Strategic Planning FY 2016-2018

Mid-Year Report to the Board of Trustees
September 6, 2016

Mission Statement:
Lake Land College creates and continuously improves an affordable, accessible, and effective learning environment for the lifelong educational needs of the diverse communities we serve. Our college fulfills this mission through: university transfer education; technical & career education; workforce development, community and continuing education; and intellectual and cultural programs.

Vision Statement:
Engaging minds, changing lives, through the power of learning.

LAKE LAND
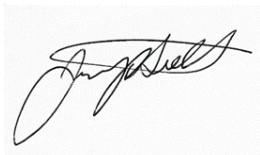C O L L E G E

Table of Contents

Update from the President:

This mid-year report is the third update delivered to the Board of Trustees and community on Lake Land College's FY 2016-2018 Strategic Plan. Thank you to the numerous faculty and staff who have joined forces to ensure our strategic plan remains a vibrant and living process by developing 107 strategies to achieve our three strategic 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) have been updated and included in the report. KPIs demonstrate progress toward achieving our goals, and monitoring key performance indicators supports our objective of ensuring personal and institutional accountability through data-driven decision-making. Thus, we will continue to monitor overall strategic planning success through KPIs as more data becomes available.

Also included in this report are progress statements and brief narratives for each of the 107 strategies either currently underway or completed since 2015. Additionally, numerous performance dashboards are provided (e.g. by goal and objective) that illustrate our overall success to date. We are meeting expected outcomes for 74% of our strategies and have realized achievement for 9% of our strategies. We will continue to seek new and innovative ways to overcome challenges, such as the effects of the state budget impasse, which are impacting our ability to achieve desired results for strategies placed on hold or not currently meeting expected outcomes. With an eye on the future, we began academic year 2017 with the following challenge to staff: continually ask "why" or "why not". If Lake Land is to best meet the needs of our current and future students, and the communities we serve, we must challenge our old ways of serving students and take calculated risks on new ideas.

We look forward to ensuring our strategic planning process continues to foster transparency and the collective pooling of our efforts and resources to build upon Lake Land's critical and historically successful role of engaging minds and changing lives through the power of learning for the students and communities we serve.

Dr. Josh Bullock, President

Lake Land College Strategic Plan College Level KPIs 2016-2018										
Metric	Baseline	FY2016		FY2017		FY2018		3 YR goal	NOTES	Data Source
		Goal	Outcome	Goal	Outcome	Goal	Outcome			
Goal 1: Advance Student Success										
CCSSE Benchmarks	Spring 2013		Spring 2016					> 5%	CCSSE not implemented due to state budget impasse and reduced State funding	CCSSE: Mean of scales
Retention for degree seekers (excludes DOC)	Fall 2013		Fall 2014		Fall 2015			> 5%	Completed (fall) includes only students who completed in the reporting fall term (i.e., fall 2013): transfers includes students transfer after reporting fall term; completed fall to fall includes students who complete fall, spring and summer; transfer in fall to fall includes students who transfer after fall, spring or summer terms	IR Enrollment Reports and National Student Clearinghouse
Cohort	4,123		3,734		3,263					
Fall to Spring										
Enrolled	69.20%		73.00%		77.80%					
Completed (fall)	5.60%		6.80%		5.70%					
Transferred	1.10%		4.00%		5.20%					
Total Success Fall to Spring	**75.6%**	76.9%	**78.90%**	78.1%	**84.00%**	79.4%				
Fall to Fall										
Enrolled	41.10%		42.40%							
Completed (fall, spring, summer)	27.90%		20.50%							
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		FY2016			> 3%	Full time based on number of hours earned during fall term. If 12 or more student full time or if less than 12 student considered part time.	A1 Report-not available until mid-end of August
Full Time Students	2,199		1,918		1,872					
Completed 24 or more Hours	76.0%	76.8%	78.3%	77.5%	79.7%	78.3%				
Part Time Students	3,746		2,925		2,646					
Completed 12 or more hours	31.1%	25.1%	36.0%	25.3%	34.5%	32.0%				

Text Color Code: Blue = Midyear figure   Black = Goal met   Red = Did not meet goal   Yellow Highlight = new numbers   Purple = preliminary figures

Goal 2: Fulfill evolving and emerging education and training needs										
		FY2016		**FY2017**		**FY2018**				
Metric	**Baseline**	**Goal**	**Outcome**	**Goal**	**Outcome**	**Goal**	**Outcome**	**3 YR Goal**	**NOTES**	**Data Source**
FTE Growth for All Students[3]	**FY2015**		**FY2016**		**FY2017**			**> 1%**	FY16 FTE based on end of term reports data not available from ICCB yet	ICCB Summary Profile of all CC
Total FTE	6,658.5	6,392.1	**6,376.9**	6,593.3		6,733.6				
DOC FTE	2,585.1	2,585.1	**2,551.7**	2,585.1		2,585.1				
College FTE (non-DOC)	4,073.4	3,910.5	**3,825.2**	4,008.3		4,148.6				
Employment	**FY2015**		**FY2016**		**FY2017**			**> 1%**	shifting data source from OFS to Perkins Job Placement and Peer to Peer data collection	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%				
Employer Survey Results *Began surveying Professional Advisory Boards fall 2015	Baseline TBD	TBD		TBD		TBD		**TBD**	Began fall 2015 with minimal results	Employer Survey
Partnerships	**FY2016**								Top Box answers only are provided (i.e., strongly agree, great value). Baseline developed in 2016	Student Internship Survey
As a result of my work based learning experience, I have a better understanding of concepts, theories, and skills in my program of study.	51% strongly agree		51% strongly agree							
How valuable was your work based learning experience in providing additional experience beyond the classroom?	50% of great value		50% of great value							
Were you offered a permanent full or part time position with the organization providing the work based learning experience?	35% Yes		35% Yes							
Graduates who Transfer (Excludes DOC)	**FY2014**		**FY2015**		**FY2016**			**> 5%**	Can't submit data to NSC until October for Transfer Data on Students	NSC/IR Grad Files
Total graduates who transfer	1,211		1,070							
Number of Transfer Program Grads	404		389							
Percent that Transfer	66%	67.2%	66.3%	68.3%		69.4%				
Number of Career/Tech Program Grads	807		681							
Percent of Career/Tech that Transfer	16%	16.7%	11.6%	16.9%		17.2%				
Cohort Graduates Transfer and Graduate within 200% after leaving LLC (excludes DOC)	**FY2011 Grads**		**FY2012 Grads**		**FY2013 Grads**					
Total Graduates	**930**		**944**		**882**					
Total graduates with transfer degree	**334**		**330**		**318**					
Percent of graduates with transfer degree	36%		35.0%		36.1%					
Percent of transfer grads that transfer to another institution	78%		94.8%							
Percent of transfer grads that transfer and graduate from transfer institution	63%		54.5%							
Total graduates with CTE degree	**596**		**614**		**564**					
Percent of graduates with CTE degree	64.1%		65.0%		63.9%					
Percent of CTE Program Grads that transfer to another institution	24.8%		26.9%							
Percent of CTE grads that transfer and graduate from transfer institution	10.9%		9.9%							

Text Color Code:

Blue = Midyear figure Black = Goal met Red = Did not meet goal Yellow Highlight = new numbers Purple = preliminary figures
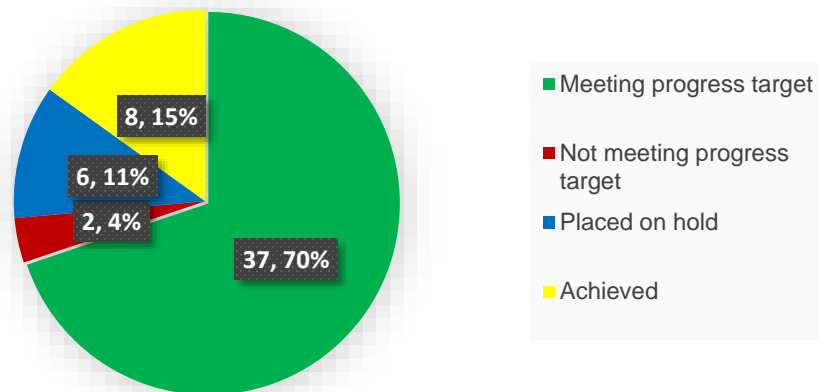
8/30/2016

Goal 3: Commit to quality, access, and affordability										
		FY2016		FY2017		FY2018		3 YR		
Metric	Baseline	Goal	Outcome	Goal	Outcome	Goal	Outcome	Goal	NOTES	Data Source
Tuition and Fees	**FY2015**		**FY2016**		**FY2017**			**Bottom quartile**		ICCB (less book rental fees $10.30 for LLC) Table IV-8 in data book
Tuition and Fees Cost less book rental	$105.00	$105.00	$105.00		$116.00					
LLC Rank of all 39 Community Colleges Districts	tied for 30th	*30th or below*	31st of 39	*30th or below*	31st of 39	*30th or below*				
Costs versus Inflation	**FY2015**		**FY2016**		**FY2017**			**>=Rate of Inflation**	As of 08/01/16 rate of inflation is 1% and will be updated at the end of the year.	see footnote
Inflation[1]	1.6%		0.0%		1.0%					
Tuition and Fees	$115.30	*$115.30*	$115.30	$116.45	$126.30					
Percent Change in Tuition and Fees	6.9%	*0.0%*	0.0%	1.0%	9.5%					
Market Penetration	**Fall 2014**		**Fall 2015**		**Fall 2016**					
% of In District High School Graduates enrolled following fall	34.6%	*40.0%*	38.6%	*40.0%*	40.2%	*40.0%*		**40%**		Fall 10th Day Report
% of in district population enrolled between ages of 18 and 64	3.20%	*3.28*	3.32%	*3.36*		*3.44*		**3.50%**		IR Enrollment Report & Census
Cost/FTE	**FY2014**		**FY2015**		**FY2016**			**30th or below**	FTE=Full time equivalent per student calculated by adding total end term credit hours/30.	ICCB Table IV-11 for Operating Revenues and IV-1 for FTE: Audit for FTE less DOC.
Audited Operations Revenue Less DOC[2]*	$32,082,348		$33,045,953							
Annual FTE Less DOC	5,187.0		4,580.0							
Cost/FTE[2]*	$6,185.15		$7,215.27							
Cost/FTE (where LLC falls compared to all other CC in IL)*	38th of 39	*30th or below*	35th of 39	*30th or below*		*30th or below*				

[1] http://www.usinflationcalculator.com/inflation/current-inflation-rates/
[2] http://www.iccb.org/data/?page_id=998
[3] http://64.107.108.133/pdf/reports/Annual_Enroll_Comp_2014.pdf

Text Color Code:

Blue = Midyear figure   Black = Goal met   **Red = Did not meet goal**   Yellow Highlight = new numbers   **Purple = preliminary figures**

