Strategic Planning FY 2016-2018

Mid-Year Report to the Board of Trustees
March 15, 2017

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

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Update from the President:

We are pleased to present Lake Land College's fourth *FY 2016-2018 Strategic Plan Mid-Year Report* to the Board of Trustees and College community. Since the extensive visioning sessions with the College and district community were conducted in 2014, we have made significant progress in developing strategies to achieve three key goals: advance student success; fulfill evolving and emerging education and training needs; and commit to quality, access and affordability.

To date, we are meeting expected outcomes or have realized achievement for 86 percent of our 107 strategies. The remaining 14 percent have been placed on hold (10 percent), abandoned (two percent), or not meeting progress targets (two percent) - largely due to the state budget impasse and resulting lack of funds available for various strategic initiatives. In this report, we provide historical progress statements and brief narratives for each of the 107 initiatives, numerous performance dashboards, and updated data for our College-level key performance indicators (KPIs). As part of our commitment to demonstrate personal and institutional accountably through data-driven decision making, we will continue to update the KPIs as data becomes available and closely monitor the KPIs for the overall success of the strategic plan. Additionally, we will continue to utilize the planning process to actively track and record progress on seventeen high-priority action items identified by the Higher Learning Commission during the College's successful 2015 HLC Reaccreditation Review.

Although we are in the midst of the current planning phase, now is the time to begin setting the stage for the next three-year cycle (FY 2019-2021). Our college-level goals and objectives, which will remain unchanged into the next planning cycle, will enable us to build on our efforts over the long-term. In planning for the next cycle we will be engaging various students, faculty, staff and the Board of Trustees through internal envisioning sessions to collect ideas for developing the College's key strategies for advancing student success into the future.

Thank you to the College community for embracing the planning process and demonstrating a willingness to engage in innovative approaches to enhancing student success. We look forward to vast and continued collaborations with the College and district communities for the betterment of the students and communities we serve.

Dr. Josh Bullock, President

Metric	Baseline	FY2016		FY2017		FY2018		3 YR goal	NOTES	Data Source
		Goal	Outcome	Goal	Outcome	Goal	Outcome			
Lake Land College Strategic Plan College Level KPIs 2016-2018										
Goal 1: Advance Student Success										
CCSSE Benchmarks	Spring 2013	Spring 2016		Spring 2017				> 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		Fall 2016	> 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		3,452			
Fall to Spring										
Enrolled	69.20%		73.00%		77.80%		72.8%			
Completed (fall)	5.60%		6.80%		5.70%		4.2%			
Transferred	1.10%		4.00%		5.20%		3.5%			
Total Success Fall to Spring	75.6%	76.9%	78.90%	78.1%	84.00%	79.4%	78.4%			
Fall to Fall										
Enrolled	41.10%		42.40%		45.90%					
Completed (fall, spring, summer)	27.90%		20.50%		31.50%					
Transferred	11.90%		19.30%		19.20%					
Total Success Fall to Fall	67.8%	68.9%	68.50%	70.1%	77.40%	71.2%				
Persistence for Degree Seekers (excludes DOC)	FY2014		FY2015		FY2016		FY2017	> 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

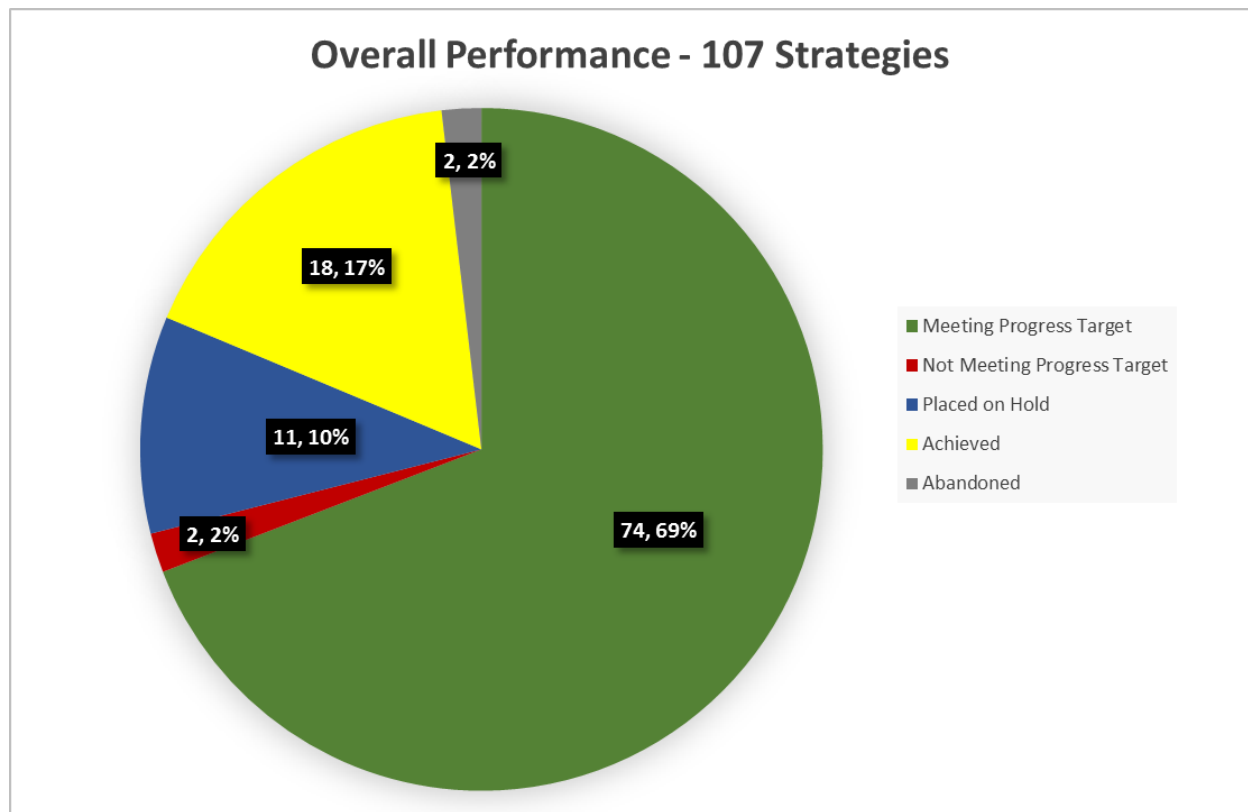| Goal 2: Fulfill evolving and emerging education and training needs										
		FY2016		FY2017		FY2018				
Metric	Baseline	Goal	Outcome	Goal	Outcome	Goal	Outcome	3 YR Goal	NOTES	Data Source
FTE Growth for All Students[3]	FY2015		FY2016		FY2017			> 1%	FY16 FTE based on end of term reports data not available 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	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		FY2016		FY2017				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 Numbers related to cohort graduates within 200% time reporesent Associate Degree participants. Students receiving Certificates only are not included in the totals and percentages.
Total graduates	1,211		1,070		975					
Number of Transfer Program Grads	404		389		311					
Percent that Transfer	66%	67.2%	66.3%	68.3%	67.8%	69.4%				
Number of Career/Tech Program Grads	807		681		664					
Percent of Career/Tech that Transfer	16%	16.7%	11.6%	16.9%	16.9%	17.2%				
Cohort Graduates Transfer and Graduate within 200% after leaving LLC (excludes DOC)	FY2011 Grads		FY2012 Grads		FY2013 Grads		FY2014 Grads			
Total Graduates	930		944		882		843			
Total graduates with transfer degree	334		330		318		404			
Percent of graduates with transfer degree	36%		35.0%		36.1%		47.9%			
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 associate degree	596		614		564		439			
Percent of graduates with CTE degree	64.1%		65.0%		63.9%		52.1%			
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%							

