Objective:	Improve retention, persistence, and completion.
Requestor(s):	Ike Nwosu

Description: The division will create a math and science lab dedicated to helping students of the math and science division.

Status Statement:	🔺 Not meeting progress target

Mid-Year Progress Report: Thus far we have achieved the following: 1) Identify challenges of our current tutoring center and its policies. 2) Create a "wish list" of services our faculty would like our tutoring center to provide and how those services would be provided. 3) Create a list of questions for a student questionnaire regarding our students' use of the current tutoring center and what services they would like to see offered. 4) Identify instructors who would like to visit off-site locations next semester to learn best practice techniques for building an effective tutoring center.

Reason for not meeting actions: The implementation has begun. We have had to re-evaluate our initial timeline in lieu of what was strategic and productive for this semester. Rather than blindly beginning a bench mark process as we initially planned, we are adopting an approach that includes an internal look at our current tutoring center/services.

Strategy:	Develop a Course Schedule Task Force
Unit Objective:	Improve retention, persistence, and completion.
Requestor(s):	Jim Hull

Description: The purpose of this task force will be to define scheduling needs and recommend appropriate software technology needed to develop a more consistent scheduling process that recognizes the interdependency between departmental course needs and offerings. They will also utilize data to review and evaluate our current scheduling process, recommending changes and improvements necessary to create a streamlined, relevant and efficient scheduling process that keeps students' needs as the priority.

Status Statement:	🔼 Meeting progress target

Mid-Year Progress Report: The committee continues to meet and work towards its approved goals and timeline.

Strategy:	Finish What You Started Campaign
Unit Objective:	Improve retention, persistence, and completion.
Requestor(s):	Kathy Black
Description: Every two years, our division plans to request a database of business majors who have started, but not finished, degrees and certificates and actively market to them to complete their degrees/certificates.	
Status Statement:	⬆ Achieved - strategy development complete
Mid-Year Progress Report: The project was completed and for fall 2016, 4.7% (just under the predicted 5%) of students contacted re-enrolled because of this initiative. Because of the success of the project, division faculty have decided to pursue the activity yearly (instead of bi-yearly as originally planned).	

Strategy:	Improve Class Scheduling
Unit Objective:	Improve retention, persistence, and completion.
Requestor(s):	Charles Jarrell
Description: As a division, we are going to work as a team to develop a student friendly class offerings schedule. With the decrease in enrollment, the need to strategically schedule classes has never been more important. With the collaboration of the entire division, this will lend extra eyes and minds about how to best serve our students. The goal will be to make a student friendly schedule. By working together, we will have a collegial buy-in to the process on what is best for students.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: Have met with various entities including my division, other division chairs and Counseling for input. We are still gathering information and waiting for some directive from the advising task force.	

Strategy:	Increase Employer and John Deere Involvement in the Education Process
Unit Objective:	Improve retention, persistence, and completion.
Requestor(s):	Allen Drake

Description: Attend meetings with the John Deere field staff with the idea of helping them to better understand the challenges of our students and to request more involvement from the field staff. Deere & Co. field people are constantly changing jobs from level to level and also different locations. This will have to be an on-going effort. Meet with more John Deere dealership personnel to help them better understand the necessity of keeping in touch with their students throughout the entire education process.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: We will meet with the John Deere field staff at our Jan. 19, 2016 Advisory Meeting. At this time our efforts in talking to dealership personnel seem to be helping. We have not lost any students from our starting class and have less than 11% in serious grade trouble.

Strategy:	Pre-Veterinary Medicine Boot Camp
Unit Objective:	Improve retention, persistence, and completion.
Requestor(s):	Ryan Wildman

Description: This would be a one-day "boot camp" for incoming Lake Land students who have selected AS.PVET as their major. It will include information about the academic rigor and expectations for success in this course of study, career planning guidance, and speakers from the UIUC College of Veterinary Medicine and local veterinarians. Students will also be provided with alternative majors and career paths related to their interest in animals.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: At the present time, we are working to develop a final Agenda for the "Pre-Vet PREP" Boot Camp. A tentative, working agenda has been developed, in order to make additions, but keep within a specified time allotment. As this is a strategy which will be implemented once registration for spring has completed, this is an activity which will probably be carried out in the late spring or early summer for our students who a registered in the Pre-Veterinary Medicine major.

Strategy:	Renewal of Plagiarism Detection Software (Turnitin)
Unit Objective:	Improve retention, persistence, and completion.
Requestor(s):	Steve Garren/Plagiarism Detection System Task Force

Description: In August 2014, Turnitin (plagiarism detection Software Company utilized by the College) contacted the Center for Technology and Professional Development and indicated the College would not be able to purchase a departmental license and would now have to purchase a campus license based on the College's FTE according to the National Center for Education Statistics (http://nces.ed.gov/ipeds/datacenter!). The license increased from $6,590 to S 10,315 (57%). After speaking with Lee Spaniol, Director of Information Systems and Services and with the Fall 2014 semester beginning, it was decided to pay the renewal fee for this academic year. A task force was created to determine if the cost of the software compared to the utilization of the software by Lake Land faculty warrants a campus license from Turnitin or if alternative plagiarism software at a lower cost could be found.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: A task force was created during the Spring 2015 term to look at plagiarism detection systems for the College. A recommendation was given to the Cabinet to continue using the Turnitin software and include integration into the College's learning management system (Canvas). Integration with Canvas occurred during the summer of 2015. The CTPD has held several workshops for instructors on the use of Turnitin during the Fall 2015 term.

Strategy:	Instructor's Round Table for ENG120
Unit Objective:	Improve retention, persistence, and completion.
Requestor(s):	English Faculty (Casey Reynolds as lead requestor)

Description: Full time, adjunct, and dual credit instructors for ENG 120 (Composition I) will meet twice each semester to share ideas for assignments and best practices in the classroom. Other topics may include appropriate student interventions, review of textbooks and course materials, and course assessment processes and results. Since funding for conference travel is increasingly limited, the round table will allow the College to maximize its investment of travel funds for ENG 120 faculty. Travel under the umbrella of English Studies could be tied to an understanding that conference attendees will present their findings at the next round table meeting.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: This fall, the English Faculty Roundtable met two times to enhance the ENG 120 courses at Lake Land. Specifically, we discussed: 1. The creation of a packet of materials for new on-campus and dual credit instructors with the purpose of facilitating a smoother transition into the Lake Land classroom. The materials would augment the current course outline and include one or more sample syllabi, assignments, calendars and other teaching materials. These materials will allow new faculty members the opportunity to focus their planning energies on teaching in the initial semester(s) instead of having each person reinvent the wheel. 2. The creation of a common assignment or assignments to enhance the validity of course assessment. Specifically, we discussed a concepts quiz. 3. The review of and/or creation on new assessment goals. The current goals have been on the books for some time. We want to see if we can do better. 4. Investigating the current textbook selection in order to see if we can save the college money by eliminating one of the three current textbooks. We have three textbooks. Most faculty use two of the three (one is better for writing and the other for research), so we thought that the third could be eliminated since it focuses on readings that we could produce from open access sources. This is a discussion we can have in spring when book renewals are due. 5. Searching out potential opportunities through offering major/division specific classes (ENG 120 for Allied Health Students) and/or learning communities. Parkland College offers multiple tracks for their ENG-120 equivalent (transfer focus, career focus, and ESL focus). We thought that we could use this idea to get students more interested in writing (more personal) and to work under the learning community theory that suggests cohorts encourage each difficult processes. The next meeting will be in in the first few weeks of the Spring 2015 semester, and the follow-up will be after midterm. Before I plan the specific date, I want to contact potential participants because, although the on-campus instructors chose a time to accommodate adjuncts and dual credit instructors, the dual credit instructor that attended noted that teachers may find it easier (or more accommodating) to attend during the earlier afternoon because they can usually arrange a substitute during the day. The 4 p.m. start time did not give teachers outside of the immediate area sufficient time to drive to Lake Land. Overall, I felt that the meeting was very positive; I look forward to making it better in the future.