8/30/2016

Overall Performance - 107 Strategies

10, 9%

13, 12%

5, 5%

79, 74%

- Meeting Progress Target
- Not Meeting Progress Target
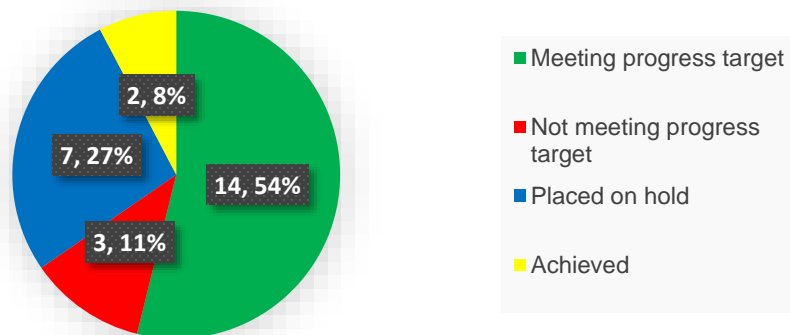- Placed on Hold
- Achieved
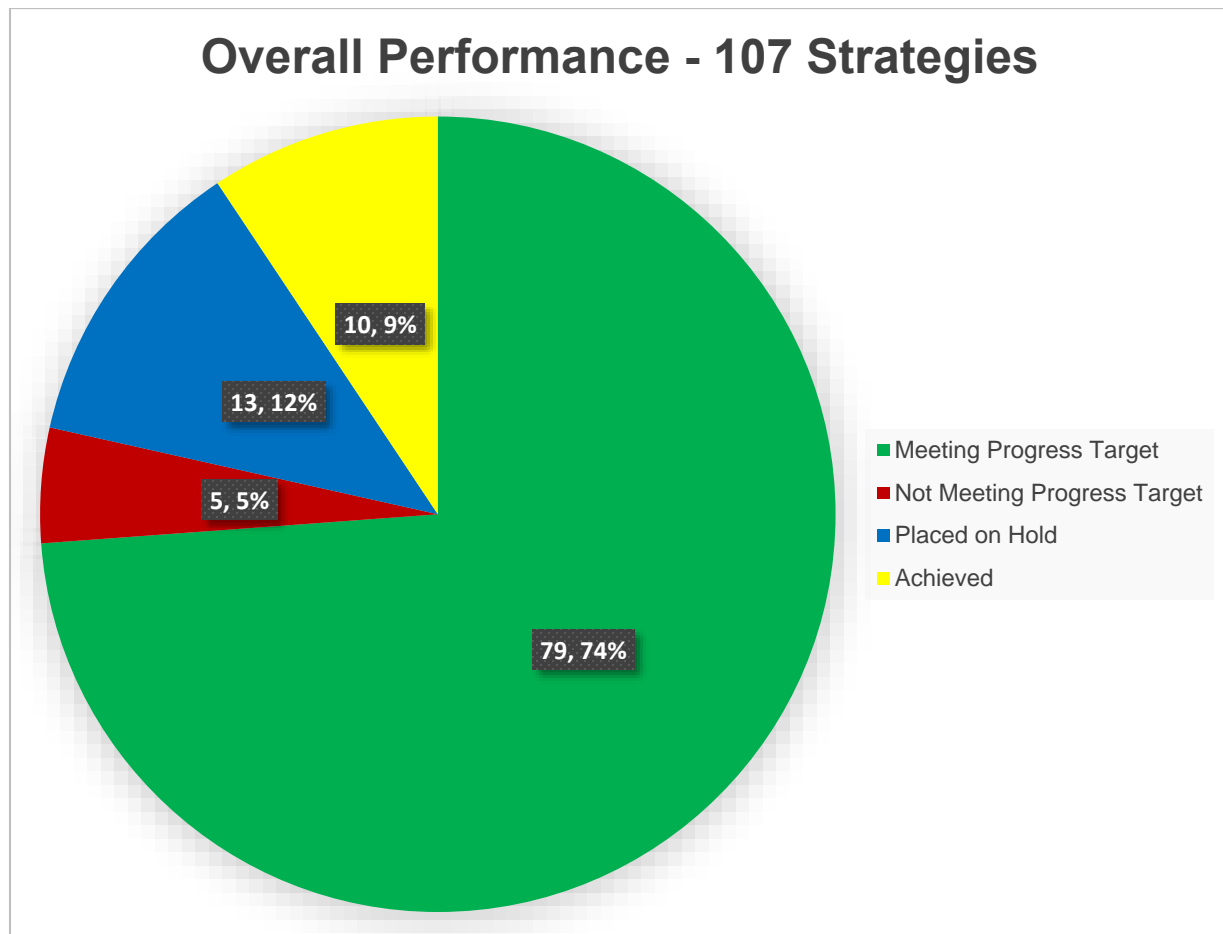
<u>107 Total Strategies:</u>

- 83 strategies initiated in 2015.
- 24 additional strategies initiated in 2016.
- 17 strategies are to address priority action items recommended by the Higher Learning Commission (HLC) from the 2015 HLC Reaccreditation Review.
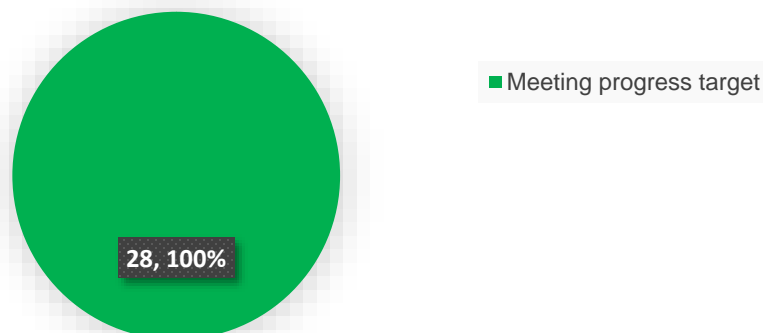
Advance student success - 53 strategies

- Meeting progress target
- Not meeting progress target
- Placed on hold
- Achieved

8, 15%
6, 11%
2, 4%
37, 70%

Fulfill evolving and emerging education and training needs - 26 strategies

- Meeting progress target
- Not meeting progress target
- Placed on hold
- Achieved

2, 8%
7, 27%
14, 54%
3, 11%

Commit to quality, access and affordability - 28 strategies

- Meeting progress target

28, 100%

Performance Overview of 107 Strategies by College's Three Goals and Nine Objectives

COLLEGE GOAL / OBJECTIVE	# of strategies	Meeting progress target	Not meeting progress target	Placed on hold	Achieved
Advance student success	53	37	2	6	8
Foster a holistic student experience through academic and social integration.	14	10	0	0	4
Ensure a student-centered culture through excellent teaching and exceptional service.	9	7	0	1	1
Improve retention, persistence and completion.	30	20	2	5	3
Fulfill evolving and emerging education and training needs	26	14	3	7	2
Partner with community, business, and education.	17	10	1	5	1
Align programs, services and delivery methods.	5	4	0	1	0
Expand transfer options and career pathways.	4	0	2	1	1
Commit to quality, access and affordability	28	28	0	0	0
Innovate for advancement.	3	3	0	0	0
Invest strategically in personnel, facilities and equipment.	12	12	0	0	0
Demonstrate personal and institutional accountability through data-driven decision making.	13	13	0	0	0
TOTALS	107	79	5	13	10

Unit Objectives for Goal "Advance Student Success"

COLLEGE OBJECTIVE	UNIT OBJECTIVE	No. of STRATEGIEG	MID-YEAR REPORT PAGE(S)
Foster a holistic student experience through academic and social integration.		**14**	**24-32**
	Improve the experience of students through quality teaching and learning.	5	24-26
	Implement new branding and marketing strategies to further student engagement.	9	27-32
Ensure a student-centered culture through excellent teaching and exceptional service.		**9**	**33-37**
	Improve the experience of students through quality teaching and learning.	6	33-35
	Improve campus way finding.	1	36
	Collaborate with community agencies to provide support for students beyond college services.	2	36-37
Improve retention, persistence and completion.		**30**	**38-55**
	Improve retention, persistence, and completion.	13	38-45
	Meet WIA performance rates for employment, retention and earnings.	1	46
	Promote completion in 100% time.	6	46-49
	Decrease student withdrawals.	10	49-55

Unit Objectives for Goal "Fulfill Evolving and Emerging Education and Training Needs"

COLLEGE OBJECTIVE	UNIT OBJECTIVE	No. of STRATEGIES	MID-YEAR REPORT PAGE(S)
Partner with community, business, and education.		**17**	**56-65**
	Pursue new and innovative partnering opportunities.	2	56-57
	Increase WIA partnerships with community, business and education.	1	63
	Actively engage local leaders and legislators in the support of new and existing partnerships.	1	64
	Collaborate with high schools to help students successfully transition to the College.	3	64-65
	Pursue new and innovative ways to inform nontraditional students about Lake Land College.	10	57-63
Align programs, services and delivery methods.		**5**	**66-69**
	Provide student-centered course scheduling and delivery options.	1	68
	Implement models to respond to non-traditional educational opportunities.	2	66-67
	Develop student-centered solutions for class planning.	2	68-69
Expand transfer options and career pathways.		**4**	**70-71**
	Create new and innovative transfer opportunities.	1	70
	Assist students with transfer and career pathway options.	3	70-71

Unit Objectives for Goal "Commit to Quality, Access and Affordability"

COLLEGE OBJECTIVE	UNIT OBJECTIVE	No. of STRATEGIEG	MID-YEAR REPORT PAGE(S)
Innovate for advancement.		**3**	**72-74**
	Seek innovative funding sources.	1	72-73
	Increase institutional readiness for a capital campaign to raise financial resources in support of the student learning experience.	1	73
	Implement Customer Relations Management software to provide quality communication with potential students and applicants.	1	74
Invest strategically in personnel, facilities and equipment.		**12**	**75-81**
	Provide a safe work environment.	4	75-77
	Provide exceptional service to support technology needs to ensure a student-centered culture.	1	77
	Develop and manage a five-year budget plan tied to the strategic plan.	1	77
	Improve internal communication and collaboration.	3	78-80
	Work with area leaders and legislators to ensure strategic capital and operational funding needs are met.	1	80
	Invest in staff training in areas of leadership development, quality improvement and customer service.	2	81
Demonstrate personal and institutional accountability through data-driven decision making.		**13**	**82-89**
	Improve decision-making processes through the collection and use of data.	8	85-89
	Improve text book rental experience for students.	1	82
	Maintain technology quality and availability across campus.	1	83
	Develop and monitor financial metric to manage costs.	1	83
	Mitigate the cost of print services.	1	84
	Create a standard format for evaluating success of student services initiatives.	1	84

Performance Dashboard of Strategies by Unit

Meeting progress target

Not meeting progress target

Project placed on hold

Achieved - strategy development complete

Abandoned

*   Denotes a strategy to address a priority action item recommended by the Higher Learning Commission (HLC) from the 2015 HLC Reaccreditation Review.

<u>Academic Services</u>

Focus Strategy Title	HLC	Status	Goal	Lead Requestor
Better Beginnings: Improving the Book Pick Up Process for Students			Advance student success	Christina Kramer
Dental Hygiene Enrichment Labs			Advance student success	Deborah Thomason
Student Transition			Advance student success	Dirk Muffler
Create a Dedicated Math & Science Learning Lab for the Math & Science Division			Advance student success	Ikemefuna Nwosu

Develop a Course Schedule Task Force		Advance student success	Jon Althaus
Finish What You Started Campaign		Advance student success	Kathy Black
Improve Class Scheduling		Advance student success	Charles Jarrell
Increase Employer and John Deere Involvement in the Education Process		Advance student success	Allen Drake
Pre-Veterinary Medicine Boot Camp		Advance student success	Ryan Wildman
Renewal of Plagiarism Detection Software (Turnitin)		Advance student success	Stephen Garren
Instructor's Round Table for ENG120		Advance student success	Casey Reynolds
Business and Computer Contest		Fulfill evolving and emerging education and training needs	Kathy Black
CNC Machine Tools for Computer Integrated Manufacturing Program (CIM)		Fulfill evolving and emerging education and training needs	Joseph Tillman
Douglas County Public Health Rotation		Fulfill evolving and emerging education and training needs	Deborah Thomason
Machine Tools for Introductory Machine Tool Technology (MTT) Classes		Fulfill evolving and emerging education and training needs	Joseph Tillman
Potential Employers in Horticulture Industry of SOE (internship) and Employment Opportunities		Fulfill evolving and emerging education and training needs	Dyke Barkley

Lake Land College Faculty Academy		⬆	Fulfill evolving and emerging education and training needs	Stephen Garren
Create 2+2 Agreement with SIU-C College of Agricultural Sciences		⬆	Fulfill evolving and emerging education and training needs	Jon Althaus
Use Assessment Data to Boost Donations		⬆	Commit to quality, access and affordability	Lisa Madlem
Develop Periodic Data Reports for the Math and Science Division		⬆	Commit to quality, access and affordability	Ikemefuna Nwosu
Giving Our Patrons a Voice: Using Patron Input to Help Optimize Library Service Offerings		⬆	Commit to quality, access and affordability	Scott Drone-Silvers
HLC Online Learning Action Statements	*	⬆	Advance student success	Stephen Garren
DACUM Facilitator Training		⬆	Fulfill evolving and emerging education and training needs	Lisa Madlem
Alumni of Lake Land College Show Pig Sale		⬆	Advance student success	Ryan Orrick
Program Accreditation and the Lake Land College Website	*	⬆	Commit to quality, access and affordability	Deb Hutti
Review the High Number of Credits in the Dental Hygiene Program	*	⬆	Commit to quality, access and affordability	Karla Hardiek
Comprehensive Course Review	*	⬆	Commit to quality, access and affordability	Jon Althaus
Enhanced Program Review Process	*	⬆	Commit to quality, access and affordability	Jon Althaus