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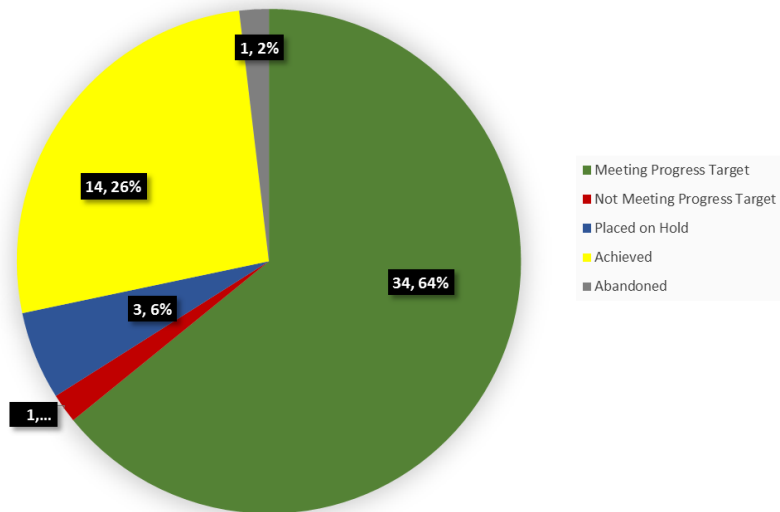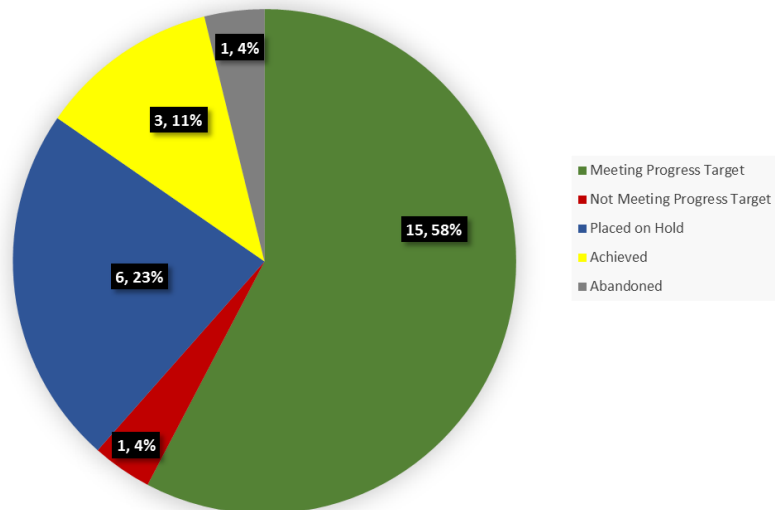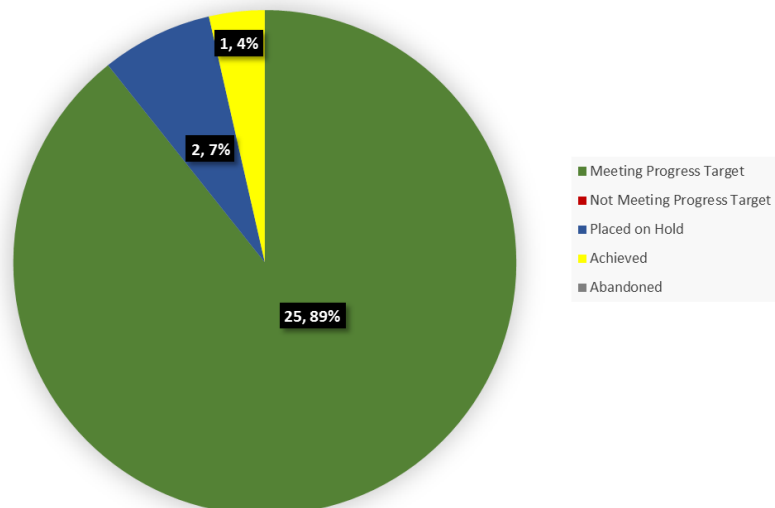2/2/2017

Goal 3: Commit to quality, access, and affordability										
Metric	Baseline	FY2016		FY2017		FY2018		3 YR Goal	NOTES	Data Source
		Goal	Outcome	Goal	Outcome	Goal	Outcome			
Tuition and Fees	FY2015		FY2016		FY2017		FY2018	Bottom quartile		ICCB (less book rental fees $11.30 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		FY2018	<=Rate of Inflation	As of 12/01/16 rate of inflation is 1% and will be updated at the end of the year.	see footnote
Inflation[1]	1.6%		0.0%		1.3%					
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		Fall 2017			
% 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%	3.45%	3.44%		3.50%		IR Enrollment Report & Census
Cost/FTE	FY2014		FY2015		FY2016		FY2017	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 (Funds 1 & 2 Less DOC[2)*]	$41,504,769		$44,001,440		$37,234,516					
Audited Operations SURS Contribution pass through	$8,711,368		$10,090,935		$11,679,457					
Total Audited Operations Revenue Less SURS Pass Through	$32,793,401		$33,910,505		$25,555,059					
Annual FTE Less DOC	5,187.0		4,580.0		4,364.0					
Cost/FTE[2*]	$6,322.23		$7,404.04		$5,855.88					
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