Strategy:	Measure WIOA Performance Outcomes
Unit Objective:	Meet WIA performance rates for employment, retention and earnings.
Requestor(s):	Gerry Schlechte
Description: Who: Workforce Investment, CEFS. What: Gather data - Publish Key Metrics and Performance Management reports.	
Status Statement:	⬆Meeting progress target
Mid-Year Progress Report: Each program year, LWIA 23 is required to meet nine performance measures as negotiated with the Department of Commerce and Economic Opportunity. Performance results are to be met by the end of the program year, 6/30/xx. There are three measures for each of the main funding streams (Youth, Adult, & Dislocated Worker). LWIA 23 met one goal and exceeded the remaining eight. If a workforce area does not meet all goals, DCEO will provide technical assistance which could lead to a reduction or loss of funds.	

Strategy:	Create a Bridge from High School to College Including Connection to TRiO SSS
Unit Objective:	Promote completion in 100% time.
Requestor(s):	Lori Ohnesorge
Description: Support the transition from the eight TRiO DC high schools to college. For example, we plan to pick senior students up from their school and transport them to orientation and Laker Visit Days. We also plan to provide personal assistance to students with extenuating circumstances/barriers, including transportation, academic advice, guidance to Lake Land counseling/financial aid/TRiO SSS appointments, etc. Last, we plan to hold an annual fun, but informative event for all TRiO Destination College (low-income, potential first generation) students who plan to attend Lake Land, providing college prep information, tour of campus, personal assistance completing the TRiO SSS application and fun campus events. We would also like to provide them a small college prep supply kit that promotes Lake Land College.	
Status Statement:	⬆Meeting progress target
Mid-Year Progress Report: A mini-pilot bridge program was conducted in the SU2015 semester. From this, we have collected data and began brainstorming and planning for our 2016 bridge program. Our plan should be complete by February 15, 2016, on target.	

Strategy:	Increase Personal Education Planning for Students
Unit Objective:	Promote completion in 100% time.
Requestor(s):	Krista Burrell

Description: Increase the number of students who prepare for advisement, including the completion of a Personal Education Plan.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report:

Increase the number of students who prepare for advisement- The Advising Task Force has identified the key components we want our students to know to prepare for advisement. It is crucial that we have effective ways to communicate with them in order to ensure they understand how to prepare. For advising spring 2016 we used some different methods to communicate, including CANVAS, encouraging students to sync their Lake Land College email to their phone at the Advising Event and encouraging students to opt in for text message at the Advising Event. With the new branding standards we were unable to communicate with our students through our faculty advising t-shirts, posters or Pepsi banners. We are currently working on a proposal for funding to replace these materials that were created in 2013. We are also working on a proposal for a Marketing Plan in coordination with MPR to ensure we are reaching our students with the appropriate message in a timely manner.

Increase the number of students with a Personal Education Plan- With the work of the Student Planning pilot and Scheduling Committee, Advising Task Force has decided to work on this goal once we have recommendations from these two groups. We must ensure everyone is on the same page and want to work towards the same goal as these groups on campus. Currently, the Scheduling Committee is asking students to complete a lengthy survey about their experience. Therefore, the Advising Task Force will use 2014 Advising Survey results from students as our baseline for these two goals. We had over 500 surveys, our largest ever.

Strategy:	Ensure Appropriateness and Usefulness of Information Presented to New Student During Orientation
Unit Objective:	Promote completion in 100% time.
Requestor(s):	Heather Nohren

Description: I would like to add an online assessment for online orientation via canvas. An online assessment would allow us to track the number of students participating, evaluate the information that is presented and determine how well the information that is presented is retained by students.   Orientation is an important tool with student retention. Having the ability to track student participation and evaluate content presented will allow us to continuously evaluate, revise and improve the program.

Status Statement:	⬆Meeting progress target

Mid-Year Progress Report: As indicated in the strategy request, year one is to determine the information that will be presented during orientation. We are on target and have completed the following: 1. New Student Orientation Canvas Course has been created with four instructors added. These instructors include the following individuals: Heather Nohren (Counseling), Kellie Keck (Financial Aid), Valerie Lynch (Student Life), Emily Hartke (Counseling). 2. An outline for information to be presented in the online canvas course has been created. This outline is formatted in seven course modules. Students will navigate through each module in order beginning with Module 1 and ending with Module 7. Modules include: 1. Welcome to Lake Land College 2. Choosing a major 3. Academic Planning (how to read the college catalog, academic advising and educational planning) 4. Paying for College (Financial Aid, Foundation Scholarships and billing) 5. Staying on Track (campus resources) 6. Getting involved (Student Life Opportunities) 7. Preparing for the first day of class. Content will be presented in a variety of ways including text, video, and quizzes. 3. Welcome to Lake Land College video created by MPR has been updated to meet branding standards. This video will be utilized in the Welcome to Lake Land College (Module I) of online orientation. 4. Submitted MPR request to create video that teaches students how to read the college catalog and teaches students about academic advising and educational planning. MPR approved and video was filmed on November 12th. Editing process is underway. This video will be utilized in the Academic Planning Module (Module 3). 5. Financial Aid is in the process of submitting an MPR request to create a video teaching students about Financial Aid processes and procedures. Will be utilized in Paying for College Module (Module 4). 6. Student Life has submitted an MPR request to update the student life video that discusses student life opportunities and encourages involvement. Video needs updated to meet branding standards. This video will be utilized in the Get Involved Module (Module 6) of online orientation. 7. Remainder of the year will be spent on completing the information that will be presented in each module. A combination of text and video will be found throughout the online orientation course. 8. Year two will be spent developing assessment tools and working with ISS to implement the Canvas Course for all new degree/certificate seeking students required to complete orientation. Year three will be spent reviewing, evaluating and revising as needed.

Strategy:	Implement a "Full Time Is" Campaign
Unit Objective:	Promote completion in 100% time.
Requestor(s):	Tina Stovall
Description: Implement a campaign to inform students about requirements to complete an associate degree "on-time" in two years.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: This strategy is scheduled for development and implementation for the Fall 2016 semester.	