Focus Strategy Title	HLC	Status	Goal	Lead Requestor
Communication Between Dual Credit and Lake Land Instructors	*	⬆	Advance student success	Jon Althaus
High Credit Courses in Compressed Format	*	⬆	Commit to quality, access and affordability	Jon Althaus
Measure the Number of Online Courses	*	⬆	Commit to quality, access and affordability	Jon Althaus
Standardized Syllabi	*	⬆	Advance student success	Jon Althaus

Business Services

Focus Strategy Title	HLC	Status	Goal	Lead Requestor
Implement Way Finding System of Signs and Other Visual Devices for the College		⬆	Advance Student Success.	Bryan Gleckler
Formalize Job Orientation in Physical Plant and Print shop		⬆	Commit to quality, access and affordability	Dawn Schlechte
On-Going Safety Training at DOCs		⬆	Commit to quality, access and affordability	Dawn Schlechte
Reevaluate Safety Committee Usage		⬆	Commit to quality, access and affordability	Dawn Schlechte
Safe College Training		⬆	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		⬆	Commit to quality, access and affordability	Lee Spaniol
Development of a 5 Year Budget Plan		⬆	Commit to quality, access and affordability	Madge Shoot

Helping Students Succeed and Save Money on Course Materials		⬆	Commit to quality, access and affordability	Christina Kramer
Implement Proactive Maintenance Procedures to Maintain Technology		⬆	Commit to quality, access and affordability	Lee Spaniol
Financial Ratios		⬆	Commit to quality, access and affordability	Madge Shoot
Ensuring College Print Costs Remain Minimal		⬆	Commit to quality, access and affordability	David Earp
Engage new hires in policy-related training on federal compliance policies that impact Title IX	*	⬆	Commit to quality, access and affordability	Dustha Wahls

President's Office

Focus Strategy Title	HLC	Status	Goal	Lead Requestor
Employer Survey		⬆	Fulfill evolving and emerging education and training needs	Lynn Breer
Analyze and Implement Enhancements to Annual Giving Program		⬆	Commit to quality, access and affordability	Jacqueline Joines
Redesign College-wide Committee Structure	*	⬆	Commit to quality, access and affordability	Jonathan Bullock
Enhance Relations with Legislators and His/Her Aids to Gain Optimal Legislative Support for Funding and Policy Needs		⬆	Commit to quality, access and affordability	Jean Anne Grunloh
Leadership Series Training Offered by CBI to Lake Land Employees		⬆	Commit to quality, access and affordability	Jean Anne Grunloh
Institutional Review Board	*	⬆	Commit to quality, access and affordability	Lynn Breer

Develop a college-wide communication flowchart that describes various internal communication channels	*	⬆	Commit to quality, access and affordability	Jean Anne Grunloh
Community Connections Portal		⬆	Fulfill evolving and emerging education and training needs	Jean Anne Grunloh
Why Do Student Withdraw From All Courses		⬆	Advance student success	Lynn Breer

Student Services Unit

Focus Strategy Title	HLC	Status	Goal	Lead Requestor
Expand Volunteerism Program to Better Meet the Needs of the Students and the Communities Served		⬆	Advance student success	Valerie Lynch
Provide Quality Leadership Training Opportunities to Students		⬆	Advance student success	Valerie Lynch
Implement Intermediate Wayfinding Solutions		⬆	Advance student success	Kelly Allee
Introduce and Integrate New Laker Mascot into Campus and Community Events		⬆	Advance student success	Lisa Shumard-Shelton
Sharing Student Success Stories		⬆	Advance student success	Martina Stovall
Consistently Implement New Lake Land College Brand in All Communications		⬆	Advance student success	Martina Stovall
Walking Billboards: Building Branding Awareness Through T-shirts		⬆	Advance student success	Lisa Shumard-Shelton

Update College Website		🔼 (yellow)	Advance student success	Martina Stovall
Create Standard Informational Packets for Potential and Admitted Students		🔼 (green)	Advance student success	Kelly Allee
Formalize Curriculum and Assessment		🔼 (green)	Advance student success	Tina Moore
Implement an "Honors Experience"		🔼 (green)	Advance student success	Martina Stovall
Expanded Partnerships with Critical Social Services Agencies		🔼 (green)	Advance student success	Martina Stovall
Incorporate Community Support for Students		🔼 (yellow)	Advance student success	Lori Ohnesorge
Create a Bridge from High School to College Including Connection to TRiO SSS		🔼 (green)	Advance student success	Lori Ohnesorge
Increase Personal Education Planning for Students		🔼 (green)	Advance student success	Krista Burrell
Ensure Appropriateness and Usefulness of Information Presented to New Student During Orientation		🔼 (blue)	Advance student success	Heather Nohren
Implement a "Full Time Is" Campaign		🔼 (blue)	Advance student success	Martina Stovall
Implement Advising-Focused Staff Development		🔼 (yellow)	Advance student success	Krista Burrell
Encourage Early Transcript Evaluations for Students		🔼 (green)	Advance student success	Jon Van Dyke
Decrease Withdrawals of Student Athletes		🔼 (yellow)	Advance student success	William Jackson

TRiO SSS Student Testimonials		⬆	Advance student success	Mark Mohlenhoff
Enhance Communication and Intervention for Students through Improving Academic Standing Process Enforcement		⬆	Advance student success	Jennifer Melton
Increase Student Athlete Completion		⬆	Advance student success	Bryan Burrell
Implement Financial Aid Self-Service Module in Colleague		⬆	Advance student success	Paula Carpenter
TRiO SSS Noel Levitz College Student Inventory and Intrusive Advising		⬆	Advance student success	Mark Mohlenhoff
Explore Opportunities to Improve the Complete Withdrawal Process		⬆	Advance student success	Paula Carpenter
Keeping Students On-Track with Career Cruising		⬆	Advance student success	Lisa Dittamore
Rename/Refocus LAC to Align Tutoring and Other Services to Promote Academic Success		⬆	Advance student success	Karla Miller
Alumni Connections with Business		⬆	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		⬆	Fulfill evolving and emerging education and training needs	Kelly Allee
Increase Information Sharing Between the Office of Student Accommodations and High School Students		⬆	Fulfill evolving and emerging education and training needs	Andrew Gaines

Develop Career Pathway Models to be Used by Others in LLC		⬆ (blue)	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		⬆ (green)	Fulfill evolving and emerging education and training needs	Kelly Allee
Fully Implement Director of Community Outreach Position and Establish a Plan for Adult and Community Recruitment		⬆ (green)	Fulfill evolving and emerging education and training needs	Jon Van Dyke
Department of Corrections Re-Entry Summits Recruitment Plan		⬆ (green)	Fulfill evolving and emerging education and training needs	Lisa Shumard-Shelton
Collaborate with CEFS to Implement Rapid Response		⬆ (green)	Fulfill evolving and emerging education and training needs	Christine Strohl
Support Model for New Non-Traditional Education and Training Opportunities		⬆ (green)	Fulfill evolving and emerging education and training needs	Martina Stovall
Career Success Video Training Series		⬆ (green)	Fulfill evolving and emerging education and training needs	Tina Moore
Improve Availability of Transfer Information to Students		⬆ (blue)	Fulfill evolving and emerging education and training needs	Jane Cox
Bachelor's Degree Completion Pathways for ALS (Liberal Studies)		⬆ (red)	Fulfill evolving and emerging education and training needs	Emily Hartke
Implement CRM Software		⬆ (green)	Commit to quality, access and affordability	Jon Van Dyke
Assessment Model for Student Services Programs		⬆ (green)	Commit to quality, access and affordability	Martina Stovall

	HLC	Status	Goal	Lead Requestor
Promotional Materials-Advisement		⬆	Advance student success	Krista Burrell
Laker Louie! Enhancement of Laker mascot at events		⬆	Advance student success	Lisa Shumard-Shelton
Course Pre-Requisite Checking	*	⬆	Advance student success	Jon Van Dyke
Diversity Education: First Amendment Rights	*	⬆	Advance student success	Martina Stovall
Training regarding Student Academic Integrity Code	*	⬆	Advance student success	Martina Stovall
Associate Degree Requirements	*	⬆	Fulfill evolving and emerging education and training needs	Martina Stovall
Adult Week 2017		⬆	Advance student success	Lisa Shumard-Shelton
One Stop Community Christmas		⬆	Advance student success	Christine Strohl

Workforce Solutions & Community Education

Focus Strategy Title	HLC	Status	Goal	Lead Requestor
Improving the effectiveness of Effingham Mfg. Day as a recruitment opportunity for Technology and Information Technology (IT) programs.		⬆	Fulfill evolving and emerging education and training needs	Karen Kull
Update CDL Program to align with new law for entry level commercial drivers and refreshers.		⬆	Fulfill evolving and emerging education and training needs	Justin Onigkeit

Measure WIOA Performance Outcomes		⬆	Advance Student success	Gerry Schlechte
Track WIOA Community, Business, Education Partnerships and Contacts		⬆	Advance Student success	Gerry Schlechte

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Workshops for the 2016-2017 Leadership Workshop Series have been planned. There will be one workshop per month during the academic year. Student Government made the decision to not correlate attendance at the workshops with club funding. For this reason, the workshops were planned as usual with the same requirements. Student Life will continue to work with student groups to boost attendance.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: The Serve Your Community Volunteerism Program is currently being offered to students. The number of opportunities has increased with various organizations reaching out to our office for student volunteers. We are continuing to work toward packaging of volunteer opportunities for students.

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. 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.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: Book pick up for Spring 2016 went well and was considered a success with staff involved at the post meeting. A survey tool to poll the students had not been developed due to not knowing exactly what to ask. Most of these students didn't go through book pick up beginning in the NW building. We will continue with using the LRC and the involved staff will continue to meet after each pick up to review what could be done better. Book pick up for fall begins soon and we anticipate another great beginning. Several departments are going to set up tables and/or provide information through pick up.

Strategy:	Diversity Education: First Amendment Rights
Unit Objective:	Improve the experience of students through quality teaching and learning.
Requestor(s):	Martina Stovall

Description: As recommended by the HLC Review team, explore opportunities to enhance training for staff and students regarding the nexus of freedom of expression and first amendment rights. This strategy is to become a goal of the Inclusion and Diversity Education Committee.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: This strategy will be addressed by the Inclusion and Diversity Education Committee during the 2016-2017 academic year.

Strategy:	Communication Between Dual Credit and Lake Land Instructors
Unit Objective:	Improve the experience of students through quality teaching and learning.
Requestor(s):	Jon Althaus

Description: The vice president for academic services will work in concert with the director of Dual Credit and representatives of the Lake Land College Faculty Association to offer an articulation meeting between faculty members and dual credit instructors in order to enhance academic quality.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: HLC action item - development began July 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.

Aug. 2016 Status Statement:	Meeting progress target (Strategy idea re-opened after initial completion in Nov. 2015 for additional development).
Nov. 2015 Status Statement:	Achieved - strategy development complete

Mid-Year Progress Report: Marketing & Public Relations assisted students in the Business Division in developing a banner-size wayfinding directional signage for Webb Hall. The idea originated with Scott Rhine, IT Instructor/Coordinator IT Network Administration Program. The new signs are created in a template format and can be replicated for additional buildings on campus.

The Office of the President and Business Services, along with the assistance of Marketing & Public Relations, are working on implementing the new road names as approved by the Board of Trustees. Campus maps and Google maps will be updated, as well as printed materials.

Admissions & Records is developing a new set of signs for the sandwich boards to be used for Career Day and Laker Visit Day to help students navigate campus and easily identify buildings.

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.

Aug. 2016 Status Statement:	Achieved - strategy development complete
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: Laker Louie has been busy around the campus and community building affinity and pride in a college with current students, alumni and the community in general. Items completed from this requests are as follows: 1. Finalized guidelines for use of digital files 2. Completed an RFP process for a physical costume 3. Established a paid position for the mascot, worked with the cheerleading team to coordinate activities 4. Planned an audition process for the mascot actor/actress 5. Developed duck prints 6. Created ways in which to use the Laker to welcome people, invite people and to inspire Laker Pride 7. Found a reasonably priced mascot giveaway (duck calls) to share with employees and people in the community 8. Worked with Alumni to share the Laker pride 9. Integrated the mascot supervision and scheduling into the position of Director of Community Outreach, while working with Athletics to meet their needs.

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.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: At a fall 2015 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. The strategy is scheduled to be implemented during the 2016-2017 academic year. Through the project, we also identified opportunities to improve the process for students to identify employees as "People Who Make a Difference". As a result the number of students recognizing staff increased.