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2/2/2017

Overall Performance - 107 Strategies

Legend:
- Meeting Progress Target
- Not Meeting Progress Target
- Placed on Hold
- Achieved
- Abandoned

Pie chart values:
- 74, 69%
- 18, 17%
- 11, 10%
- 2, 2%
- 2, 2%

107 Total Strategies:

- 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

Legend:
- Meeting Progress Target
- Not Meeting Progress Target
- Placed on Hold
- Achieved
- Abandoned

Data labels: 1, 2%; 14, 26%; 3, 6%; 1,...; 34, 64%

Education and Training Needs - 26 Strategies

Legend:
- Meeting Progress Target
- Not Meeting Progress Target
- Placed on Hold
- Achieved
- Abandoned

Data labels: 1, 4%; 3, 11%; 6, 23%; 1, 4%; 15, 58%

Quality, Access, and Affordability - 28 Strategies

Legend:
- Meeting Progress Target
- Not Meeting Progress Target
- Placed on Hold
- Achieved
- Abandoned

Data labels: 1, 4%; 2, 7%; 25, 89%

Performance Overview by College's Three Goals and Nine Objectives

COLLEGE GOAL / OBJECTIVE	# of strategies	Meeting progress target	Not meeting progress target	Placed on hold	Achieved	Abandoned
Advance student success	**53**	**34**	**1**	**3**	**14**	**1**
Foster a holistic student experience through academic and social integration.	14	8	0	0	6	0
Ensure a student-centered culture through excellent teaching and exceptional service.	9	8	0	0	1	0
Improve retention, persistence and completion.	30	18	1	3	7	1
Fulfill evolving and emerging education and training needs	**26**	**15**	**1**	**6**	**3**	**1**
Partner with community, business, and education.	17	9	1	4	2	1
Align programs, services and delivery methods.	5	4	0	1	0	0
Expand transfer options and career pathways.	4	2	0	1	1	0
Commit to quality, access and affordability	**28**	**25**	**0**	**2**	**1**	**0**
Innovate for advancement.	3	3	0	0	0	0
Invest strategically in personnel, facilities and equipment.	12	10	0	1	1	0
Demonstrate personal and institutional accountability through data-driven decision making.	13	12	0	1	0	0
TOTALS	**107**	**74**	**2**	**11**	**18**	**2**

Unit Objectives for Goal "Advance Student Success"

COLLEGE OBJECTIVE	UNIT OBJECTIVE	No. of STRATEGIES	MID-YEAR REPORT PAGE(S)
Foster a holistic student experience through academic and social integration.		**14**	**29-38**
	Improve the experience of students through quality teaching and learning.	5	
	Implement new branding and marketing strategies to further student engagement.	9	
Ensure a student-centered culture through excellent teaching and exceptional service.		**9**	**23-28**
	Improve the experience of students through quality teaching and learning.	6	
	Improve campus way finding.	1	
	Collaborate with community agencies to provide support for students beyond college services.	2	
Improve retention, persistence and completion.		**30**	**39-60**
	Improve retention, persistence, and completion.	13	
	Meet WIA performance rates for employment, retention and earnings.	1	
	Promote completion in 100% time.	6	
	Decrease student withdrawals.	10	

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

COLLEGE OBJECTIVE	UNIT OBJECTIVE	No. of STRATEGIES	MID-YEAR REPORT PAGE(S)
Innovate for advancement.		**3**	**70-73**
	Seek innovative funding sources.	1	
	Increase institutional readiness for a capital campaign to raise financial resources in support of the student learning experience.	1	
	Implement Customer Relations Management software to provide quality communication with potential students and applicants.	1	
Invest strategically in personnel, facilities and equipment.		**12**	**74-82**
	Provide a safe work environment.	4	
	Provide exceptional service to support technology needs to ensure a student-centered culture.	1	
	Develop and manage a five-year budget plan tied to the strategic plan.	1	
	Improve internal communication and collaboration.	3	
	Work with area leaders and legislators to ensure strategic capital and operational funding needs are met.	1	
	Invest in staff training in areas of leadership development, quality improvement and customer service.	2	
Demonstrate personal and institutional accountability through data-driven decision making.		**13**	**61-69**
	Improve decision-making processes through the collection and use of data.	8	
	Improve text book rental experience for students.	1	
	Maintain technology quality and availability across campus.	1	
	Develop and monitor financial metric to manage costs.	1	
	Mitigate the cost of print services.	1	
	Create a standard format for evaluating success of student services initiatives.	1	

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**	**90-102**
	Pursue new and innovative partnering opportunities.	2	
	Increase WIA partnerships with community, business and education.	1	
	Actively engage local leaders and legislators in the support of new and existing partnerships.	1	
	Collaborate with high schools to help students successfully transition to the College.	3	
	Pursue new and innovative ways to inform nontraditional students about Lake Land College.	10	
Align programs, services and delivery methods.		**5**	**83-86**
	Provide student-centered course scheduling and delivery options.	1	
	Implement models to respond to non-traditional educational opportunities.	2	
	Develop student-centered solutions for class planning.	2	
Expand transfer options and career pathways.		**4**	**87-89**
	Create new and innovative transfer opportunities.	1	
	Assist students with transfer and career pathway options.	3	

 Meeting progress target

 Not meeting progress target

 Project placed on hold

 Achieved - strategy development complete

 Abandoned

* Denotes a strategy to address an action item recommended by the Higher Learning Commission (HLC) from the College's successful 2015 HLC Reaccreditation Review.