Strategy:	Implement Advising-Focused Staff Development
Unit Objective:	Promote completion in 100% time.
Requestor(s):	Krista Burrell & Dave Seiler
Description: In April 2015, the College invested in 12 faculty advisors to attend a regional National Academic Advising Association (NACADA) conference during our two day Staff Development. Faculty would like to share what they learned in relationship to RPC. Opening Day Fall 2015 and Spring 2016 are great opportunities for this exchange of information. Krista Burrell and Dave Seiler met with Dr. Bullock to review sessions attended and we have narrowed down the topics to those that everyone can relate to. The Employee Development Committee will be working with the NACADA faculty to development a plan for who will present and assignment of work.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: Faculty who attended NACADA conference in April 2015 presented at Opening Day 2015. One Staff Development was offered in April. Other faculty presented at the November Staff Development (two faculty advising sessions). Opening Day 2016 will be Jennifer Melton sharing information from the conference and the last of our faculty participants will present sessions at April Staff Development. All is on track to meet this goal.	

Strategy:	Encourage Early Transcript Evaluations for Students
Unit Objective:	Promote completion in 100% time.
Requestor(s):	Jon Van Dyke
Description: Encourage students to have their university/college transcripts evaluated earlier to improve successful transferability of credits to Lake Land College.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: TES Transcript Evaluation System has been purchased for the year. Our newest staff member has been trained to use the system. It is currently being used to make transcript evaluation process faster and more efficient. The system allows staff members to search course descriptions much faster and more efficiently, giving them more time to spend doing the actual evaluation and less time looking for the information. Our next steps are to explore how we can encourage students to have their transcripts evaluated sooner.	

Strategy:	Decrease Withdrawals of Student Athletes
Unit Objective:	Decrease student withdrawals.
Requestor(s):	Bill Jackson
Description: Research, develop and implement plan to monitor and manage student athlete enrollment to ensure successful completion of at least 12 credit hours each semester.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: Have met with Bryan Burrell to discuss what are the best options and what we would like to see accomplished from our Strategy. Will be meeting with Director of Admissions, Bryan Burrell, and ISS to discuss how we can better monitor or eliminate student athlete withdrawals.	

Strategy:	TRiO SSS Student Testimonials
Unit Objective:	Decrease student withdrawals.
Requestor(s):	Marko Mohlenhoff

Description: New TRiO participants will read/view student testimonials from demographically similar students to learn that students like them belong in college and can succeed in earning a degree. Through these shared narratives new participants will also learn successful non-cognitive coping strategies. New participants will also be asked to document their own narrative for purposes of future reflection, motivation, and to strengthen their confidence and academic performance. Such narratives may in turn be requested for use with new participants in the TRiO program.

Strategy leader/Strategy Team: TRiO staff. Roles of each team member: To be determined. Specific activities of strategy: Identify and select alumni/sophomore subjects for testimonials. Record testimonials. Prepare testimonials for online viewing. Solicit testimonials from new participants. Measure number and percentage of students who continued enrollment or were awarded a degree or certificate each semester from one program year to the next.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: In process. Prerecorded student testimonials from the Institute of Higher Education Policy (IHEP) have been posted for new program participants to view upon entry to the program. While the process for recording our own participants' testimonials is still in development, this initiative is still on target for full implementation during the current program year, and measurement results will be available upon completion of the 2015-16 Annual Progress Report.

Strategy:	Enhance Communication and Intervention for Students through Improving Academic Standing Process Enforcement
Unit Objective:	Decrease student withdrawals.
Requestor(s):	Jennifer Melton & Andrea Bright

Description: In an attempt to be more in line with our Academic Standards Policy, we would like to investigate implementing a block to require students who have already registered for a subsequent term but fall onto Academic Probation (PRO) or Good Standing Warning (GOWA) to enroll for the mandatory Strategies for Success (SFS) 101 course. The current registration rule which catches PRO and GOWA students at the time of registration does not work to catch this subset of students who have registered prior to earning PRO or GOWA status.

Status Statement: ⬆️ Meeting progress target

Mid-Year Progress Report: Through collaboration with ISS, a "booklist block" will be in place for the start of Spring 2016. This will prohibit any student on academic probation or good standing warning (GOWA) who has not previously taken SFS 101 and has not included it in his or her Spring 2016 schedule to be able to print a booklist. The error they receive will read as follows: "Due to your academic standing, you must register for SFS101 Strategies for Success in order to print your booklist. Contact Counseling at counsel@lakelandcollege.edu or 234-5232 with any questions." Counseling is aware that this might lead to a need for additional SFS 101 sections/additional seats very close to the start of Spring semester; the number of potential students who will be captured through this booklist block can be anticipated through existing ISS queries and Division Chair Charlie Jarrell is working closely with Andrea Bright to coordinate additions as needed. When book pick up begins for Spring 2016, we will truly be able to assess whether we are able to reach our target of capturing 100% of students who are on GOWA/Probation for their first semester and enforcing compliance with the college's Academic Standing Policy.

Strategy:	Why Do Students Withdraw From All Courses
Unit Objective:	Decrease student withdrawals.
Requestor(s):	Lynn Breer

Description: I would like to develop an electronic survey of about five questions for students who withdraw from all their courses in a semester. My goal is to identify the main and other reasons students withdraw from courses. If we obtain a better understanding of why students withdraw from all courses as well as when we may be able to develop strategies to identify and help these students complete their educational goals. This process will involve working with Admissions, ISS, Counseling and faculty.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: The question related to why students are dropping classes has been added to the student course drop process. Data are currently being collected for fall semester 2015. Once the drop date has been passed for Fall 2015, data analysis will be conducted and a summary of findings will be generated and disseminated.

Strategy:	Increase Student Athlete Completion
Unit Objective:	Decrease student withdrawals.
Requestor(s):	Bryan Burrell

Description: Identify strategies that the Counselor to Student Athletes will implement to increase completion, starting with requiring advisement for withdrawals.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: There will be a meeting between ISS, the Dean of Admissions, the Counselor to Student-Athletes and the Athletic Director to identify the process of designing and implementing the Student-Athlete Withdraw Block. Some notes: Block should be put on at 10th day. "See Bryan Burrell", or similar notification will show up when student-athlete is attempting to withdraw from a course/courses. Block should restrict any activity. How to override the block? On "Add/Drop" slip with Counselor to Student-Athletes signature. Instructor Withdraw- How can we be informed of that?

Strategy:	Implement Financial Aid Self-Service Module in Colleague
Unit Objective:	Decrease student withdrawals.
Requestor(s):	Paula Carpenter

Description: Strategy Description: We will implement the Financial Aid Self-Service module in Colleague, which provides online guidance and interactions to help students navigate the Financial Aid process. It streamlines and simplifies the process using a personalized, interactive checklist as a launch pad to complete Financial Aid requirements.

Who: Financial Aid, ISS. What is the plan / How: Review Colleague set-up documentation once it is approved in the budget. Consider customization based on specific requirements at Lake Land College. Complete set-up and testing within Colleague. Pilot test. Implement.

Status Statement:	⬆ Not meeting progress target

Mid-Year Progress Report: ISS project request was submitted on August 20, 2015 and rated by the Datatel Team Leader (DTL) team on September 16, 2015. The project is currently waiting for movement to the top of the list so we can begin implementation.

Reason for not meeting actions: Because the project is not yet being worked in ISS, it will not be implemented in January in time for the start of the 2016-17 financial aid year.