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.	
Aug. 2016 Status Statement:	Achieved - strategy development complete
Nov. 2015 Status Statement:	Meeting progress target
Mid-Year Progress Report: Marketing and Public Relations has worked with all areas of Student Services - and other departments on campus to integrate the new branding standards into all marketing and public relations pieces. MPR, Admissions and ISS continue to work to implement the new Customer Relations Management software system which will utilize the branding standards. The new college website also utilizes the branding standards. Budget limitations have slowed the progress of updating all materials and signage but a plan is in place for continuous updating until that is accomplished.	

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 purchases 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. Additional info: See attachment on cost estimate.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: The Walking Billboards campaign was highly successful in 2015-2016 and the Admissions and Records staff are looking forward to another great year. As part of an outreach campaign and coordinated recruiting effort, the college purchased t-shirts in bulk that were used exclusively for recruitment. Nearly 900 shirts were used for the college's premier events, such as College and Career Day, Laker Visit Days, College Day at Kluthe and other recruitment initiatives. The shirts were also used for employees, who could request a shirt to be used as a give-a-way if there was opportunity for one-on-one recruitment of a student. We are continuing to track the progress of the 2015-2016 campaign, while also gearing up to again purchase shirts from 2016-2017.

Strategy Timeline: Completed in 2015-2016: Research phase: checked on cost, type of shirt, colors, etc. – May 1 - June 1, 2015; Development phase: finalized design, finalize implementation plan – June 1-July 1, 2015; Ordered - July 8-July 31; Implemented – October 6, 2015 and after; Tracked number given away.

Upcoming Timeline: Research phase: check on cost, branding awareness, type of shirt, colors, etc. – August 31, 2016; Development phase: finalized design, finalize implementation plan – September 1, 2016; Order - September 15, 2016; Implement – October 4, 2016 and after; Track number given away.

KPI Fiscal Year Measure and Date Strategy Can be Measured Source of Data Expected Outcome:
2015: Order 1,500 shirts implementation plans, number of shirts Prepare action plan – Completed.
2016: Replenish t-shirt supply, tracked number given away events where shirts are distributed relationships building/built from gift, direct marketing from the shirts being worn.
2017: Track shirts seen worn, monitor amount of shirts in stock, replenish stock.

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.

Aug. 2016 Status Statement:	Achieved - strategy development complete
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: While the task has required a great deal more time than originally anticipated or scheduled, the website has been updated to utilize a content management system as recommended during the marketing/branding audit. The new website is scheduled to go live during the week of August 8, 2016, prior to the start of the fall semester.

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.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: During the past year, Admissions & Records and MPR have worked diligently to update pieces with new branding standards as well as marketing information, including such items as a textbook list comparison, new graphics and student testimonials. In addition, we are in the process of creating both a new Recruitment brochure and a new Adult Recruitment brochure that will serve as an excellent tool for our recruiters' needs. We have developed new pieces for the Request More Information page and continue to work on this information packet as we transition to our new website. We have created a new Welcome Packet for new students that includes a New Student Welcome Letter, a Welcome Brochure, a business card on using Laker Mail and Laker Hub and a mascot decal. All of these pieces will be mailed in a red envelope with our slogan "Define Success Your Way." I believe our work on this strategy will continue throughout this next year and we will be on target to meet our goal.

Strategy:	Alumni of Lake Land College Show Pig Sale
Unit Objective:	Implement new branding and marketing strategies to further student engagement.
Requestor(s):	Samuel Orrick

Description: The Agriculture division of Lake Land College will offer a show pig sale via an online platform. The sellers will consist of our extraordinary alumni. Students will be responsible for organizing the information from the sellers and delivering that information to a professional online sale company such as www.showpig.com The online sale company does all selling, clerking and management of the auction. A small percentage of the gross sale will be generated to the judging team for additional revenue for travel expenses.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: Currently, we are in the planning stage for a spring sale.

Strategy:	Laker Louie! Enhancement of Laker mascot at events
Unit Objective:	Implement new branding and marketing strategies to further student engagement.
Requestor(s):	Lisa Shumard-Shelton, Chris Strohl, Dessie Boeser

Description: A new mascot is a perfect means to build affinity and pride in a college with current students, alumni and the community in general. It provides a perfect reason to attend campus and community events and share Lake Land College. It also adds Laker spirit to athletic events. Through this strategy, we hope to further student engagement through the marketing strategy of Laker Louie.

Louie has been making appearances throughout 2015-2016 year. Through this strategy, we would like to offer one additional scholarship - a Talented Student Award - onto the current Cheerleading team's scholarships, in order for a person to specifically focus on making sure Louie is at all home, indoor sport events. This is part of an overall initiative between Athletics and Admissions and Records to create a procedure manual on the mascot.

Aug. 2016 Status Statement:	⬆ Achieved - strategy development complete
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: Laker Louie has been busy around the campus and community building affinity and pride in a college with current students, alumni and the community in general. Items completed from this requests are as follows:
1. Finalized guidelines for use of digital files.
2. Completed an RFP process for a physical costume.
3. Established a paid position for the mascot, worked with the cheerleading team to coordinate activities.
4. Planned an audition process for the mascot actor/actress.
5. Developed duck prints.
6. Created ways in which to use the Laker to welcome people, invite people and to inspire Laker Pride.
7. Found a reasonably priced mascot giveaway (duck calls) to share with employees and people in the community.
8. Worked with Alumni to share the Laker pride.
9. Integrated the mascot supervision and scheduling into the position of Director of Community Outreach, while working with Athletics to meet their needs.

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.	
Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target
Mid-Year Progress Report: The strategy is progressing and is on target. Assessments are being developed for use in Spring 2017.	

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. 2-3 hours per week will be scheduled as open labs.	
Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target
Mid-Year Progress Report: The enhancement lab has been very beneficial for the students. Several at risk students received additional instruction in instrumentation and radiology skills that allowed them to pass the skill evaluations, the courses and remain in the program. Without this lab, we would have lost students and decreased the numbers in our program. It is imperative to provide tutoring opportunities to the students, due to the technique sensitive nature of our coursework.	

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".

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2016 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: An "Honors Experience" was implemented in 2015-2016. The "Experience" integrated Presidential Scholars, Phi Theta Kappa, and honors coursework. Unfortunately, the administrative lead, the Director of Dual Credit, left the college at the end of the academic year. The new Director of Dual Credit will be working with the PTK and Honors faculty advisor to continue developing the program during the 2016-2017 year.

Strategy:	HLC Online Learning Action Statements
Unit Objective:	Improve the experience of students through quality teaching and learning.
Requestor(s):	Stephen Garren

Description: Higher Learning Commission (HLC) action items associated with the College's Academic Services Leadership in relationship to online courses offered by the College include the following:

- Develop a consistent structure for online course program design and delivery. To include master course shells, mandatory training for new faculty to the delivery mode and quality assurances to guide course development.
- Lake Land has significant opportunities in the areas of engagement with the new learning management system, inclusion of new and emerging online technologies, and developing ancillary activities (currently only available to face-to-face students) available to online students.
- The College must seek broader authorization for online degrees (currently at 5%) from the Higher Learning Commission as the technological environment continues to change.

Lake Land College embraced online learning as early as 1997 by providing incentives for faculty to develop and teach courses to be offered via the Internet. However, through the years the College has not had a formal process by which instructors were required to develop consistent course design and delivery. Still today, though advocated by the Associate Vice-President for Educational Services and the Director of Learning Technologies to increase online learning pedagogy, online courses are created by instructors with minimal or sporadic help from the Center for Technology and Professional Development (CTPD).

Attempts by the CTPD throughout the years to engage faculty in online course design through a course called "Teaching in the Online Environment or through staff development workshops was initially successful. However, as the demand for online courses and sections offered by the College each semester grew, more and more College faculty bypassed these educational opportunities in order to get their online course up and running as fast as they could.

Throughout the development of online courses and the subsequent instruction of those courses at Lake Land College, there has been no formal evaluation process by which the quality of an online course can be rendered prior to it being rolled out or in subsequent years after initial development. Opportunities exist such as Quality Matters (https://www.qualitymatters.org/) or Illinois Online Network's (ION) Quality Online Course Initiative (QOCI) (http://www.ion.uillinois.edu/initiatives/qoci/index.asp) which gives the ability for the College to measure quality.

Aug. 2016 Status Statement:	⬆ Project placed on hold
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: Due to institutional transition, ownership of this strategy will become a collaboration between the Office of the Vice President for Academic Services and Information Systems and Services.

Strategy:	Training regarding student Academic Integrity Code
Unit Objective:	Improve the experience of students through quality teaching and learning.
Requestor(s):	Martina Stovall

Description: Provide training for new faculty and staff regarding Academic Integrity Code.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: This strategy was approved to be implemented during the 2016-2017 academic year.

Strategy:	Standardized Syllabi
Unit Objective:	Improve the experience of students through quality teaching and learning.
Requestor(s):	Jon Althaus

Description: Consider standardization of course syllabi.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: HLC action item - development began July 2016

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

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Project placed on hold

Mid-Year Progress Report: Received Board of Trustee approval for the naming of 7 roads on the college's main campus at the August 8, 2016 board meeting. The 7 roads will be named as follows: "College Lane", "Athletic Avenue", "Cemetery Road", "Student Center Drive", "Agriculture Avenue", "North Progress Parkway", "South Progress Parkway" Signs will be made and place where appropriate around campus.

Additional signage was installed in Webb Hall via a student-led project and utilization of Print Shop Resources.

We will continue seeking ways to enhance way finding with minimal or no cost solutions via internal efforts as the consultant process has been placed on hold.

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).

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Worked with SACIS in 2015-2016 to increase education/support related to domestic and sexual violence. SACIS worked with the College Nurse to provide sexual assault prevention training to student groups (all athletic teams and the livestock judging team) during the Spring 2016 semester. The College Nurse will be coordinating these efforts again during the 2016-2017 year. SACIS will also serve on the college-wide Sexual Assault Prevention Task Force. Will work with local food pantries during the 2016-2017 year with goal of establishing more consistent food distribution on campus or awareness of distribution schedules in local communities. Plan to work with Life Links in 2017-2018 to enhance support to students with mental health issues.

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.).

Aug. 2016 Status Statement:	⬆ Achieved - strategy development complete
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: A resource directory has been created. Students will have a summarized version distributed to them, and the resources are available to them at this time.

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

Strategy:	Student Transition
Unit Objective:	Improve retention, persistence, and completion.
Requestor(s):	Dirk Muffler

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.

Aug. 2016 Status Statement:	Not meeting progress target
Nov. 2015 Status Statement:	Not meeting progress target

Mid-Year Progress Report: Lake Land College Adult Education delivered a career class for the fall semester, including help with resume assistance. We asked for and received assistance from our local WIOAs with wrap-around and related services. Additionally, the new Director of Community Outreach was brought into our classrooms to assist with meeting this target. However, some of these services were suspended due to the state budget impasse of FY16. Those programs will resume in their entirety in the fall of 2016. With respect to WIOA legislation, in some respects we are still waiting for the publication of final rules and a data system for tracking students has still not been developed or distributed. So, hard data on this target will be difficult to track.

Reason for not meeting actions: My hope is that sustained funding will help us to change this from "not meeting" to "meeting" in the next fiscal cycle. A data tracking system and final rules will also make this more definable in the coming fiscal year.

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.

Aug. 2016 Status Statement:	Project placed on hold
Nov. 2015 Status Statement:	Not meeting progress target

Mid-Year Progress Report: A survey instrument was given to all students taking math or science courses in Spring 2016. The results were collected and are currently being compiled.

Reason for not meeting actions: Due to travel ban, there were no bench-marking trips. We will place a temporary hold on our strategic plan but complete and analyze the data from the survey in Fall 2016.

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

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement	⬆ Meeting progress target

Mid-Year Progress Report: Initiatives created by the Scheduling Task Force will submitted to the academic division chairs for review and implementation in the fall semester.

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.

Aug. 2016 Status Statement:	N/A
Nov. 2015 Status Statement:	⬆ Achieved - strategy development complete

Mid-Year Progress Report (from Nov. 2015): The project was completed & 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 by-in to the process on what is best for students.

Aug. 2016 Status Statement:	⬆ Not meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: The intention was to start the initiative in the Fall 2016. While this goal will be partially met, full implementation will take place in Spring 2016 for the Summer 2017 and Fall 2017 schedule. Some of the initiatives will be included in the Fall 2016 timeline, but not all.