Academic Services

Focus Strategy	HLC	Status	Page	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		⬆ (green)		Advance student success	Allen Drake
Pre-Veterinary Medicine Boot Camp		⬆ (yellow)		Advance student success	Ryan Wildman
Renewal of Plagiarism Detection Software (Turnitin)		⬆ (yellow)		Advance student success	Stephen Garren
Instructor's Round Table for ENG120		⬆ (green)		Advance student success	Casey Reynolds
Business and Computer Contest		⬆ (yellow)		Fulfill evolving and emerging education and training needs	Kathy Black
CNC Machine Tools for Computer Integrated Manufacturing Program (CIM)		⬆ (green)		Fulfill evolving and emerging education and training needs	Joseph Tillman
Douglas County Public Health Rotation		⬆ (green)		Fulfill evolving and emerging education and training needs	Deborah Thomason
Machine Tools for Introductory Machine Tool Technology (MTT) Classes		⬆ (blue)		Fulfill evolving and emerging education and training needs	Joseph Tillman
Potential Employers in Horticulture Industry of SOE (internship) and Employment Opportunities		⬆ (blue)		Fulfill evolving and emerging education and training needs	Dyke Barkley
Lake Land College Faculty Academy		⬆ (blue)		Fulfill evolving and emerging education and training needs	Stephen Garren
Creation of 2+2 Agreement with SIU-C College of Agricultural Sciences		⬆ (yellow)		Fulfill evolving and emerging education and training needs	Jon Althaus
Use Assessment Data to Boost Donations		⬆ (green)		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
Alumni of Lake Land College Show-pig Sale		⬆		Advance student success	Samuel Orrick
HLC Online Learning Action Statements	*	⬆		Advance student success	Stephen Garren
DACUM Facilitator Training		⬆		Fulfill evolving and emerging education and training needs	Lisa Madlem
Program Accreditation and the Lake Land College Website	*	⬆		Commit to quality, access and affordability	Jon Althaus
Dental Hygiene program credits	*	⬆		Commit to quality, access and affordability	Karla Hardiek
Comprehensive Course Reviews	*	⬆		Commit to quality, access and affordability	Jon Althaus
Enhanced Program Review Process	*	⬆		Commit to quality, access and affordability	Jon Althaus
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	HLC	Status	Page	Goal	Lead Requestor
Implement Way Finding System of Signs and Other Visual Devices for the College		⬆		Advance student success	Bryan Gleckler
On-Going Safety Training at DOCs		⬆		Commit to quality, access and affordability	Dustha Wahls
Formalize Job Orientation in Physical Plant and Print Shop		⬆		Commit to quality, access and affordability	Dustha Wahls
Reevaluate Safety Committee Usage		⬆		Commit to quality, access and affordability	Dustha Wahls
Safe College Training		⬆		Commit to quality, access and affordability	Dustha Wahls
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 Five-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	HLC	Status	Page	Goal	Lead Requestor
Why Do Students Withdraw From All Courses		⬆ (green)		Advance student success	Mary Breer
"Community Connections" Portal via the Office of the President's Webpage		⬆ (blue)		Fulfill evolving and emerging education and training needs	Jean Anne Grunloh
Employer Survey		⬆ (green)		Fulfill evolving and emerging education and training needs	Mary Breer
Analyze and Implement Enhancements to Annual Giving Program		⬆ (green)		Commit to quality, access and affordability	Jacqueline Joines
Redesign College-wide Committee Structure	*	⬆ (green)		Commit to quality, access and affordability	Josh Bullock
Enhance Relations with Legislators and His/her Aids to Gain Optimal Legislative Support for Funding and Policy Needs		⬆ (green)		Commit to quality, access and affordability	Jean Anne Grunloh
Leadership Series Training Offered by CBI to Lake Land Employees		⬆ (blue)		Commit to quality, access and affordability	Jean Anne Grunloh
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).	*	⬆ (green)		Commit to quality, access and affordability	Jean Anne Grunloh
Institutional Review Board	*	⬆ (yellow)		Commit to quality, access and affordability	Mary Breer

Student Services Unit

Focus Strategy	HLC	Status	Page	Goal	Lead Requestor
Provide Quality Leadership Training Opportunities to Students		⬆ (green)		Advance student success	Valerie Lynch
Expand Volunteerism Program to Better Meet the Needs of the Students and the Communities Served		⬆ (green)		Advance student success	Valerie Lynch
Implement Intermediate Wayfinding Solutions		⬆ (yellow)		Advance student success	Kelly Allee
Introduce and Integrate New Laker Mascot into Campus and Community Events		⬆ (yellow)		Advance student success	Lisa Shumard-Shelton
Sharing Student Success Stories		⬆ (green)		Advance student success	Martina Stovall
Consistently Implement New Lake Land College Brand in All Communications		⬆ (yellow)		Advance student success	Martina Stovall
Walking Billboards: Building Branding Awareness through T-shirts		⬆ (green)		Advance student success	Lisa Shumard-Shelton
Update College Website		⬆ (yellow)		Advance student success	Martina Stovall
Create Standard Informational Packets for Potential and Admitted Students		⬆ (yellow)		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		🟢		Advance student success	Krista Burrell
Ensure Appropriateness and Usefulness of Information Presented to New Student During Orientation		🟢		Advance student success	Heather Nohren
Implement a "Full Time Is" Campaign		🟢		Advance student success	Martina Stovall
Implement Advising-Focused Staff Development		🟡		Advance student success	Krista Burrell
Encourage Early Transcript Evaluations for Students		🔴		Advance student success	Jon Van Dyke
Decrease Withdrawals of Student Athletes		🟡		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		⬆️ (yellow)		Fulfill evolving and emerging education and training needs	Kelly Allee
Increase Information Sharing Between the Office of Student Accommodations and High School Students		⬆️ (gray)		Fulfill evolving and emerging education and training needs	Andrew Gaines
Develop Career Pathway Models to be Used by Others in LLC		⬆️ (red)		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)		⬆		Fulfill evolving and emerging education and training needs	Emily Hartke
Implement CRM Software		⬆		Commit to quality, access and affordability	Jon Van Dyke
Assessment Model for Student Services Programs		⬆		Commit to quality, access and affordability	Martina Stovall
Promotional Materials-Advisement		⬆		Advance student success	Krista Burrell
Adult Week 2017		⬆		Advance student success	Lisa Shumard-Shelton
One Stop Community Christmas		⬆		Advance student success	Christine Strohl
Laker Louie! Enhancement of Laker mascot at events		⬆		Advance student success	Lisa Shumard-Shelton
Course Pre-Requisite Checking	*	⬆		Advance student success	Martina Stovall
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