Strategy:	TRiO SSS Noel Levitz College Student Inventory and Intrusive Advising
Unit Objective:	Decrease student withdrawals.
Requestor(s):	Marko Mohlenhoff

Description: Description: The Noel-Levitz College Student Inventory will be administered to new program participants during their orientation. The resulting customized report will be used in conjunction with other program assessments to target students' greatest service needs. Strategy Leader: Amory Porter. Strategy Team: TRiO Staff. Roles of each team member: To be determined. Specific activities of strategy: SP-SU 2015: Implement administration of NLCSI to new participants. 2015-2016: Develop and implement communication campaign for intrusive advising.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: The Noel-Levitz College Student Inventory (CSI) has been incorporated as a regular part of the entry process for all students that have been accepted for service into the TRiO Student Support Services program. Since spring 2015 every student admitted to the program (99 total as of Nov. 19, 2015) has completed the CSI and discussed their results with their TRiO Advisor. In each case, the student's strengths and challenges, as identified in their CSI report, are incorporated into the first Individual Student Plan they develop with their TRiO Advisor as leverage points for increasing their academic success in the semester/year to follow.

Strategy:	Explore Opportunities to Improve the Complete Withdrawal Process
Unit Objective:	Decrease student withdrawals.
Requestor(s):	Paula Carpenter

Description: We will discuss and review the withdrawal process for students to determine if a better system exists to provide information and intervention to students who are considering a complete withdrawal from the college. Who: Financial Aid, Admissions & Records, Counseling, Accounting, ISS. What is the plan / How: Review current process and challenges. Research new ways to communicate information and implications prior to total withdrawal. Discuss if we should continue allowing students to withdraw completely on their own. Develop new system, if desired. Pilot test. Implement.

Status Statement:	⬆Project placed on hold

Mid-Year Progress Report: Project on hold pending progress of other projects related to student withdrawals.

Strategy:	Keeping Students On-Track with Career Cruising
Unit Objective:	Decrease student withdrawals.
Requestor(s):	Lisa Dittamore

Description: Who: Career Services
How: Increasing the use of Career Cruising to improve retention, persistence and completion. We will promote the program by offering staff development sessions for faculty and also offer to make classroom visits to facilitate.

Status Statement:	⬆Meeting progress target

Mid-Year Progress Report: Increasing the use of Career Cruising to improve retention, persistence and completion. I have visited and facilitated over six classroom visits using Career Cruising and also hosted a Staff Development session for faculty and staff to learn more information about this great learning tool.

Strategy:	Rename/Refocus LAC to Align Tutoring and Other Services to Promote Academic Success
Unit Objective:	Decrease student withdrawals.
Requestor(s):	Karla Miller
Description: Who: ISS, IR, CCS, Student Life. What is the plan/How: Rename Learning Assistance Center. Promote tutoring services by communicating to students through our social media, Monthly Stall, classroom visits, etc. Research and implement swipe card tutor tracking software system in order to create data that tracks student progress in order to develop success initiatives. Swipe card tutor tracking system would improve efficiency and provide opportunities to assist students in new ways. Explore ways to implement online tutoring and live chat.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: Outcome has been met. Regular communications about tutoring have been sent to students through Lake Land's Facebook and text messages, and tutoring has been promoted in the Monthly Stall. Some classroom visits promoting tutoring were made. A section on the Tutor Evaluation forms has been expanded to better track numbers of students who learned about tutoring through these strategies.	

Goal: Fulfill evolving and emerging education and training needs.
College Objective: Partner with community, business, and education.

Strategy:	Business and Computer Contest
Unit Objective:	Pursue new and innovative ways to inform nontraditional students about Lake Land College.
Requestor(s):	Business Division
Description: The Business Division hosts an annual Business and Computer Contest inviting all area high schools to attend and bring seven students to compete in contest events.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: A team has formed to work on substantially overhauling and expanding the 2016 Business & Computer Contest. We meet weekly and have made many decisions with much more work to follow.	

Strategy:	CNC Machine Tools for Computer Integrated Manufacturing Program (CIM)
Unit Objective:	Pursue new and innovative ways to inform nontraditional students about Lake Land College.
Requestor(s):	Joseph Tillman
Description: Purchase two modern CNC lathes and two CNC mills for use in the CIM and MTI programs. This will assist in meeting the training needs of several manufacturers in the area.	
Status Statement:	⬆ Project placed on hold
Mid-Year Progress Report: The CNC machines went through the bidding process and a low bidder identified. However, due to current budget constraints, the project has been placed on hold.	

Strategy:	Douglas County Public Health Rotation
Unit Objective:	Pursue new and innovative ways to inform nontraditional students about Lake Land College.
Requestor(s):	Debbie Thomason
Description: Dental Hygiene students will perform dental hygiene treatment to patients at the Douglas County Public Health Department. This opportunity will occur throughout each semester as a required clinical rotation. One or two students will be sent each week for an afternoon of clinic experience.	
Status Statement:	Project placed on hold
Mid-Year Progress Report: This strategy is on hold until we can work out the logistics with Douglas County Dental Public Health.	

Strategy:	Machine Tools for Introductory Machine Tool Technology (MTT) Classes
Unit Objective:	Pursue new and innovative ways to inform nontraditional students about Lake Land College.
Requestor(s):	Joseph Tillman
Description: Purchase two modern CNC lathes and two CNC mills for use in the CIM and MTI programs. This will assist in meeting the training needs of several manufacturers in the area.	
Status Statement:	Project placed on hold
Mid-Year Progress Report: This project is currently on hold due to the ongoing budget issues facing the State of Illinois. The new mills and lathes were identified and orders were prepared at the beginning of the Fall 2015 semester. However, no machines were ordered due to the lack of funds.	

Strategy:	Potential Employers in Horticulture Industry of SOE (internship) and Employment Opportunities
Unit Objective:	Pursue new and innovative ways to inform nontraditional students about Lake Land College.
Requestor(s):	Dyke Barkely

Description: Create a collection of potential horticulture employers for students of Lake Land College. The information would include contact information, type of horticulture business and physical location and possibly information/recommendations from past students. This list would be different than a collection of present job openings. The horticulture industry is much more fragmented and weather dependent. Employers have job opportunities that quickly change with the season, weather and personality of individual student.

The strategy lead would be the Horticulture Program advisor. Currently, a partial list of horticulture businesses is kept by the Instructor, but not in an official, easily accessed method.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Met with staff in Career Services, not sure their current program/data base will work best with what I am looking for. Their current process puts all data entry requirements on the employer, not from instructor and existing students in SOE/internships. For next step, spring 2016, use simple spread sheet to start collection of information. Have heard the possibility of a campus wide project that would collect information/data from all programs that require SOE in academic programs.

Strategy:	Alumni Connections with Business
Unit Objective:	Pursue new and innovative ways to inform nontraditional students about Lake Land College.
Requestor(s):	Kelly Allee

Description: As we interview successful alumni we will be sharing how we use the information with their employers. The purpose is to offer the employers the opportunity to share this information in employee newsletters or industry publications which in turn garners additional publicity for Lake Land College. We will also pursue the "We hire Lake Land graduates" banner campaign.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: We will be working on this in 2016.

Strategy:	Track WIOA Community, Business, Education Partnerships and Contacts
Unit Objective:	Increase WIA partnerships with community, business and education.
Requestor(s):	Gerry Schlechte

Description: Who: Workforce Investment, CEFS, and Vice President of Business Services. What: Determine information desired. Create database. Develop data gathering process. Create data sharing report. Implement.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: To make community and workforce area leaders aware of the services our grant provides, outreach in LWIA 23 is essential. Since Lake Land took over the duties of Grant Recipient / Fiscal Agent July 1, 2014, 223 new contacts with these leaders have been made throughout our workforce area. This awareness can help bring students to Lake Land.