If not meeting expected outcomes, what new or different actions will be taken?
The goals were not achieved after following the recommendations set forth by the Scheduling Task Force. Full implementation by all divisions will take place for the Summer 2017 and Fall 2017. This will be a cohesive effort set forth by all divisions at the same time. Some of our own ideas will however begin in the Fall 2016 as planned.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: During the past year we had more meetings with John Deere dealership personnel to discuss ways of increasing dealer satisfaction along with increasing enrollment. During our SOE visits with the dealers we have given more attention to the students who are not performing as expected and attempted to solve problems before they become too large.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: After consultation with Heather Nohren in the Counseling Department, the decision was made to host the Pre-Vet PREP seminar during the month of September, rather than during the summer term. This decision was made in an effort to increase attendance as students would potentially be able to stay on campus, rather than make a special trip for the event. Additionally, by hosting the event in September, we will be addressing the needs of students prior to registration for the Spring Semester. In addition to a speaker from the University of Illinois, another goal to have Mrs. Nohren present to deliver her expertise, while also inviting two local veterinarians to speak to the group about their experiences in being a Pre-Vet major. I plan to begin contacting guest presenters and reserving facilities after August 1, 2016. A revised flyer for the seminar has been prepared.

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 $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. The Plagiarism Detection System Task Force was created in the Spring of 2015. The charge of the task force was to:

- Gather information from campus constituencies and determine the need to continue utilizing plagiarism software and reasons for or against continuing the plagiarism detection license. Determine if there is a viable alternative solution to Turnitin. ·Make recommendations to the Cabinet regarding plagiarism detection software. The Task Force would like to recommend the College continue to use the Turnitin software, allowing for integration with the Canvas learning management system for a period of three (3) years. After three (3) years the College should conduct another needs analysis and determine if faculty usage has increased. The task force would also like to recommend the following strategies be used to increase usage of Turnitin: • Integration with Canvas. Though an added cost to the already increasing license fee, the Task Force determined that integration with the College's learning management system will more than likely increase use by instructors. This has been seen with other institutions and is recommended by Turnitin. * Integration also relieves the student from the burden of first learning Canvas and then learning the Turnitin system. Requiring students to learn both systems at the beginning of a

semester can be overwhelming, especially to those students who have little experience with academic technology.

- Request the new dual credit director encourage high school instructors to utilize the College's learning management system and Turnitin systems to increase awareness of plagiarism mistakes and prevent high school students from entering higher education lacking the skills needed to write at this level. ·The Center for Technology and Professional Development should explore ways to utilize Turnitin in other courses. For example, Turnitin could be used in Strategies for Success courses to educate students on preventing plagiarism. ·The Center for Technology and Professional Development should implement more workshops on using Turnitin including other alternative assignment formats.

Aug. 2016 Status Statement:	Achieved - strategy development complete
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: Turnitin is fully integrated with Canvas. Several workshops were held introducing the integrated feature to faculty.

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

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: Faculty continued to meet as per schedule. As a group, we decided to focus our efforts on creating a singular assessment tool. We discussed how the assessment should look and what it should assess with the intent of implementing it in the 16-17 academic term. Because of anticipated budget constraints, we did not opt to pursue travel plans in the Fall of 15, and all travel was banned for Spring of 2016. Although it looks like the group's ability to travel will continue to be non-existent, I feel like it is a valuable component to strengthening our core of full-time instructors. As the budget climate progresses/digresses, I will continue to monitor for the possibility of travel funds. In the coming year, I will begin to look at institutional data in order to create a profile of student success. This data will allow us to identify the successes and/or failures of the Round Table.

Strategy:	Promotional Materials-Advisement
Unit Objective:	Improve retention, persistence, and completion.
Requestor(s):	Krista Burrell
Description: This request is to replace promotional materials and shirts to advertise the advising period to our current students. Materials will be designed without specific dates so that they can be used for years. Prior to the branding standards we had shirts that faculty would wear once per week during advising. We also displayed posters and fliers when the schedule came out. With mandatory advisement it is crucial that the message for advisement is everywhere. Students receive information in a lot of different modes and we need to make every effort to inform them that registration is coming. In order to retain the students that we already have here on campus, it is important for them to know when it is time to contact their advisor. The advisor is a key connection to campus and that relationship leads to retention and completion.	
Aug. 2016 Status Statement:	Project placed on hold
Nov. 2015 Status Statement:	N/A
Mid-Year Progress Report: No funding available at this time.	

Strategy:	Adult Week 2017
Unit Objective:	Improve retention, persistence, and completion.
Requestor(s):	Lisa Shumard-Shelton, Chris Strohl

Description: Adult Week is an annual activity at Lake Land College. This is a two-fold event. One goal is to celebrate our current adult student population. The second goal is to recruit new non-traditional students. Through the years the event has grown. In addition, now that the college has a full-time Director of Community Outreach, we would like to enhance the event with additional funds to increase awareness. However, there is no current budget line for this event.

In the past, Adult Week has been an initiative of the Admissions and Records and Marketing and Public Relations offices, however the entire week was a collaborative effort throughout the entire college community. The Board of Trustees graciously grants a tuition waiver for the recruiting events. Otherwise, with no set budget for this event, the only funds are $100 chipped in from MPR, along with additional support coming from different areas and department in terms of donations for give-a-ways. We are asking for a $1,250 budget for this event.

In 2015, for Adult Week, Lake Land representatives touched the lives of nearly 60 current adult students and visited with 15 new students, resulting in 65 credit hours, or 4.3 FTE, of new enrollment for summer and fall. Overall, 10 new students took advantage of the Board's generous offer to enroll in one class tuition-free. We generated 41 additional credit hours of enrollment on top of the hours generated by the tuition waiver.

Since the event is two-fold, our goal is also two fold. We hope to increase the awareness and attendance, and ultimately increase enrollment of non-traditional students. And retain current non-traditional students for completion of programs.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: Adult Week is an annual activity at Lake Land College. This is a twofold event. One goal is to celebrate our current adult student population. The second goal is to recruit new non-traditional students. Through the years the event has grown. In addition, now that the college has a full-time Director of Community Outreach, we would like to enhance the event with additional funds to increase awareness. However, there is no current budget line for this event. While additional funding is not currently available, the Admissions and Records and Marketing and Public Relations offices are partnering to identify an annual budget for this event based on funding used in past years and also coupled with funding used in similar events. By combining some marketing efforts, we hope to better identify needs and how to enhance the event within the current parameters of our budget. In 2015, for Adult Week, Lake Land representatives touched the lives of nearly 60 current adult students and visited with 15 new students, resulting in 65 credit hours, or 4.3 FTE, of new enrollment for summer and fall. Overall, 10 new students took advantage of the Board's generous offer to enroll in one class tuition-free. We generated 41 additional credit hours of enrollment on top of the hours generated by the tuition waiver. We will continue to be creative in the ways to increase the awareness and attendance, ultimately increase enrollment of non-traditional students, and retain current non-traditional students for completion of programs.

Strategy:	One Stop Community Christmas
Unit Objective:	Improve retention, persistence, and completion.
Requestor(s):	Christine Strohl

Description: One Stop is a collaborative effort of many different area organizations (civic groups, schools, businesses, aid organizations, churches, sororities, healthcare providers, etc.) to come together at Christmas time and provide help and hope to families from 7 counties during the holiday season. One Stop is an effort to band together and help even more families who need it, while making sure to provide a really positive experience for everyone involved. One Stop is about the power of partnership to make a difference in the community. Lake Land College host the event each year in the West Building. As the Director of Community Outreach, it is important to help those less fortunate and provide them with the opportunity to see how education can change their lives. I would like to provide a bag for personal products and groceries that can be reused by the family for shopping etc.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: The recruitment office will continue to look for new ways to engage One Stop Community Christmas participants. The goal is to have a positive experience while on campus and encourage the individuals to attend college during the spring semester. We will continue to look for funding stream to advertise Lake Land College on a bag or other item the individuals will take home with them.

Strategy:	Course Pre-Requisite Checking
Unit Objective:	Improve retention, persistence, and completion.
Requestor(s):	Jon Van Dyke

Description: As recommended as part of the HLC review, identify best practices in pre-requisite checking, evaluate the college's current pre-requisite checking system and make recommendations for improvements.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: This strategy is scheduled to be implemented during the 2017-2018 academic year.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Each program year, Local Workforce Innovation Area 23 is required to meet nine performance measures as negotiated with the Illinois 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). Results for PY15, which closed June 30, 2016, have been saved into the Strategic Planning System, and include a definition of each measure. 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 DC (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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: TRiO DC participants are connected with TRiO SSS staff to have a personal schedule tour and to discuss classes, financial aid, academic needs and other various needs.

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.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: During Spring 2016 the Advising Task Force worked with MPR for a more comprehensive communication plan to promote advisement. This will continue to be done mostly through technology, as funding is not available to update promotional materials, posters and t-shirts. During 2016-2017, the committee will continue to work towards increasing the number of students who have a Personal Education Plan.

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.

Aug. 2016 Status Statement:	Project placed on hold
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: The project is only placed on hold due to CRM implementation. CRM is completely changing the way the college communicates to new students needing orientation. CRM is currently being programmed with calendar campaigns, events and new communication pieces. CRM is expected to go live for Fall 2016. Once live and all campaigns, events and communication pieces are updated and programmed, work on online orientation will continue. Online orientation will have to be implemented into the new CRM. I have already spoken to ISS about online orientation and its usefulness on the CRM. We will investigate how to move forward with incorporating online orientation into CRM once we get through the implementation of the product.

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.

Aug. 2016 Status Statement:	Project placed on hold
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: Some work was done during FY 2016 to clarify recommended credit hours per semester in the new college catalog. The same information is presented on the college website. Academic counselors increased their information sharing regarding recommended semester course loads for full-time students. More work needs to be done in determining an appropriate campaign as introduced in the initial strategic planning request.

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.

Aug. 2016 Status Statement:	Achieved - strategy development complete
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: Fall 2016 and Spring 2017 Opening Days included presentations from faculty who attended NACADA conference. Great feedback from attendees!

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.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: FY 2016 brought many challenges in terms of staffing in the admissions and records office. Due to being down 1 full-time employee since the middle of January, the remaining staff have had to pick up additional duties to keep the day to day functions of the office running. We have identified the possibility of using the new CRM (which will be live in the Fall of 2017) as a tool to identify those students who have possible transfer credits. Once the CRM is operational we plan to identify those students who have attended another institution and encourage them to do a transcript evaluation earlier. We will also work with counseling to advise students during orientation that if they have transfer credits to complete the transcript evaluation form while they are on campus for orientation. During the past year we have increased the use of the TES Software by 60% over previous years allowing us to complete transcript evaluations more efficiently. The TES Software is a very valuable tool that saves staff time searching for course descriptions thus allowing them more time to evaluating transcripts.

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.

Aug. 2016 Status Statement:	Achieved - strategy development complete
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: We met with the ISS team and devised an initiative to put a block on students accounts that would not allow them to drop a class until counselor Bryan Burrell approved them for dropping the class.

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

Description: 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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: This strategy remains in process, but progress has slowed. Pre-recorded student testimonials from the Institute of Higher Education Policy (IHEP) have been posted for new program participants to view upon entry to the program. Several testimonials from Lake Land TRiO participants have been recorded for new participants to view upon entry to the program for the 16-17 year. Tools for documenting new participant narratives are in development for use with all new participants in the 16-17 year.

If not meeting expected outcomes, what new or different actions will be taken? Slowed progress in this strategy is the result of technology issues and the vacancy of the college videographer position. In response, program staff will use printed tools, together with personal hand held recording devices (iPads, etc.) to document new participant testimonials for use in this initiative, beginning the start of the Fall 2016 semester.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Counseling Services was thrilled with the success of what we have affectionately dubbed the "booklist block." The breakdown of data is as follows: For Spring 2016 semester, 285 students were on academic probation or good standing warning. Of that 285, 164 had already had SFS 101. That leaves 121 who had not. Twenty six students were enrolled through our partnership with Illinois DOC and were removed. That left 95 students. Of the 95 on AP or GOWA who never had SFS 101: 64 never registered for Spring 2016 semester, 4 students registered but dropped. That means 72% of students on GOWA or academic probation did not register for Spring 2016. For this population of students, had they subsequently tried to register, the SFS 101 registration rule would have required them to enroll. That left 27 students who had registered for Spring 2016 and had not put SFS 101 in their schedule. Of the 27 registered: 7 got in to SFS 101 during first week of class. Thirteen were allowed no SFS 101 by counselor. Four have not returned our outreach (presumably don't have books?). There are three weird situations— two who say they successfully got booklist (ISS hypothesizes it's an internet caching issue?) and one was a VKCC student who didn't need booklist because she gets books through VKCC.