Workforce Solutions & Community Education

Focus Strategy	HLC	Status	Page	Goal	Lead Requestor
Measure WIOA Performance Outcomes		⬆		Advance student success	Gerry Schlechte
Track WIOA Community, Business, Education Partnerships and Contacts		⬆		Fulfill evolving and emerging education and training needs	Gerry Schlechte
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

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

Strategy:	Formalize Curriculum and Assessment
Unit Objective:	Improve the experience of students through quality teaching and learning.
Requestor(s):	Tina Moore

Description: Career Services works diligently to collaborate with faculty across the college and develop specific, specialized curriculum to meet the needs of students and graduates in multiple industries. This strategy is designed to formalize the curriculum through documented learning outcomes and processes and formalize the assessment process to ensure the desired outcomes are being met.

Status Statement:	02/16/2017 ⬆ Meeting progress target 08/22/2016 ⬆ Meeting progress target 11/18/2015 ⬆ Meeting progress target

Mid-Year Progress Report: Assessment tools are being implemented this semester.

Strategy:	Dental Hygiene Enrichment Labs
Unit Objective:	Improve the experience of students through quality teaching and learning.
Requestor(s):	Deborah Thomason

Description: Provide additional, faculty supported, learning opportunities for Dental Hygiene students outside of the classroom. Students needing one on one assistance/remediation will be offered access to additional skill development/learning opportunities from part time faculty. Two to three hours per week will be scheduled as open labs.

Status Statement:	01/18/2017 ⬆ Meeting progress target 08/01/2016 ⬆ Meeting progress target

	11/23/2015 ⬆ Meeting progress target

Mid-Year Progress Report: The college was able to continue with our strategy. We had a large number of students that sought out extra instruction for their courses. Without this plan, we would have been unable to address the need. We received positive response from the students and improved student performance.

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

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

Status Statement:	02/08/2017 ⬆ Meeting progress target 08/08/2016 ⬆ Meeting progress target 11/16/2015 ⬆ Meeting progress target

Mid-Year Progress Report: The Honors Experience was initially implemented during the 2016-2017 academic year. The program has enhanced coordination between the three pillars of the honors program: Phi Theta Kappa and the new Presidential Scholars. With staff changes, both the Director of Honors and Honors Faculty Advisor are new in their position this year. Efforts are underway to bring more consistency across the three pillars and to engage more students in meaningful honors experiences.

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: Research current similar, available installations. Investigate the cost and feasibility. Involve above groups/people to determine if project requires a consultant/Bid process. Develop concept. Field test. Implement.

Status Statement:	02/22/2017 ⬆ Meeting progress target 08/22/2016 ⬆ Meeting progress target 11/17/2015 ⬆ Project placed on hold

Mid-Year Progress Report: Installed roadway signs around campus with Board approved roadway names: "College Lane", "Athletic Avenue", "Cemetery Road", "Student Center Drive", "Agriculture Avenue", "North Progress Parkway", "South Progress Parkway". 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).

Status Statement:	02/08/2017 ⬆ Meeting progress target 08/08/2016 ⬆ Meeting progress target 11/23/2015 ⬆ Meeting progress target

Mid-Year Progress Report: This year, we have focused on expanding partnerships with SACIS and the community-wide sexual assault prevention task force. A meeting of the task force during the fall semester provided an excellent opportunity to identify opportunities for collaboration between the college, local law enforcement, SACIS, and the state's attorney office. SACIS continues to be an outstanding resource for student training and student support.

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

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

Status Statement:	08/08/2016 ⬆ Achieved - strategy development complete 11/25/2015 ⬆ 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.

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

Status Statement:	02/17/2017 ⬆ Meeting progress target 08/24/2016 ⬆ Meeting progress target 08/24/2016 ⬆ Meeting progress target

Mid-Year Progress Report: A Online-Quality Task Force comprised of College faculty and online learning support personnel is being formed by the Vice-President for Academic Services. The task force will be charged with developing a consistent structure for online course program design and delivery, investigating the benefit of the development of master course shells and a master course list, creating a training model for new faculty to the delivery mode, and quality assurances to guide online course development.

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.

Status Statement:	02/08/2017 ⬆ Meeting progress target 08/08/2016 ⬆ Meeting progress target

Mid-Year Progress Report: To be implemented this 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.

Status Statement:	02/07/2017 ⬆ Meeting progress target 08/15/2016 ⬆ Meeting progress target

Mid-Year Progress Report: Academic Services continues to stress the importance of a consistent structure for course syllabi in an attempt to guarantee that each student has a sound educational experience.

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

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

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

Status Statement:	02/09/2017 ⬆ Meeting progress target 08/07/2016 ⬆ Meeting progress target 11/24/2015 ⬆ Meeting progress target

Mid-Year Progress Report: Student Life has continued with the monthly Leadership Workshops offered to the student body. These workshops have continued the same pattern of attendance (normally less than 20 per session). We are applying for a grant to be able to offer a Leadership Program through the National Society for Leadership and Success to hopefully be piloted in fall of 2017. The programming offered through NSLS is designed to aid with the following barriers to successful leadership programming we have experienced here at Lake Land: -Should reduce time spent on programming logistics and preparation with a minimal Student Life Staff. -Should create opportunity for student recognition beyond their grade point average. -Will offer quality programming on a limited budget. -Will offer a step-by-step curriculum that is based on best practices in higher education leadership and student development. In the event that the grant funding is not awarded, Student Life staff will work on further ideas to improve the existing leadership programming offered.

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

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

Status Statement:	02/09/2017 ⬆ Meeting progress target 08/07/2016 ⬆ Meeting progress target 11/24/2015 ⬆ Meeting progress target

Mid-Year Progress Report: Student Life has continued to provide opportunities for students to volunteer and receive credit on their transcripts. We had a Work and Learn student researching ways to "package" volunteer opportunities. We were able to do that with Special Olympics which was held in the Fall. With the departure of the Work and Learn student, Student Life staff has continued to make progress in this area. We are hoping to be able to provide more packaged volunteer opportunities by fall 2017.