Strategy:	"Community Connections" Portal via the Office of the President's Webpage
Unit Objective:	Actively engage local leaders and legislators in the support of new and existing partnerships.
Requestor(s):	Jean Anne Grunloh
Description: Develop a new set of web pages for the Office of the President to offer an interactive format and enable increased, streamlined communication with legislators, area leaders and community, business and education partners. Once the web pages are active, solicit legislators and area leaders to voluntarily register to receive electronic communications ("Community Connections") from the President's Office. Commit to continual updates for the Office of the President to provide timely, pertinent information such as a "President's Report to the Community". Provide links to the Board of Trustees, Foundation, Alumni Association, ECIDC, and current events of the College. Finally, ensure the new web pages provide legislators and community partners with descriptive roles of various College leaders and links to easily submit e-mail communications and requests to the Office of the President, members of the Cabinet, and leaders with the Foundation and Alumni Association.	
Status Statement:	⬆ Project placed on hold
Mid-Year Progress Report: Placed on hold pending launch of College's new website. A Datatel request was submitted to ISS on November 6, 2015 and included a detailed proposal and numerous reasons, along with extensive research, for the need to enhance and expand Office of the President web pages. Implementation of the project will depend upon scoring and prioritization by The Datatel Task Force (which has not yet occurred).	

Strategy:	Create Marketing Plans That Ensure Touch Points with High School Students in Each Year of Their High School Career
Unit Objective:	Collaborate with high schools to help students successfully transition to the College.
Requestor(s):	Kelly Allee & Lisa Shumard-Shelton
Description: Create specific ways to reach out to students in each year of their high school career.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: We have developed a list of current touchpoints with students from grade school to high school. We will be using this list to further develop this plan.	

Strategy:	Increase Information Sharing Between the Office of Student Accommodations and High School Students
Unit Objective:	Collaborate with high schools to help students successfully transition to the College.
Requestor(s):	Andrew Gaines

Description: Host a transition night/day (depending on feedback from districts) to cover application for and dissemination of student accommodations at Lake Land College and provide information of other services relevant to the students with disabilities.

Status Statement:	⬆️ Meeting progress target

Mid-Year Progress Report: Survey has been developed. Sample sent to select district counselors for feedback regarding questions and delivery of survey (email vs. paper vs. online).

Strategy:	Develop Career Pathway Models to be Used by Others at Lake Land College
Unit Objective:	Collaborate with high schools to help students successfully transition to the College.
Requestor(s):	Lori Ohnesorge

Description: Create a visual Career Pathway Tool. Partner with an area organization to define various careers with income levels. Careers will be organized into the same career clusters defined in the Lake Land College catalog. An educational pathway, utilizing LLC programs, will be created for each career. The end result will represent an area organization with careers listed in different clusters and a visual path of how a secondary student could reach each career in the organizations.

Status Statement:	⬆️ Meeting progress target

Mid-Year Progress Report: A meeting was conducted with Yargus Manufacturing. They described their model and how they created and utilize the model. This model has similarities, but is different from the ideal model for this project. We plan to identify the exact information to gather in our first organization in early December.

Strategy:	Develop an Outreach Campaign to Those People in the District Who Do Not Have Library Services
Unit Objective:	Pursue new and innovative ways to inform nontraditional students about Lake Land College.
Requestor(s):	Kelly Allee
Description: Develop a plan to market the library's services to those who live outside a library taxing district.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: We will be working on this in 2016.	

Strategy:	Fully Implement Director of Community Outreach Position and Establish a Plan for Adult and Community Recruitment
Unit Objective:	Pursue new and innovative ways to inform nontraditional students about Lake Land College.
Requestor(s):	Jon Van Dyke
Description: The Director of Community Outreach position was developed to concentrate specific recruitment efforts on prospective adult students and outreach through community activities.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: The Director of Community Outreach position was filled in August of 2015 by Chris Strohl. Chris is doing a fantastic job. She has attended correctional center re-entry summits, several community events, and area library's and chamber of commerce events. In addition, she oversees the new Lake Land College Mascot. Throughout this year we will be evaluating each event and deciding which ones are most successful and plan accordingly for Chris' second year in this position.	

Strategy:	Department of Corrections Re-Entry Summits Recruitment Plan
Unit Objective:	Pursue new and innovative ways to inform nontraditional students about Lake Land College.
Requestor(s):	Lisa Shumard-Shelton, Chris Strohl

Description: Re-entry summits are designed to assist inmates with opportunities available to them to be successful upon release. Many Illinois inmates are current Lake Land College students who have received coursework during their time in incarceration. The college wishes to attend all re-entry summits in the state where we teach courses and meet with inmates to educate them about their student records and help them obtain information from the college and pursue additional coursework or training.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: The Director of Community Outreach started in July 2015 and has a primary goal to attend Department of Corrections Re-entry Summits. This fall, the director or a college representative has attended 16 reentry summits. This spring, an additional 17 summits are planned.

Strategy:	Collaborate with CEFS to Implement Rapid Response
Unit Objective:	Pursue new and innovative ways to inform nontraditional students about Lake Land College.
Requestor(s):	Chris Strohl

Description: When a business or facility closes, employees losing their jobs often wish to receive information about educational opportunities. We plan to partner with CEFS to better serve these people by having a liaison to the events (called Rapid Response) through the Community Outreach Director. The director will attend these events and provide relevant and targeted marketing materials.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: We have partnered with CEFS to notify Lake Land College if they have any rapid response events in the area. For example, College representatives met with over 40 General Electric employees that had been laid off in November. The meeting was held on December 1, 2015, and individuals were able to meet with an academic counselor to continue their education. As the Director of Community Outreach, I will continue to build relationships with CEFS and other Title I partners.

Goal: Fulfill evolving and emerging education and training needs.
College Objective: Align programs, services and delivery methods.

Strategy:	Support Model for New Non-Traditional Education and Training Opportunities
Unit Objective:	Implement models to respond to non-traditional educational opportunities.
Requestor(s):	Tina Stovall
Description: Collaborate with Academic Services to develop model for planning and supporting new non-traditional education and training opportunities.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: The Student Services Leadership Team has worked during the fall semester to identify critical considerations/steps to be included in a model/checklist for planning and supporting new non-traditional education and training opportunities from a Student Services perspective. At the conclusion of our work together, we will share our initial thoughts and work with the Academic Services Leadership Team to develop the model/checklist.	

Strategy:	Lake Land College Faculty Academy
Unit Objective:	Implement models to respond to non-traditional educational opportunities.
Requestor(s):	Steve Garren

Description: The Employee Development Committee will help in the formation of a needs assessment so that professional development is beneficial and timely. Additionally various faculty and staff members as well as external facilitators will be asked to facilitate faculty development activities at the normal facilitator pay ($50/hour) and requirements to prevent double-dipping. Topics can include:

Academic Assessment - This summer session will include an Introduction to classroom assessment techniques, overview of academic assessment at the College, steps in the academic assessment process, and better use of assessment results to increase learning.