In our assessment, our strategic initiative is meeting its target. While we did not have 100% of students in SFS 101, we significantly decreased the number of students who were able to bypass it. For the 13 students who were allowed out of SFS 101 by a counselor, it still required the student to speak with the counselor, to understand his or her academic standing, and to have the opportunity to ask questions. Similarly, things went very smoothly for Summer 2016 and we look forward to seeing how the process goes for Fall 2016.

Strategy:	Why Do Student 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.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: The survey has been developed, implemented, and revised based on a pilot data collection. We have added one question to Datatel that asks students why they are dropping the class with a drop down list of potential reasons. These reasons were pulled from available research. A pilot report was developed based on the data collected and the drop down list of potential reasons was expanded using commonly reported reasons from the students answering the questions. Reporting will continue this year.

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.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: Student-Athlete Block initiative was implemented during the Spring 2016 semester. It has worked out well in notifying students to contact me in order to withdraw from a class. We will continue to monitor the effectiveness and make adjustments accordingly.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Not meeting progress target

Mid-Year Progress Report: Will be implemented for 2017-18 award year in October.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: The Noel-Levitz College Student Inventory (CSI) is now a standard element of the entry process for all students that have been accepted for service into the TRiO Student Support Services program. Since spring 2015, 100% of students admitted to the program (150 total as of August 4, 2016) have 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. TRiO Advisors regularly revisit those opportunities for student growth identified by the CSI in follow up meetings throughout the year, providing long term individualized coaching to support the students in their development.

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

Description: Strategy 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.

Aug. 2016 Status Statement:	Project placed on hold
Nov. 2015 Status Statement:	Project placed on hold

Mid-Year Progress Report: Not yet started.

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.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: Offered a session during staff development to familiarize faculty with the benefits of using this program. I also presented in 12 classrooms over the past 2 semesters for student use of Career Cruising and explained the program so they could help family/friends who would like to use the program.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Outcome has been met. Regular communications about tutoring have been sent to students through LLC 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. Part of our proposal was to rename the Learning Assistance Center with a name that would more clearly reflect the assistance that is available here. We reviewed names of similar centers at other colleges and universities, and gathered ideas from students, faculty, and staff. Our new name is the Tutoring and Testing Center. We also looked for all places on the website and in print materials that the name needs to be changed, and submitted that request. This part of our proposal has been achieved and is complete. Another part of our proposal was to attempt to reach more students by promoting tutoring services through social media, Monthly Stall, classroom visits, etc. in addition to instructors, friends, counselors, orientation/registration, posters and flyers on campus. We continue to communicate to students through all these methods each semester. This part of our proposal has been achieved, and is ongoing. Another part of our proposal was to research and implement a swipe card tutor tracking software system. The proposed timeline was too optimistic, the project was larger than anticipated, the software is very expensive, and I need to do more thorough research to find a cost-effective system that fits our needs. When the college announced that the strategies requiring funding would be placed on hold, I concentrated my time and efforts on other initiatives. Another part of our proposal was to explore ways to implement online tutoring and online chat. This proposal was postponed.

If not meeting expected outcomes, what new or different actions will be taken? The proposal to research and implement a swipe card tutor tracking software system is a large project requiring more time and attention than the optimistic timeline I proposed. I will continue researching and provide updates. The proposal to explore ways to implement online tutoring and online chat was placed on hold to concentrate on another initiative. In order to increase student use of tutoring quickly, early in the fall of 2015 we decided to implement walk-in math tutoring. By midterm, we were able to offer walk in math tutoring daily between 10 a.m. and 2 p.m., and continued those same walk in hours throughout the entire spring semester 2016. For both semesters, we served a total of 72 students with 290 contact hours of walk-in math tutoring. The math/science division indicated that students are requesting a drop-in lab setting, so we decided to try it once again. Walk-in math tutoring was a successful initiative that we plan to continue. We will continue to explore ways to implement online tutoring/chat.

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

Strategy:	DACUM Facilitator Training
Unit Objective:	Pursue new and innovative partnering opportunities.
Requestor(s):	Lisa Madlem

Description: At one time in Lake Land's history, we had 2 or more trained DACUM facilitators on staff. Since the retirement of these individuals, currently no trained DACUM facilitators are employed at Lake Land. This plan would be to train 1 individual as a DACUM facilitator so that CTE programs could more regularly engage in the DACUM process. The DACUM Training Center, located at Ohio State University, regularly offers 5-day training workshops to candidates interested in becoming certified DACUM facilitators.

Aug. 2016 Status Statement:	⬆ Not meeting progress target
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: This strategy was placed on hold due to the Illinois budget impasse, therefore, training did not occur during the summer of 2016 as planned. On July 26, 2016, the DACUM facilitator training strategy was approved. Jon Althaus, Deb Hutti and Lisa Madlem met on August 9th to discuss a plan for the approved DACUM training. Due to a teaching commitment for the fall 2016 semester, Lisa Madlem cannot attend the 5-day DACUM Training Workshop until January of 2017. The expected outcome for this strategy is a minimum of 2 CTE programs per academic year will conduct DACUM's. As a result of the DACUM's, needed changes to program curricula will occur. Jon Althaus will discuss this plan with the division chairs but we are tentatively looking at DACUM's for AG Precision, and CEO Midland Institute with the Class E combined for the spring 2017 semester.
Reason for not meeting actions: See explanation above.

Strategy:	Improving the effectiveness of Effingham Mfg. Day as a recruitment opportunity for Technology and Information Technology (IT) programs
Unit Objective:	Pursue new and innovative partnering opportunities.
Requestor(s):	Karen Kull, Joe Tillman, James Munger

Description: Using the names of the Effingham Mfg. Day attendees, an assessment survey along with a follow-up text/phone call/e-mail contact of the attendee would provide vital feedback of the existing Mfg. Day activities along with continued presence of Lake Land College as an educational choice.

The strategy will be led by Karen Kull, Joe Tillman and James Munger. Karen will assist with Mfg. Day events and surveys and will acquire the names of the attendees. Joe and James will lead recruitment efforts with students who indicated a desire to enter programs in Technology or IT.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement	N/A

Mid-Year Progress Report: The Effingham County Mfg. Day Strategy committee met in May, June and July 2016. Lisa Shumard-Shelton also attended each meeting and assisted with coordinating our recruitment efforts with what Admissions already does. She explained the new Customer Relationship Management software that will be used starting this fall. The 2015 list of students who registered for Effingham Manufacturing Day list was shared with the committee. Of the 287 students who registered for the 2015 event, there were 153 students who identified IT, Technology or undecided as their career interest. These 153 students will be targeted for recruitment. Of the 153 students, 71 were to graduate in May 2016 and will be potential Lake Land students Fall 2016. The Admissions office completed one text activity to the 71 students in July and the IT and Technology departments will complete a postcard activity to these students in early August. As of 7/27/16, 28 of the 71 graduates have applied to Lake Land (39%) and 27 have enrolled in classes (38%). Three students enrolled in a Summer 2016 class (4%). The Fall 2016 enrollment numbers will give us a baseline for future strategy activities.

Strategy:	Business and Computer Contest
Unit Objective:	Pursue new and innovative ways to inform nontraditional students about Lake Land College.
Requestor(s):	Kathy Black

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.

Aug. 2016 Status Statement:	Achieved - strategy development complete
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: The Business & Computer Contest was completely overhauled for April 2016. Additional schools were invited; attendance by school was the same, however. Each school brought 5 students, and participated in a team event as well as one individual event. Feedback from all teachers, and particularly those who were familiar with the old format, was very positive. Snapchat filters were used during the team event to promote Lake Land College, and was well received by the attending students. We will continue to model the future contest after the format adopted in April 2016.

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: The purchase of 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.

Aug. 2016 Status Statement:	⬆ Project placed on hold
Nov. 2015 Status Statement:	⬆ Project placed on hold

Mid-Year Progress Report: Due to ongoing budget issues, the purchase of the CNC machines has been placed on hold.

If **not meeting expected outcomes, what new or different actions will be taken?** Most of the college's machine tools have been consolidated to the West Building. This allows for better use of the existing CNC equipment. Still, the more modern CNC mill and lathe would greatly help their programs and allow for better training of the area workforce.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Project placed on hold

Mid-Year Progress Report: The students will begin their rotation through The Douglas County Public Dental Health department on August 24, 2016.

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: The purchase of modern 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.

Aug. 2016 Status Statement:	Project placed on hold
Nov. 2015 Status Statement:	Project placed on hold

Mid-Year Progress Report: The updates for the MTT program continue to be on hold due to budget constraints.

If not meeting expected outcomes, what new or different actions will be taken? A couple new but small mills were purchased last year through Perkins funds. These have been installed and have helped some. However, the additional lathes and mills as requested in this plan would be most useful for several technology programs.

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.

Aug. 2016 Status Statement:	Project placed on hold
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: Exploring new avenues to proceed with strategy.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: We have been consistently featuring successful alumni stories in our Lake Land College Magazine. In addition, we plan to work with Admissions & Records to promote two new successful alumni public relations initiatives. We are working with the Grant Office, GIS program and the Development office to feature the work of our interns at Coles-Moultrie Co-op.

If not meeting expected outcomes, what new or different actions will be taken? Due to limited resources in the office, we have not been pursuing the "We hire Lake Land College graduates" banners.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: We will meet this fall to develop an outreach plan.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: In August of 2015 Chris Strohl was hired as the Director of Community Outreach. Chris has done an outstanding job during her first year in this position. Over the last year she has accomplished the following: Attended the following meeting or events to disseminate information about Lake Land College • Interagency meetings in Effingham, Jasper, Cumberland, Fayette and Moultrie counties. During the meeting she gives updates about the college and provides a flyer that is specific to the area. • Reentry summits at 17 correctional sites throughout Illinois to help inmates understand how to continue their education. • One Stop Community Christmas was held in the West Building in December, 2015. At this event, she talked with participants and helped them understand how to get back to school, start school or attain their GED. • Probation Offices in Coles, Cumberland, Effingham and Shelby counties to explain our programs to probation officers and offer assistant to probationers to return to or start back to school. • Heartland Human Services Staff meeting to give information about the programs we have. • Farm Progress Show to make contacts with highs school students and non-traditional students interested in college. • Manufacturing Day in Effingham and Mattoon to assist high school student to understand what Lake Land can offer them. • GED class in six location and set up display during GED graduation to encourage student to continue with Lake Land. • Young Business Leaders of Paris and YB Next in the Effingham area to promote continue education and Leadership Series. • College Fair and Health Fair to promote college programs. • Rotary meetings in Mattoon, Effingham and Sullivan to discuss upcoming events. • Rapid Response for GE employee recently laid off. • GED staff meeting to discuss the best way to get the GED student to continue their education. • Summer CNA classes to share college catalog and what is the next step in their education. • Big Brothers/Big Sisters staff meeting to circulate information for prospective students. • Adult week. • Non-traditional students. • Met with CEFS staff to discuss student needs and admission to college. Visited the following agencies or businesses to discuss helping their clients or customers return to school. • The Department of Human Services including Department of Rehabilitation has many clients that are in need of education. She met with the counselor. • ERBA offices including Head Start Orientations to speak with counselors and parents to future their education. • County Health Department to drop off information. • Made contact with the 22 libraries in the college district to share flyers and college catalog along with my contact information. • Ribbon cuttings at Beck Hybrids • Chamber events to promote college. • Marketing materials to local chamber offices. • Tour local manufacturing sites to build relationships with employers. • Accompanied student athletes to local elementary school to read to children in grades k-5. Other marketing and recruitment activities. • "Pizza Box" flyers for local pizza places that have also evolved into grocery store flyers and Niemergs restaurant including the flyer with take-out orders. This flyers is handed out the week before school starts in the fall and spring semester. • Planning a meeting of the No Jobs Left Behind Economic Development Group on campus. • Planning a "Launch into Scouting" event on campus in September. • Planning a Health Science camp to encourage high school students. • Working with alumni to come back during Career Day in October to present about their career. The outside presenter will partnered with a faculty member.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: The Director of Community Outreach started in July 2015 and has a primary goal to go to Department of Corrections Re-entry Summits. Last fall, the director or a college representative attended 16 reentry summits. Last spring, an additional 17 summits were attended. Along the way, we have established relationships with DOC employees to further increase communication. For fall 2016, a similar amount of Re-entry summits are planned.