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.

Status Statement:	01/30/2017 ⬆ Achieved - strategy development complete 08/16/2016 ⬆ Meeting progress target 08/16/2016 ⬆ Meeting progress target

Mid-Year Progress Report: Utilizing the LRC for the beginning of book pick-up in the fall and spring semesters has allowed for the students to have more space, access to computers and printers, ask questions of Perkins, Accounting, Trio, ISS, Work & Learn, bookstore and Library staff. Students can get their Lake Land student ID card, their library card, reset their Laker Hub passwords, pay their bills, surf the internet, get a snack or browse the LRC's many items. The central location makes it ideal if the student does need to visit another office on campus. Each semester departments are all invited to participate with having a table with information and/or staff present. The needs of the student will continue to be first priority when setting up this area for the beginning of the process but at this time the goal has been met to establish this location as the base and it has been a major step in the right direction.

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

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

Status Statement:	02/15/2017 ⬆ Achieved – strategy development complete 08/16/2016 ⬆ Meeting progress target (re-initiated strategy) 11/04/2015 ⬆ Achieved - strategy development complete

Mid-Year Progress Report: Marketing & Public Relations and Business Services are finalizing a comprehensive campus map to be distributed online as well as in printed form as needed. This new map includes the identification of the College's new road names. We recently updated the maps page on the College's website to include user

friendly links to campus locations. Overall, we have done what we can to assist students and visitors to campus while we await a statewide budget to do a comprehensive Wayfinding initiative.

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

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

Status Statement:	08/02/2016 ⬆️ Achieved - strategy development complete 11/24/2015 ⬆️ 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.

Status Statement:	02/08/2017 ⬆ Meeting progress target 08/08/2016 ⬆ Meeting progress target 11/16/2015 ⬆ Meeting progress target

Mid-Year Progress Report: The plan is to create an online form where any individual can submit recognition of the success of a current student. We have been holding until after completion of the website conversion and update. Now that that process is ending, a project request will be submitted to begin this project.

Strategy:	Consistently Implement New Lake Land College Brand in All Communications
Unit Objective:	Implement new branding and marketing strategies to further student engagement.
Requestor(s):	Tina Stovall

Description: All SSLT leaders will work with staff from Marketing and Publications to update all marketing and communications pieces to consistently represent the Lake Land College brand.

Status Statement:	08/08/2016 ⬆ Achieved - strategy development complete

Mid-Year Progress Report: The Student Services Leadership Team in on target for meeting the goal to have all printed and online promotional materials and communication pieces updated according to the college's new branding standards by July 1, 2016. Major initiatives in this area include implementation of the college's new website and implementation of the Customer Relations Management Software.

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

Description: Who: Admissions staff. Lake Land College employees have access to t-shirts for recruitment purposes. What is the plan: As part of an outreach campaign and

coordinated recruiting effort, the college 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.

Status Statement:	02/08/2017 ⬆ Meeting progress target 08/03/2016 ⬆ Meeting progress target 11/17/2015 ⬆ Meeting progress target

Mid-Year Progress Report: The Lake Land College shirts continue to grow in popularity. We have seen an increase in the amount of requests for the shirts to be used for recruitment purposes. Along with use of the shirts at Career Day and Laker Visit Day, we have been able to provide shirts for around 10 other smaller high school groups that have attended campus events, such as Livestock Judging events, the high school Leadership Conference, and group high school tours. We also are providing the shirts for the students in attendance at College Day at Kluthe.

Strategy:	Update College Website
Unit Objective:	Implement new branding and marketing strategies to further student engagement.
Requestor(s):	Tina Stovall

Description: MPR and ISS staff will work with consultant, SEM Geeks, to update college website utilizing a new content management system.

Status Statement:	08/08/2016 ⬆ Achieved - strategy development complete 11/16/2015 ⬆ 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.

Status Statement:	02/08/2017 ⬆ Achieved - strategy development complete 08/03/2016 ⬆ Meeting progress target 11/04/2015 ⬆ Meeting progress target

Mid-Year Progress Report: A new welcome packet was implemented via a joint effort of MPR and Admissions & Records. The new packet includes new brochures based on the student's status (e.g. degree seeking, non-degree, readmit, dual credit, special admission); a Laker Louie window adhesive; a welcome letter; and a Sync Your Mail business card to assist students in logging into the Laker Hub and email. This concept was implemented in the fall along with the new CRM system. A strategic mailing system has been created using a combination of printed materials and emails via the CRM system to communicate on a regular basis with students who have applied, but

not yet registered. An email marketing campaign has been created to reach out to students who we have information for, but have not yet submitted an intent to enroll.

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.

Status Statement:	01/31/2017 ⬆ Meeting progress target 08/22/2016 ⬆ Meeting progress target

Mid-Year Progress Report: The first sale is currently being marketed and is slated to take place on March 1, 2017.

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.

Status Statement:	02/09/2017 ⬆ Meeting progress target 08/03/2016 ⬆ Meeting progress target

Mid-Year Progress Report: Louie has been making appearances throughout 2016-2017 year. Currently, we are working on phase one of this request's timeline: 1. Finalize procedure manual guidelines for Laker Louie which preserves the integrity of Louie while increasing exposure Due to the current budget situation, the #2 timeline will likely be updated. Fortunately, we are finding ways to navigate this request without using additional funds.

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.

Status Statement:	02/08/2017 ⬆ Meeting progress target 08/08/2016 ⬆ Meeting progress target

Mid-Year Progress Report: Inclusion and Diversity Education Task Force is working to develop training regarding First Amendment Rights and Freedom of Information

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.

Status Statement:	02/07/2017 ⬆ Meeting progress target 08/15/2016 ⬆ Meeting progress target

Mid-Year Progress Report: The Director of Dual Credit has scheduled a conference between Lake Land faculty and high school dual credit instructors to articulate course content of classes offered. This meeting will take place in March 2018.