Using Open Educational Resources - Participants this summer will explore the use of open educational resources found on the Internet. Topics covered will include a variety of free educational platforms, effectively using open educational materials, developing lessons around open educational resources, and the pros and cons of open educational resources.

Online Teaching: Design and Pedagogy - Designed to support faculty in discovering, sharing and applying best practices in teaching and learning in an online environment. This summer session will prepare faculty (both new and established) for teaching in the online environment, utilizing the current learning management system with additional focus on online course engagement, content creation and delivery, and course design and management. Participants will be introduced to online learning initiatives such as the Illinois Online Network's (ION) Making the Virtual Classroom a Reality (MVCR) courses.

Student Resources at Lake Land College- This summer session will provide participants with an in-depth view of the resources provided to students at Lake Land College. Go behind the scenes of TRIO, Counseling Services, Financial Aid, Tutoring and other resources provided by the College to get a better understanding of the different types of students served.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: A Faculty Development Academy task force was formed in the Fall 2015 term. The task force has met weekly on Thursdays and has developed an application form and faculty criteria for selection to the Academy. The task force is currently working on Academy facilitator and participant requirements. The task force is targeted to complete its work in December 2015.

Strategy:	Career Success Video Training Series
Unit Objective:	Develop student-centered solutions for class planning.
Requestor(s):	Tina Moore

Description: Preferred learning methodologies continue to evolve and Career Services needs to evolve also. Many people prefer to watch videos online to learn new information and there is an opportunity to provide career development and success information in video format. The plan is to use Camtasia to develop short, five-seven minute videos that explain how to develop application materials. These videos will be available to students on the Career Services website and can be viewed as many times as desired.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Video modules and scripts are being developed and short test videos are being produced.

Goal: Fulfill evolving and emerging education and training needs.
College Objective: Expand transfer options and career pathways.

Strategy:	Create 2+2 Agreement with SIU-C College of Agricultural Sciences
Unit Objective:	Create new and innovative transfer opportunities.
Requestor(s):	Jon Althaus
Description: The Lake Land College Agriculture Division will work collaboratively with representatives of SIUC-COAS to create a 2+2 transfer agreement for Lake Land students in Agriculture AAS programs. These programs would include: Agriculture Business & Supply, Agriculture Production & Management, Ag Power Technology, Horticulture and John Deere Tech.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: The Ag Division and SIU-C are currently on target for completion by Spring 2016.	

Strategy:	Improve Availability of Transfer Information to Students
Unit Objective:	Assist students with transfer and career pathway options.
Requestor(s):	Jane Cox & Kellie Keck
Description: Create electronic transfer web page, complete with checklists for counselors, advisors, and students to access. The page will be located inside the counseling services web page.	
Status Statement:	⬆ Project placed on hold
Mid-Year Progress Report: We are continuing updating of all transfer information pages.	

Strategy:	Bachelor's Degree Completion Pathways for ALS (Liberal Studies)
Unit Objective:	Assist students with transfer and career pathway options.
Requestor(s):	Emily Hartke

Description: Increase availability of easy-to-use information regarding transfer process for ALS students to Adult Degree Completion programs through the development of transfer checklists/guides to three-five specific completion programs with the intention of increasing the number of ALS students continuing their education beyond the associate degree.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: I have requested assistance identifying the number of ALS students continuing their education currently at another institution. I am auditing appropriate programs at 4 year schools to identify potential partners. These activities are on-track for completion by May 2016, the target timeline.

Strategy:	Employer Survey
Unit Objective:	Assist students with transfer and career pathway options.
Requestor(s):	Lynn Breer

Description: One of the KPIs for Goal 2 is to develop and administer an employer survey to determine how satisfied employers are with Lake Land College graduates and identify any skills that need to be enhanced during their education. The survey will also identify current and future skill/training needs for employees as well as estimated number of new and replacement positions over the next three years. The survey will be administered annually to all employers participating in program advisory councils. To keep the cost and resources needed for the survey low, it will be administered via e-mail and data will be collected via survey monkey.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: The employer satisfaction survey has been developed. The surveys have been individualized for each program to include questions related to program outcomes. The surveys are available on the College's shared drive (S drive) and program coordinators are disseminating them to their advisory council members.

Goal: Commit to quality, access and affordability.
College Objective: Innovate for advancement.

Strategy:	Use Assessment Data to Boost Donations
Unit Objective:	Seek innovative funding sources.
Requestor(s):	Lisa Madlem

Description: This strategy is two-fold: 1) making assessment data results transparent for the purpose of boosting donations (G3, 3.1 A.1); and 2) obtaining data that will contribute to the Dove Preparedness Index (DPI) in order to prepare the college for a capital campaign (G 3, 3.1, P.1 .) The Professional Development & Assessment Facilitator (PDAF) will work with the College Advancement Department using assessment data to boost donations for Lake Land College. Fundraising is the process of developing relationships and getting to know current and potential donors, getting to know his/her interests, and trying to match those interests with institutional needs. Assessment data can help donors decide which initiatives to fund by: making assessment data transparent, showing what the college is doing with the results, and the differences being made for our students. According to the National Institute for Learning Outcomes Assessment (NILOA), "transparency is making meaningful, understandable information about student learning and institutional performance readily available to internal and external audiences. Information is meaningful and understandable when it is contextualized and tied to institutional goals for student learning. Meaningful information may include disaggregated results, by major field ..."Quantitative and/or qualitative data will be used for this strategy. The PDAF will provide assessment data results and examples for the Executive Director of College Advancement (EDCA.) Assessment results will be compiled into a postcard/brochure (for example - Ten Talking Points of Assessment Data). Additionally, assessment result materials can be targeted to specific academic divisions (as suggested by NILOA) that potential donors are interested in giving. The above strategy will assist in the readiness for a capital campaign at Lake Land College. The fourth measure in the DPI is, "a written document that makes a compelling case for supporting the campaign." Making assessment data transparent will provide evidence that students at Lake Land College are learning thus strengthening the overall DPI score for the College. If proven successful, this strategy can be translated to other efforts including fundraising specific to divisions, technology needs, recruiting efforts, etc.

Status Statement:	⬆️Meeting progress target

Mid-Year Progress Report: November 20, 2015 update: The assessment strategy is meeting the target date. Seven assessment success stories have been obtained from each academic division. These stories are currently being used to create a marketing/educational piece that Jackie Joines will use in her relationship-building efforts to current and potential donors. The objective for this strategy is making assessment results transparent to boost donations for the Foundation.

Strategy:	Analyze and Implement Enhancements to Annual Giving Program
Unit Objective:	Increase institutional readiness for a capital campaign to raise financial resources in support of the student learning experience.
Requestor(s):	Jackie Joines

Description: The College Advancement staff implemented a formal Annual Giving Program in FY15. An analysis of those efforts will be conducted during FY16 and areas for improvements and enhancements identified. This information will help develop a plan for future fiscal years.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: An outside consulting firm, Rescigno Marketing Consultants, was hired to assist with the effort. A donor profile was established and used to target 10,500 prospective donors from a prospective pool containing board members, friends, and alumni who have completed a degree, certificate or 15 hours of more of credit. A timeline of activities for the year was established that includes two direct mail solicitations, a Giving Tuesday initiative, an employee appeal, a planned giving mailing, distribution of the Alumni Magazine renamed One Laker Nation, and stewardship communications that includes Valentine cards and a revised gift recognition plan. The traditional message in the solicitation pieces have been re-crafted to focus more on personal outcome stories. The first mailing is scheduled to be mailed in early December. The targeted list has been segmented for a more personalized message as follows: alumni donor/alumni non-donor, friend donor/friend non-donor, and board donor/board non-donor. The reply device allows donors to select an area to benefit, indicate if they have included the Lake Land College Foundation in their estate plan, and provide more anecdotal information for our records. The gift recognition plan includes many areas of campus including the President's cabinet, students, Foundation Board, and Marketing and Public Relations depending on the size of the gift. All of these efforts are predicted to increase participation rates in every donor sector.