KPI Fiscal Year Measure and Date Strategy Can be Measured:
2016: Research method to track number of events, potential student information and student contacts. Continue to partner with DOC employees.
2017: Implement tracking measures, increase scope of program and contacts.
2018: Continue to grow program. Source of Data: Re-entry summits, DOC partners.

Expected Outcome: Increased enrollment, community outreach.

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 times 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.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: Lake Land College attended one Rapid Response during the past year. This event was a collaboration of counseling, admissions, recruitment, and academic divisions to engage students. The event was because of a lay off at General Electric in Mattoon. Just last week General Electric announce a plant closure in Mattoon, this will possibly result in another Rapid Response to be held for the more than 200 individuals that will be laid off by August 2017. We continue to collaborate and communicate with CEFS to provide the best opportunity for dislocated workers.

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, VP of Business Services. What: Determine information desired. Create database. Develop data gathering process. Create data sharing report. Implement.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: To make community and workforce area leaders aware of the services the Workforce Innovation and Opportunity Act provides, outreach in Local Workforce Innovation Area 23 is essential. Since Lake Land College took over the duties of Grant Recipient / Fiscal Agent July 1, 2014, 243 new contacts with these leaders have been made throughout our workforce area. This awareness can bring students to Lake Land, build business partnerships with the college, training opportunities through the Center for Business and Industry, and expand on the relationship developed with the Adult Education and Pathways programs.

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.

Aug. 2016 Status Statement:	Project placed on hold
Nov. 2015 Status Statement:	Project placed on hold

Mid-Year Progress Report: Placed on hold pending launch of College's new website. Additionally, implementation of the project to enhance the Office of the President web pages will depend upon scoring and priority placement review by the Information Technology Committee and Cabinet.

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.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: The Paris Economic Development Agency invited Lake Land College to create banners and signs for the new Paris High School that will touch all HS students. During the past year, Admissions & Records and MPR have developed a list of the touch points for each year of a student's high school career. A task force of Lake Land College employees has worked to implement an important new personalized communications software called Ellucian CRM Recruit. This product is to assist in building relationships with prospective students of all ages. This software will assist in improved analytics of students starting their freshman year of high school. This software will help the college determine the ideal student, starting with students as freshman in high school. We continue to seek out new ideas to reach the freshmen students.

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.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: Surveys have been returned and data has been collected. There is a strong preference for continued presentations at the high school. Many of the outlying districts do not have a transportation budget for travel to a daytime event. Many of the respondents do not believe that parents of this demographic will be willing/able to bring the students to a night time event. This data will be explored with new student admissions to discuss the appropriateness of this event. If the consensus is that the event is still a viable option then we will proceed. If it is decided that the best option is to expand on high school visits we will explore ways in which we can disseminate more information aligned with survey data results.

Strategy:	Develop Career Pathway Models to be Used by Others in LLC
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 Lake Land 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.

Aug. 2016 Status Statement:	Project placed on hold
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: Due to personnel changes in partners from coordinating departments this project was put on hold. Efforts will be resumed Fall 2016 with new staff members.

If not meeting expected outcomes, what new or different actions will be taken? Efforts will soon resume. November 2016 - First pathway to be completed and tools will be created. March 2017 - Share models with other LLC staff and schools to gain feedback for future use.

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.	
Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target
Mid-Year Progress Report: As scheduled, the Student Services Leadership Team (SSLT) developed a model/checklist during FY 2016. The model/checklist is scheduled to be implemented in FY 2017. Further development through collaboration with Academic Services and Workforce Solutions/Community Education will allow the model to be implemented by the end of FY 2017.	

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 (EDC) 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.

Aug. 2016 Status Statement:	Project placed on hold
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: Due to institutional transition, ownership of this strategy will be assumed by the Professional Development and Assessment Facilitator.

Strategy:	Update CDL Program to align with new law for entry level commercial drivers and refreshers
Unit Objective:	Provide student-centered course scheduling and delivery options.
Requestor(s):	Justin Onigkeit

Description: There is a proposed rule (not released prior to submission requirement date) that will impact the CDL courses offered at Lake Land College. The proposed rule dictates:

-All training providers to be registered with the Federal Motor Carrier Safety Administration (FMSCA).

- Federally Standardized Curriculum.

There are no requirements for length of time in classroom; the changes will add several required classes to our existing classroom curriculum and extend the current time frame for completion.

The proposal requires 10 hours on range, 10 hours driving, and 10 hour divided between range and drive time two per driver. We anticipate the proposed changes to lengthen the course time by two weeks.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: The Federal law for the curriculum still has not been passed as of July 20, 2016. According to a statement released by the Department of Transportation they are expecting to release it later this year. We have asked the Campus radio to ask if there is a student willing to do some voice over work to place into a power-point presentation. This will help lower the cost by creating our own classes when funding becomes available and the law is passed. The narrative has been created for this and there was some interest from the students in the radio station before classes concluded for the spring semester. The narrative that has been created covers the current federal and state laws governing commercial motor vehicles and is expected to be implemented in the new curriculum based on the draft copy of the law.

Strategy:	Associate Degree Requirements
Unit Objective:	Develop student-centered solutions for class planning.
Requestor(s):	Martina Stovall

Description: As recommended by the HLC review, assess all degree programs that exceed 60 hours of credit and identify opportunities to align with ICCB standards and HLC Assumed Practices.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: This strategy was identified for implementation by the Academic Standards Committee during the 2016-2017 academic year. Academic Standards Committee meetings will resume in September 2016.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Two full-length videos have been produced and shared on the "I" drive. Additional videos are being produced.

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

Strategy:	Create of 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 will include: Agriculture Business & Supply, Agriculture Production & Management, Ag Power Technology, Horticulture and John Deere Tech.

Aug. 2016 Status Statement:	Achieved – strategy development complete
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: The 2 + 2 agreements have been completed and signed. Congratulations to the Agriculture staff members that worked diligently toward this strategy.

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.

Aug. 2016 Status Statement:	Project placed on hold
Nov. 2015 Status Statement:	Project placed on hold

Mid-Year Progress Report: Waiting for the implementation of the new website.

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's degree.

Aug. 2016 Status Statement:	Not meeting progress target
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: New target date for phase I is October 1, 2016 to allow check sheets to be utilized during advisement for spring 2017. Additional KPI's will be met on schedule.

If not meeting expected outcomes, what new or different actions will be taken?
Timeframe for completion of check sheets and identification of population for comparison has been expanded. Remaining KPI's should remain on target.

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.

Aug. 2016 Status Statement:	Not meeting progress target
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: The IR Department has developed a survey for each program at LLC that uses an advisory council. Division Chairs and Program Coordinators have been asked to disseminate the surveys at some point during the advisory council meeting to participating employers who have hired LLC graduates. The Coordinators then send the completed surveys to IR for analysis. This has been in play but very few surveys have been collected this past year.

If not meeting expected outcomes, what new or different actions will be taken? Since data collection has not been very successful over the past year, IR will add program coordinators to the email reminder list. Reminders will be sent out on the first Monday of the month to all program coordinators and division chairs.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Seven assessment success story flyers were developed for each of the academic divisions at the College. These flyers are being distributed as follows: The Assessment Department will use the success story flyers during new faculty orientation, February Assessment Week & Month to students, and other opportunities as deemed necessary to promote the transparency of assessment results. All seven flyers are currently located on the Assessment Web Page. The Admission Recruiters are distributing the assessment success stories to counselors at high schools in the Lake Land College district, Laker Visit Days, Career Day, and other opportunities as they arise. Division Chairs will distribute the flyers as they deem necessary to promote their courses and programs. The Foundation and College Advancement Offices will include an assessment success story flyer for specific Divisions with every gift acknowledgement for the gifts received. Currently, each assessment success story is located on the Foundation Web Page. The Marketing and Public Relation Department is using the success stories in the View Book publication that is exclusive for high school seniors. The View Book acts a recruiting tool that promotes Lake Land College. This strategy will benefit 12 different departments/divisions at the College. In the future, the assessment success flyers will be updated with new stories from each academic division. In addition, I will be contacting departments that are currently taking part in Institutional Assessment, and request assessment success stories. The Institutional Assessment Success Stories will follow in the form of a flyer.

If not meeting expected outcomes, what new or different actions will be taken? The College Advancement and Foundation Offices haven't yet been able to make an organized effort to distribute the assessment success story flyers to be able to contribute as a result. Progress will take place Fall 2017. The College Advancement and Foundation Offices will include an assessment success story flyer for specific Divisions with every gift acknowledgement for the gifts received. Tracking will take place in the Spring 2017 mailing.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: The plan was implemented with minor adjustments, targeting 10,500 prospective donors from a prospective pool containing board members, friends, and alumni who have completed a degree, certificate of 15 hours or more of credit and met our donor profile as determined by our consultants. The 3 direct mail solicitations resulted in $73,410 in gross revenue. The average size gift was $496. The alumni participation rate was 0.4%. The employee appeal climbed from a participation rate of 34% to 43%. The average gift from employees also rose from $238 to $255. When comparing these results with the VSE report, Lake Land did well in many categories. A complete copy of the VSE report may be found in the Advancement office. Lake Land College, College of DuPage, and Oakton Community College were the only Illinois community colleges that participated in the VSE report. The average alumni participation rate of 133 community colleges nationwide that reported ranged from 0.6% to 1.4%. The average gift size for those same colleges decreased from $411 to $328 during the fiscal year. Budget support and processes continue to be a challenge in some areas of annual fund, but in all, the progress target was met during FY16. Progress on maturing the annual fund efforts has been made, yet more needs to be done, especially in reducing the cost per dollar raised, but donor acquisition is more costly than retention. For FY17, the consulting firm has been retained to enhance efforts and a new initiative of Gifts of Grain is being piloted. The new gift recognition plan has been extremely successful in retaining donors as well as discovering more donor information that may result in larger gifts. All those involved from the students, faculty, foundation board members, and President's cabinet have all commented on how much they enjoy participating in thanking donors. We anticipate that this good stewardship will in fact lead to the next best gift. The gift receipt letter was also modified to facilitate more donor engagement past that gift.

If not meeting expected outcomes, what new or different actions will be taken? Although this was not part of the strategy, we had hoped to do 3 direct mail solicitations, but due to several delays in design and market segmentation, we decided to only do 2 plus a specific scholarship solicitation to endowment donors.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: We were scheduled to go live with the CRM in August of 2016. The staff spent most of the summer of 2016 in training and preparing for the go live date. As we approached the go live date, it was determined that we need to upgrade to a more current version of the system. Currently that conversion is in progress and we hope to be live by the end of August. This should have no impact on us being able to use the system when we start our fall recruitment visits. I would like to commend the staff and the ISS team who have worked on the implementation of the CRM. They have done an outstanding job!

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.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: All employees are required to attend the site cycle training annually. To date, this continues to be the appropriate method for training Department of Corrections employees.

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

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.).

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	Meeting progress target

Mid-Year Progress Report: We continue to assign specific training to each new employee upon hire. These training opportunities are to be completed by the employee in their first 90 days of employment. Safety posters were printed this spring and placed in the Physical Plant and Print Shop as safety reminders. Year to date, there have been 3 workers compensation claims filed. None of these claims were from Physical Plant or the Print Shop.

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

Description: The safety committee will revitalize their purpose. Currently the committee meets a couple of times a month to do an overview of claims, does building audits, and decides 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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: The safety committee has met twice this year. Accident claims are being review by an accident review committee. Bill Bloch, IPRF consultant, has been in attendance at these meetings and providing input and support. Human Resources has worked with the committee and created new forms to be used for injury reporting. These forms are completed not only by the injured employee, but any witnesses to the injury and includes a supervisor investigation report. We hope these new forms will gather additional information regarding the injury and any corrective action needed. The committee also completed a campus wide safety inspection in March 2016. These inspections were done together as a committee and they identified emergency lighting and signs that needed replacement. As an exciting note, Lake Land College was nominated for most improved member for 2015 due to the reduction of reported claims.