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.	
Status Statement:	01/30/2017 ⬆ Meeting progress target 07/26/2016 ⬆ Not meeting progress target 11/20/2015 ⬆ Not meeting progress target
Mid-Year Progress Report: Many of the programmatic supports for Adult Education students were resumed this past fall with the passage of the stop-gap budget. We saw the return of the careers class, WIOA staff continued to stop by our respective classrooms, the Director of Community Outreach continued her visits and recommended support services to the students and classrooms. We hope to continue those uninterrupted into the spring semester as the absence of a state budget still looms. We are still working through the new WIOA and would expect enhanced tracking of these students to help us better track students after they leave our programming in FY18.	

Strategy:	Create a Dedicated Math & Science Learning Lab for the Math & Science Division
Unit Objective:	Improve retention, persistence, and completion.
Requestor(s):	Ike Nwosu
Description: The division will create a math and science lab dedicated to helping students of the math and science division.	
Status Statement:	02/08/2017 ⬆ Project placed on hold 08/05/2016 ⬆ Project placed on hold

11/25/2015 ⬆ Not meeting progress target

11/25/2015 ⬆ Not meeting progress target

Mid-Year Progress Report: The travel freeze is still in place so our planned bench marking trips to other institutions is still on hold. Survey instrument was complied. Statistics include: 668 students taking math or science classes were surveyed, 607 students knew they could request a tutor, and 163 students currently use the learning center (representing 24%). Additionally, 157 students reported they would use it again or recommend the learning center.

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 and recommend necessary changes and improvements to create a streamlined, relevant and efficient scheduling process that keeps students' needs as the priority.

Status Statement:

02/07/2017 ⬆ Meeting progress target

08/16/2016 ⬆ Meeting progress target

11/23/2015 ⬆ Meeting progress target

Mid-Year Progress Report: The scheduling task force continues to provide recommendations and oversight to the scheduling process. In collaboration with Division Chairs, the task force's recommendations have increased course utilization and significantly decreased the number of courses and students impacted by cancellation.

Strategy:	Finish What You Started Campaign
Unit Objective:	Improve retention, persistence, and completion.
Requestor(s):	Kathy Black

Description: Every two years, our division plans to request a database of business majors who have started, but not finished, degrees and certificates and actively market to them to complete their degrees/certificates.

Status Statement:	11/04/2015 ⬆ Achieved - strategy development complete

Mid-Year Progress Report: 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 buy-in to the process on what is best for students.

Status Statement:	02/09/2017 ⬆ Meeting progress target 08/03/2016 ⬆ Not meeting progress target 11/12/2015 ⬆ Meeting progress target

Mid-Year Progress Report: This past year, with the recommendations of the Scheduling Task Force, suggestions for schedule building were implemented. Since this is the first time the new method is being used, no data is available at this time. Some issues have arisen with the new system, however, those are in the process of being addressed. The data from this will be reviewed at the end of the Spring term. Additional methods will be adopted for the next schedule building period.

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

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

Status Statement:	02/01/2017 ⬆ Meeting progress target 08/19/2016 ⬆ Meeting progress target 11/05/2015 ⬆ Meeting progress target

Mid-Year Progress Report: During the last year the John Deere Tech instructors have spent more time talking to John Deere dealership employees about our students' performance during their SOE periods and receiving feedback on how to improve teaching methods. We have also sent out newsletters to both dealerships and the John Deere field team about our progress and content of classes. The newsletters have been well received and we plan on continuing this practice. We feel that more contact with both of the above groups will help with both student retention and student recruiting.

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 LLC students who have selected AS.PVET as their major. It will include information about the academic rigor and expectations for success in this course of study, career planning guidance, and speakers from the UIUC College of Veterinary Medicine and local veterinarians. Students will also be provided with alternative majors and career paths related to their interest in animals.

Status Statement:	01/31/2017 ⬆ Achieved - strategy development complete 07/25/2016 ⬆ Meeting progress target 11/13/2015 ⬆ Meeting progress target

Mid-Year Progress Report: The "Pre-Vet PREP" program was held on October 17, 2016. While the original plans were modified in conducting the activity, due to time constraints and budget, the overall mission of the program held true to the initial implementation plan. In conducting the activity, approximately three weeks prior to the event, invitations were sent out to all Pre-Veterinary Science advisees via the Lake Land College e-mail system. As students were making their responses, plans were finalized with guest presenters and workshop information was compiled. A follow-up phone call was made to those attendees who failed to respond via the e-mail system. From a data perspective, there were 22 Pre-Veterinary Science majors at the beginning of the Fall 2016 semester; of those 22 students, 14 students were in attendance at the workshop. Instead of having a day-long event, the program was modified to an abbreviated format, in which the goals were achieved within a two-hour presentation. This modification was made in order to encourage attendance and accommodate busy schedules for both students and presenters. During the program, attendees received informational materials and participated in a presentation conducted by representatives from the University of Illinois. After a question and answer session, attendees then participated in a session provided by local Veterinarian (and Lake Land College graduate), Dr. Wes Keller. Dr. Keller spoke on the expectations both while in college and as a professional after graduation. While this too was a change from the original plan of having a panel-type discussion, I feel that by having one individual work with students, they were less intimidated and more willing to ask questions. From the 14 who attended the workshop, 12 have continued on within the major, while two have chosen other majors. While some may view these two changes as a negative event, they may be viewed positively as well, as those students hopefully changed to majors in which they will be more successful long term. I plan to update progress data for the Pre-Vet major during each semester to evaluate program effectiveness and decide whether or not to potentially continue the program in the future.

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

Description: In August 2014, Turnitin (plagiarism detection Software Company utilized by the College) contacted the Center for Technology and Professional Development and indicated the College would not be able to purchase a departmental license and would now have to purchase a campus license based on the College's FTE according to the National Center for Education Statistics (http://nces.ed.gov/ipeds/datacenter!). The license increased from $6,590 to S 10,315 (57%). After speaking with Lee Spaniol, Director of Information Systems and Services and with the Fall 2014 semester beginning, it was decided to pay the renewal fee for this academic year. A task force was created to determine if the cost of the software compared to the utilization of the software by Lake Land faculty warrants a campus license from Turnitin or if alternative plagiarism software at a lower cost could be found. 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.
Status Statement:	07/28/2016 ⬆ Achieved - strategy development complete 11/04/2015 ⬆ 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.