Strategy:	Implement CRM Software
Unit Objective:	Implement Customer Relations Management software to provide quality communication with potential students and applicants.
Requestor(s):	Jon Van Dyke

Description: Many universities and some colleges use a customer relations management software to communicate and track all communications with prospective students. At Lake Land College this is a manual process that requires several hours of staff time. In order to better serve prospective students, and increase the ease and efficiency of communicating to prospects, the staff would like to implement a CRM software to assist with the processes.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: The goal is to have the CRM implemented to be used with the graduating high school class of 2017. During the fall term of 2015 we have had several meetings about the Recruiter Project. ISS has been working to implement the software. In November, the college requested a new consultant from Ellucian for the project. Ellucian is working to fulfill our request. At this time we are still on target to meet our expected implementation deadline of August/September 2016.

Goal: Commit to quality, access and affordability.
College Objective: Invest strategically in personnel, facilities and equipment.

Strategy:	On-Going Safety Training at DOCs
Unit Objective:	Provide a safe work environment.
Requestor(s):	Business Services
Description: Work with our Associate Deans and Site Directors at each DOC site to provide on-going safety training to their employees at their monthly staff meetings. Lake Land has multiple tools available for use by the Associate Deans and Site Directors including SafeColleges, IPRF videos, and additional online IPRF trainings.	
Status Statement:	⬆Meeting progress target
Mid-Year Progress Report: The college successfully applied for and received the Illinois Public Risk Fund grant in April, 2015 in the amount of $16,820.00. The Safety Committee utilized the funds for the further safety and protection of the campus. The funds also support the ongoing online training opportunity with our vendor, SafeColleges, to ensure all new employees are adequately trained in the first 90 days of employment and additional training opportunities are provided to current employees as requested or required from their supervisors. We are pleased to have met our current goal.	

Strategy:	Formalize Job Orientation in Physical Plant and Print Shop
Unit Objective:	Provide a safe work environment.
Requestor(s):	Business Services

Description: This strategy involves outlining all the job duties, safety awareness and policies that all new employees in the Physical Plant and the Print shop would need to be trained or given orientation to in their first week of employment. This would be a formalized process and documented by their supervisor or those responsible for the orientation to ensure that steps are not missed and that new employees are not allowed to complete tasks in which they are not trained (i.e. equipment orientation, proper PPE for each job duty, read over safety policies and procedures, etc.).

Status Statement:	⬆Meeting progress target

Mid-Year Progress Report: As a fall semester target date we began conversations around job specific training by the supervisor. The list is still being finalized as of 11/25/15 for the Physical Plant and Print Shop. Once the documents are submitted by the supervisors we will upload and update. The human resources department provides specific trainings to each new employee upon hire. These trainings are to be completed by the employee in their first 90 days of employment through SafeColleges.

Strategy:	Reevaluate Safety Committee Usage
Unit Objective:	Provide a safe work environment.
Requestor(s):	Business Services

Description: The safety committee will revitalize their purpose. Currently the committee meets a couple of times a month to do an overview of claims, work on building audits, and decide on the use of grant funds. The safety committee (with some additional personnel) would now have an established time once a month to review new accidents (whether or not they turn into claims) step-by-step. The committee would determine if there are procedural changes that could be recommended to the appropriate area.

Status Statement:	⬆Meeting progress target

Mid-Year Progress Report: The safety committee was identified in late summer, 2015. Although we did not meet the September date for the first meeting, the safety committee meeting was scheduled for November 30, 2015, with a presentation and training by our IPRF consultant, Bill Bloch.

Strategy:	Safe College Training
Unit Objective:	Provide a safe work environment.
Requestor(s):	Dawn Schlechte & Andrea Imes

Description: Human Resources will provide appropriate and timely training for all current and new college employees to ensure the safety, health and welfare of campus employees, students and the community. Training will consist of safety and workplace training as well as mandated trainings as required by law.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: In February, 2015 Lake Land College applied for the Illinois Public Risk Fund (IPRF) grant. As a member in good standing with IPRF we were awarded a grant in the amount of $16,820. With this money we were able to secure an online training venue for newly hired employees to receive important training. As a new employee they are provided with a variety of training opportunities. Such training includes; Harassment, Title IX, Safety in the Workplace, Workplace Ethics, Diversity in Education and more. The Human Resources department is constantly adding new employees daily. As of November 11, 2015, we currently have 74 active training participants taking a variety of basic courses. Of the 38 actively engaged participants, 27 have completed 100% of their training requirements. Of the 74 total trainees, 36 trainees have not yet begun their programs but are not at their 90 day deadline. In cases where employees are nearing the 90 day threshold, the Human Resources office engages the participation of the supervisor to remind their employees of their requirement to complete the appropriate training prior to the end of their first 90 days of employment. The trainings completed, or not completed, appear on the employee's 90 day evaluation. Employees will be evaluated accordingly.

Strategy:	Provide Needed Technology and Related Support Services to Aid Instructors and Students in Attainment of Their Goals
Unit Objective:	Provide exceptional service to support technology needs to ensure a student-centered culture.
Requestor(s):	Lee Spaniol

Description: Working with Division Chairs and specific instructors to identify the technology needs to support their curriculum. Provide for those needs and provide technology support services to maintain the technology deployed to fulfill those needs.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: I've walked through classrooms with all but one of the Division Chairs at this point, to discuss technology needs specific to each classroom. We're accounting for these needs in the technology refresh that we are currently working to put together with purchases planned for early 2016.

Strategy:	Development of a 5 Year Budget Plan
Unit Objective:	Develop and manage a five-year budget plan tied to the strategic plan.
Requestor(s):	Madge Shoot

Description: We will develop a five year rolling budget in order to better plan for and meet the financial needs of the college.

Status Statement:	⬆ Not meeting progress target

Mid-Year Progress Report: The KPI for this strategy will be the development of a five year rolling budget to help aid in the future planning for the college.

Reason for not meeting actions: We have finalized the FY2016 budget but cannot plan for the next two upcoming years as of yet due to the lack of the state budget. Currently we do not know if our FY2016 is a good basis yet and will not until a state budget is finalized.

Strategy:	Redesign College-wide Committee Structure
Unit Objective:	Improve internal communication and collaboration.
Requestor(s):	Josh Bullock

Description: Work with the Faculty Association leadership, Custodial Association leadership, Paraprofessional Association leadership, support staff and administration to redesign the Lake Land College committee structure to reduce the number of committees, strengthen accountability and be more intentional regarding the purpose of the committees.