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

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: All new hires are being assigned courses in Safe Colleges. These courses include Conflict Management, Sexual Harassment, Blood Borne Pathogens, Diversity Awareness, Ferpa, DCFS Mandatory Reporter, Office Ergonomics (if applicable), Title IX, and General Ethics. The Human Resources Department has worked with Jean Anne Grunloh this year to create a Board Policy Manual Training opportunity. This training requires the employee to search Lake Land's board policies and answer questions regarding different areas. Custodial and maintenance staff completed required annual safety training through Safe Colleges. Additionally, employees noted in the blood borne pathogen policy have been assigned their annual refresher course. For calendar year 2016, there were 122 employees that completed either annual training or new hire training. Human Resources continues to monitor this program monthly to alert supervisors to any employee that has not completed the required courses. Full-time employees have the completion status on their 90 day evaluations and is reviewed by their supervisor. Safe Colleges training program is paid out of the annual IPRF safety grant.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: We accounted for all known technology requests in classroom technologies via the Division Chair walkthrough of classrooms. We have purchased and are working on the installation of this equipment now.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Not meeting progress target

Mid-Year Progress Report: We have developed the first 5 year budget estimate for Funds 01 and 02. Will continue to fine tune this and expand as we move forward.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: The Committee Restructuring Task Force performed a thorough review of the existing task forces', review boards' and committees' purpose statements, goals, objectives, and recent accomplishments. Utilizing the review, and feedback gathered from committee chairs and sponsors, the recommendations of the Restructuring Task Force included the elimination of eleven committees, the conversion of numerous task forces to committees and the restructuring of committee purpose statements and membership. The recommendations were shared with all staff on May 6, 2016, along with a request for employee feedback. Feedback was incorporated into the committee structure and the resulting committee purpose statements and general compositions were approved by the Board of Trustees at the June 13, 2016 meeting. The strategy is meeting outcomes with a revised committee structure in place.

Strategy:	Develop a college-wide communication flowchart that describes various internal communication channels. Train all employees (new and current) on communication flowchart and expected employee actions for reviewing disseminated information and engaging in ongoing training of Policy or College procedural changes. (HLC Standard Pathway Action Item).
Unit Objective:	Improve internal communication and collaboration.
Requestor(s):	Jean Anne Grunloh

Description: Enhance internal communication to all staff, especially for Board Policy changes and other pertinent information, by coordinating with Cabinet the following tasks and activities:

1. Develop Communication Flow Chart that describes content of each communication channel.

- Include summary of what each communication channel offers such as Town Hall meetings, L3T meetings, Laker Low Down electronic newsletters, email updates to "All" from the Office of the President, spring and fall "Opening Day" events, faculty and staff development days, and calendars of activities available via the Hub.
- Include more defined process for announcements of employee, retiree, and student deaths.
- Include more defined listing for appropriate submissions to the Laker Low Down.

2. Incorporate communication flow chart and related employee expectations for review of disseminated information into new employee training coordinated through the Human Resources Department, ongoing training for all employees, and annual employee performance reviews.

3. Ensure all supervisors understand their roles to assist with dissemination of information to their team members as well as their team members' individual accountability for remaining informed.

4. Monitor best practices for conducting Town Hall meetings (e.g. pilot "Brown Bag Lunch with the President" Town Halls began in spring 2016) for effectiveness.

5. Continue seeking feedback from L3T leaders on communication channel best-practices, especially to ensure dissemination of important Board Policy changes and utilizing the monthly Board Book as an ongoing training tool.

6. Coordinate with all Standing Committee chairs/sponsors to bi-annually issue an email to "all" regarding College-wide committee achievements from prior year and goals/objectives for coming year.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: HLC High Priority Action Item - strategy development began in July 2016 on behalf of the Cabinet.

Strategy:	Institutional Review Board
Unit Objective:	Improve internal communication and collaboration.
Requestor(s):	Lynn Breer
Description: To determine the need and purpose of an Institutional Review Board at Lake Land College.	
Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	N/A
Mid-Year Progress Report: I have developed a small list of questions to be used to collect information from departments across the college. I have also begun developing a list of persons to talk with relating to these questions. I will begin to set up meetings with the list of people. I will also approach some group meetings for collecting information (i.e., student services team leaders, division chairs, etc.).	

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.	
Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target
Mid-Year Progress Report: From the period November 4, 2015 through June 30, 2016, the College president or senior executive to the president conducted 104 documented visits or discussions with the state's Governor and/or legislators (state and federal) of the College's district on issues impacting higher education. Thus, from the prior strategic planning reporting period through the end of FY 16, there were a combined total of 149 documented visits with the Governor and/or legislators. Discussions ranged from requesting adequate higher education funding to voting requests on numerous legislative bills relevant to Lake Land and community college procedures and policies. There were also numerous efforts to educate legislators on the educational services provided by the College for inmates of 17 of the state's correctional facilities. The goal was to have conducted at least 25 documents 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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: During the FY 2016 academic year, eight Lake Land employees participated in the Leadership Series Training. All eight participants reported the training was worthwhile and they utilize the skills they learned on a routine basis. Additionally, since the program was implemented in the FY 2015 academic year, Lake Land has now sponsored 18 employees to participate in the training. The expected outcomes for both categories were that at least 70% of the participants reported worth in participating and that at least 14 employees had completed the leadership series training by June 2016. However, due to the state budget impasse, this program will likely be suspended for the FY 2017 academic year.

Strategy:	Engage new hires in policy-related training on federal compliance policies that impact Title IX
Unit Objective:	Invest in staff training in areas of leadership development, quality improvement and customer service.
Requestor(s):	Dustha Wahls

Description: Provide training to all newly hired employees in their first three months of employment to engage them in knowledge, understanding, and their obligation under Title IX.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: HLC - high priority action item began May 2016

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

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Text messages, social media posts and personal e-mails are now common place to remind students of book return deadlines. At the end of the summer term the e-mail process was streamlined compared to what it had been. Students were also able to click on a link within the Laker Hub to see what books were rented in their names which is also a listing of what needs to be returned. Links within that take the student to the Bookstore website which lists options available to the student for returning their rentals. They are encouraged to utilize the extension centers, extended bookstore hours and/or to mail/ship them by the deadline date. Beginning fall 2016 students see the rental agreement document and must agree to it before they can access their booklists. They will also continue to receive verbal reminders at book pick up as well as a handout with the due date in gigantic print along with the terms of the rental agreement.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Eric and I have completed identifying the classes of equipment to complete proactive maintenance on. These are; Printers, Projectors, Speakers, Document Camera, DVD/VHS, Blue Ray. We have created spreadsheets for tracking the preventative maintenance and have begun tracking on those spreadsheets the preventive maintenance effective July 1, 2016.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Developed the attached ratios in conjunction with our auditors last year at the conclusion of the audit. Will continue to expand and refine these as we move forward.

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 (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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Committee will meet in the next 2 weeks to make plans to remove all inkjet type printers and agreed upon laser printers. We had met with the cabinet and several departments to gather input and needs before making final recommendations. It is our goal to complete the restructuring by October 1, 2016.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: This strategy is scheduled to be addressed in the 2016-2017 year.

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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: Enrollment data for our Math and Science division gateway courses piloted looking at BIO-100 for fall 2015. Data was obtained from XCO1 report. Twenty sections were offered: 13 Day, 3 Evening; 2 Hybrid; and 2 Web. A 14.75% attrition rate across all sections with the highest being day and evening classes. Web sections had only an 8% attrition rate. This data can be used as a baseline to determine student success rates from semester to semester. It also provides a historical base line for the number of course offerings per semester. This model can be applied across the divisional courses. However, more work needs to be done to efficiently scale these efforts across all the gateway 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.

Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	⬆ Meeting progress target

Mid-Year Progress Report: After some difficulties in getting our Spring survey implemented, we are reviewing the results of the survey and will be meeting as a staff to discuss findings and come up with strategies designed to address some of the feedback that we are receiving. While some of the feedback is beyond our ability to address financially at present (such as replacing seating in study areas with more comfortable chairs), there are requests and comments that I believe that we can address within the framework of our existing budget. The request for replacement of our existing seating will likely be submitted as a budgetary request for FY 2018 when that process begins in the Spring of 2017. Additionally, the results of the previous surveys were used in the FY 17 budget process to help refine how we were allocating money for developing our collection. Specifically, we reduced our planned expenditures in media and in print periodicals for FY 17; some of the money was reallocated to prioritize other resources with a higher priority to both students and to faculty/staff (most directly, to reduce the impact of operating budget cuts to database subscriptions). While the Faculty/Staff portion of our survey was delayed until Fall 2016, we believe this may be a blessing in disguise, allowing us to spend more time on the survey before sending it out for feedback. We are firmly committed to making this a continuing process that we can use to stay connected to our users and to allow them to have a voice in how we make resources and services available.

Strategy:	Program Accreditation and the Lake Land College Website
Unit Objective:	Improve decision-making processes through the collection and use of data.
Requestor(s):	Deborah Hutti

Description: The Higher Learning Commission peer reviewers noted that information about program accreditation needs to be more detailed and easily accessible on the Lake Land College website. The program information they discussed included (but was not limited to) the areas of automotive, nursing, physical therapy assistant, and dental hygiene. Lake Land College has several distinct programs that require and/or strongly suggest the pursuit and maintenance of external accreditation. The displaying of information about the external accreditation on the website allows students, faculty, staff, and district residents to understand the high level of quality expected throughout such programs at Lake Land College. Thus, it is of significant benefit to all to ensure that this type of information is readily available to individuals seeking to learn more about their program of interest.

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: A web project request has been submitted to create the appropriate changes to the website. Due to institutional transition, ownership will be assumed by the Professional Development and Assessment Facilitator.

Strategy:	Dental Hygiene program credits
Unit Objective:	Improve decision-making processes through the collection and use of data.
Requestor(s):	Karla Hardiek

Description: Review the high number of credits in the dental Hygiene program

Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	N/A

Mid-Year Progress Report: HLC action item- strategy development began July 2016. Deb Thomason is in the process of updating course descriptions with new credit hours to be presented to the LLC curriculum committee this fall.

Strategy:	Comprehensive Course Reviews
Unit Objective:	Improve decision-making processes through the collection and use of data.
Requestor(s):	Jon Althaus
Description: The Vice President for Academic Services will collaborate with division chairs to identify a comprehensive course review metric designed to evaluate effectiveness.	
Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	N/A
Mid-Year Progress Report: HLC action item - development began July 2016	

Strategy:	Enhanced Program Review Process
Unit Objective:	Improve decision-making processes through the collection and use of data.
Requestor(s):	Jon Althaus
Description: The vice president for academic services will collaborate with division chairs to identify a comprehensive program viability metric designed to evaluate program effectiveness.	
Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	N/A
Mid-Year Progress Report: HLC action item - development began 2016.	

Strategy:	High Credit Courses in Compressed Format
Unit Objective:	Improve decision-making processes through the collection and use of data.
Requestor(s):	Jon Althaus
Description: Academic Services will review implications of high credit courses operating in a condensed format, particularly as it impacts student success.	
Aug. 2016 Status Statement:	⬆ Meeting progress target
Nov. 2015 Status Statement:	N/A
Mid-Year Progress Report: HLC Action item - development began July 2016	

Strategy:	Measure the Number of Online Courses
Unit Objective:	Improve decision-making processes through the collection and use of data.
Requestor(s):	Jon Althaus
Description: Measure current number of online courses by each division and plan for a slight increase.	
Aug. 2016 Status Statement:	Meeting progress target
Nov. 2015 Status Statement:	N/A
Mid-Year Progress Report: HLC action item - development began July 2016	

Strategic Planning Process
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 as of July 1, 2016: The Committee is comprised of the following individuals:
Chair: Jean Anne Grunloh, Senior Executive to the President
Committee Assistant: Seirra Laughhunn, Administrative Assistant, President's Office

Members:
- (3) 1 member from each of the bargaining units as appointed by the unit's Executive Committee.
  o Michelle Gill (Para-professional)
  o Marge Conour (Custodial Association)
  o Gary Lindley (Faculty Association)
- (2) 1 support staff each from the student services and business services teams.
  o Tony Sharp (Business Services)
  o Lisa Shumard-Shelton (Student Services)
- (1) Career Tech faculty member
  o Angela Davison
- (1) Transfer faculty member
  o Dr. Dustin Heuerman
- (1) Division chair
  o Ike Nwosu
- (3) 1 leadership team member each from the academic services, student services and business services teams.
  o Ryan Orrick (Academic Services)
  o Emily Hartke (Student Services)
  o 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
W	Workforce Solutions and Community Education

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.

W.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 and W.1: Pursue new and innovative partnering opportunities.

W.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 and W.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.

Goal 3:   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.