Status Statement:	⬆️Meeting progress target

Mid-Year Progress Report: A cross-functional Committee Redesign task force has been organized to work on the committee and task force redesign. The Committee met and outlined a process by which to conduct their work. The RAISE process (Research, Assess, Innovate, Share and Execute) began in October with a survey of all current committee and task force chairpersons, and a survey of all division and departmental leaders. Survey data is currently being assessed and will be combined with other research to begin formulation of a new structure in the spring.

Strategy:	Enhance Relations with Legislators and Their Aids to Gain Optimal Legislative Support for Funding and Policy Needs
Unit Objective:	Work with area leaders and legislators to ensure strategic capital and operational funding needs are met.
Requestor(s):	Jean Anne Grunloh

Description: Actively engage legislators and their aids in discussions, correspondences, and face-to-face meetings on matters related to higher education policy and funding issues. Become a resource for legislators to provide research, data or testimonials as needed in support of education policies that advance the mission of the College.

Status Statement:	⬆️Meeting progress target

Mid-Year Progress Report: To date in fiscal year 2016 (as of November 3, 2015), there have been 45 documented visits or discussions with legislators of the College's district on issues impacting higher education. These visits and discussions with state and federal legislators as well as with the Office of the Governor have been conducted by either the College's president or senior executive to the president (legislative liaison). The target was to have conducted at least 25 documented visits or discussions by the end of FY 2016.

Strategy:	Leadership Series Training Offered by CBI to Lake Land Employees
Unit Objective:	Invest in staff training in areas of leadership development, quality improvement and customer service.
Requestor(s):	Jean Anne Grunloh
Description: Utilize the Leadership Series Training offered through the College's Center for Business and Industry (CBI) to enhance leadership skills of various Lake Land employees.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: We currently have eight Lake Land College employees enrolled in the Leadership Training Series.	

Goal: Commit to quality, access and affordability.
College Objective: Demonstrate personal and institutional accountability through data-driven decision making.

Strategy:	Develop Periodic Data Reports for the Math and Science Division
Unit Objective:	Improve decision-making processes through the collection and use of data.
Requestor(s):	Ike Nwosu
Description: The division will collaborate to identify appropriate metrics and implement their use in future decisions of the division.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: We have identified the location of the historical data on all sections from 2000-2015 on days, times, mode (online, hybrid, dual credit, etc.), capacity, and student numbers. We are proposing to look at the historical averages for (Bio 100, Math 125, Math 116, and Chemistry 111) highlighting patterns related to enrollment and retention issues (patterns of initial enrollment, drop dates, and completion of course) with respect to days and times that the classes are offered and the mode of offering. Additional data related to classes being dropped at the start of the semester due to low enrollment and grade distribution will be identified as well. Once these trends can be determined in the core classes that can help with scheduling and retention, then we will scale up to all the divisional courses.	

Strategy:	Giving Our Patrons a Voice: Using Patron Input to Help Optimize Library Service Offerings
Unit Objective:	Improve decision-making processes through the collection and use of data.
Requestor(s):	Scott Drone-Silvers

Description: The strategy is designed to utilize survey information obtained through separate questionnaires given to students and faculty/staff concerning both existing services offered by the Library and potential new services not currently offered. Using surveys and potentially focus groups, we intend to gather input on the use and effectiveness of current Library services and to identify activities that we might profitably pursue with new activities or services. Data collected will be used to advise revisions to present services as well. It is intended that the Director will serve as the primary leader of this activity, with other members of the Library staff becoming involved in specific activities as appropriate to their working responsibilities. Depending on the input received, this will primarily affect the Circulation, Reference, and Instructional activities, and staff responsible for those functions will be involved in activities related to evaluating present services and discussions of the potential for implementing new services affecting their areas of responsibility.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Initial surveys of both students and faculty/staff were completed to set baseline data. Both surveys had over 100 responses, and provided some interesting and even surprising perspectives on the value of the library in general and types of resources in particular. Initial results have been reported in general terms to AVP-ES, but we need to create a narrative and include more targeted results as well, which should be done by our January target date. We are already planning a repeat of the survey for the Spring semester, and hope to be able to compare and contrast the data in a separate report later in the Spring or during the Summer Term.

Strategy:	Helping Students Succeed and Save Money on Course Materials
Unit Objective:	Improve text book rental experience for students.
Requestor(s):	Chris Kramer

Description: Chris Kramer will lead this strategy and work through various communication methods to inform students. Audrey Huffmaster will assist by receiving materials and assisting students during book pick up and returns. David Matherly will also assist with receiving materials and serving students. Grant Thurn will run reports and assist with data collection. WinPrism Want Lists will be run daily by Chris with assistance from Grant, to determine where enrollment counts are greater than course materials on shelf. Orders will be placed by Chris, received by Audrey and shelved by David and later sold or rented to students. Communications to students through e-mails, text messages, on-line and phone will take place before and throughout each semester.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: A full time computer programmer was hired in early November and that position will assist in moving forward with this initiative this fiscal year.

Strategy:	Implement Proactive Maintenance Procedures to Maintain Technology
Unit Objective:	Maintain technology quality and availability across campus.
Requestor(s):	Lee Spaniol

Description: Implement proactive maintenance procedures to maintain technology at all College locations. Identify "classes" of equipment and develop a schedule for proactive maintenance within those classes of equipment.

Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Working on identifying the different classes of equipment that could be proactively maintained to reduce the volume of trouble tickets. Classes of equipment identified to date include printers and projectors.

Strategy:	Financial Ratios
Unit Objective:	Develop and monitor financial metrics to manage costs.
Requestor(s):	Madge Shoot
Description: Develop a list of financial ratios to compare Lake Land with other colleges in their Peer Group, other contiguous colleges and other colleges who are similar in number of credit hours served. The average from all of these colleges will also be used as a benchmark for Lake Land.	
Status Statement:	⬆️Meeting progress target
Mid-Year Progress Report: KPIs for this strategy are the financial ratios developed with the help of our auditors and used during the recent audit presentation to the board of trustees.	

Strategy:	Ensuring College Print Costs Remain Minimal
Unit Objective:	Mitigate the cost of print services.
Requestor(s):	Dave Earp & Chris Kramer
Description: Dave Earp will lead this strategy. The Campus Print Initiative Task Force (Ray Rieck, Lee Spaniol and Chris Kramer) will assist by making budget recommendations. The Print Shop employees will also be advocates for this strategy as they work to keep costs down on a daily basis. Student and staff printing needs are being analyzed by the Task Force. Copiers on campus as well as in the Print Shop are being leased and those leases are being renegotiated for cost savings.	
Status Statement:	⬆️Meeting progress target
Mid-Year Progress Report: Over the last nine months the Campus Print Solutions Task Force has met many goals. These include; data collection of every staff printer, a complete mapping of every physical printer on campus, analysis and survey of staff printing needs, and a full recommendation to the President's Cabinet for further direction. The team is now in the clarification stage and will present an updated proposal to the cabinet in the near future.	

Strategy:	Assessment Model for Student Services Programs
Unit Objective:	Create a standard format for evaluating success of student services initiatives.
Requestor(s):	Tina Stovall
Description: Establish assessment model that can be used for assessing existing student services programs and evaluating new initiatives.	
Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: This strategy is scheduled to be addressed in the 2016-2017 year.	