Status Statement:	02/07/2017 ⬆ Meeting progress target 07/26/2016 ⬆ Meeting progress target 11/13/2015 ⬆ Meeting progress target
Mid-Year Progress Report: Although we did not meet as a group last semester, I met with individual instructors to work on one of our projects; we are designing a common assessment tool. This semester, I expect we will meet to finalize, or at least significantly advance, the assessment tool for implementation. Not necessarily tied to our work, there has been a push to co-requisite the ENG-007 and ENG-120 courses. I am not sure what bearing this will have to our project.	

Strategy:	Measure WIOA Performance Outcomes
Unit Objective:	Meet WIA performance rates for employment, retention and earnings.
Requestor(s):	Gerry Schlechte

Description: Who: Workforce Investment, CEFS. What: Gather data - Publish Key Metrics and Performance Management reports.

Status Statement:	02/03/2017 ⬆ Meeting progress target 08/02/2016 ⬆ Meeting progress target 11/23/2015 ⬆ 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). Through December 2016, LWIA 23 is meeting three goals and exceeded the remaining six. 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.

Status Statement:	02/10/2017 ⬆ Meeting progress target 08/08/2016 ⬆ Meeting progress target 11/25/2015 ⬆ Meeting progress target

Mid-Year Progress Report: The TRiO DC team has been bringing students to Laker Visit Day, connecting them with services on campus and providing support. Our new campus location has aided in our visibility and for services to our students. We plan to continue to develop the summer bridge program in conjunction with TRiO SSS and other Student Services Departments. Again, our campus location will be of great service for this event.

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

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

Status Statement:	02/07/2017 ⬆ Meeting progress target 08/04/2016 ⬆ Meeting progress target 11/18/2015 ⬆ Meeting progress target

Mid-Year Progress Report: This spring 2017 Advising Task Force will administer student and faculty surveys about advising. This will include information about the 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.

Status Statement:	02/10/2017 ⬆ Meeting progress target 07/26/2016 ⬆ Project placed on hold 11/24/2015 ⬆ Meeting progress target

Mid-Year Progress Report: Project is moving forward again. After working with CRM implementation team, we can move forward with implementing online orientation as previously planned. Counseling online orientation video has been completed. Paying for College online orientation piece is moving forward. MPR, Financial Aid and counseling will be meeting this term to discuss how to move forward with this piece without a videographer. There are ideas on how to proceed. Once the Paying for College piece is completed, I will meet with counseling and financial aid to discuss assessment of online orientation and implement then I will begin the work of incorporating both counseling and financial aid segments on Canvas. Once this is complete, I will work with ISS to discuss how to go live to new students needing online orientation.

Strategy:	Implement a "Full Time Is" Campaign
Unit Objective:	Promote completion in 100% time.
Requestor(s):	Tina Stovall

Description: Implement a campaign to inform students about requirements to complete an associate degree "on-time" in two years.

Status Statement:	02/08/2017 ⬆ Meeting progress target

	08/08/2016 ⬆ Project placed on hold 11/16/2015 ⬆ Meeting progress target

Mid-Year Progress Report: We continue to work to educate students on the value of completing a two-year degree in two years and have begun intentionally publishing 15 hours as full-time in college publications. We are hopeful to create some specific academic program pathways through course scheduling that is offered in 15 credit hour blocks.

Strategy:	Implement Advising-Focused Staff Development
Unit Objective:	Promote completion in 100% time.
Requestor(s):	Krista Burrell & Dave Seiler

Description: In April 2015, the college invested in 12 faculty advisors to attend a regional National Academic Advising Association (NACADA) conference during our two day Staff Development. Faculty would like to share what they learned in relationship to RPC. Opening Day fall 2015 and spring 2016 are great opportunities for this exchange of information. Krista Burrell and Dave Seiler met with Dr. Bullock to review sessions attended and we have narrowed down the topics to those that everyone can relate to. The Employee Development Committee will be working with the NACADA faculty to development a plan for who will present and assignment of work.

Status Statement:	08/04/2016 ⬆ Achieved - strategy development complete 11/10/2015 ⬆ 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.

Status Statement:	02/08/2017 ⬆ Not meeting progress target 08/04/2016 ⬆ Meeting progress target 11/20/2015 ⬆ Meeting progress target

Mid-Year Progress Report:
Reason for not meeting actions: Due to the reduction of staff in the admissions and records office we have not been able to implement the necessary strategies to keep this project on target. The TES Software is increasing our efficiency in evaluating transcripts, but we still need to find a way to encourage students to send us their transcripts and request the evaluations sooner. As time allows we will continue to work on this strategy.

Strategy:	Decrease Withdrawals of Student Athletes
Unit Objective:	Decrease student withdrawals.
Requestor(s):	Bill Jackson

Description: Research, develop and implement plan to monitor and manage student athlete enrollment to ensure successful completion of at least 12 credit hours each semester.

Status Statement:	08/10/2016 ⬆ Achieved - strategy development complete 11/25/2015 ⬆ 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 Bryan Burrell approved them 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.

Status Statement:	01/26/2017 ⬆ Meeting progress target 08/04/2016 ⬆ Meeting progress target 11/19/2015 ⬆ Meeting progress target

Mid-Year Progress Report: This strategy is still in process, and progress has resumed. Through the use of the program's own mobile and other recording devices, the Learning Skills Specialist has increased the variety of student testimonials to show incoming students. These include both those linked from the Institute of Higher Education Policy website, and recordings from a growing number of Lake Land College TRiO program participants. These testimonials, gathered from a greater variety of student profiles, allow for a more individualized "model" to be presented to each incoming participant. The intended result is participants more closely identifying with a successful role model, thereby increasing their own perceived self-efficacy, sense of belonging in the college environment, and persistence to completion of their degree. KPIs/Outcomes: Taken from the program's progress toward the participant persistence objective as measured for the 2015-2016 Annual Performance Report (APR) to the U.S. Department of Education. Expected Outcome: APR persistence (retention) rate equal to or greater than 47%. Outcome: Persistence (retention) rate attained for 2015-2016 APR: 78%.

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

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

Status Statement:	01/25/2017 ⬆ Meeting progress target 07/28/2016 ⬆ Meeting progress target 11/10/2015 ⬆ Meeting progress target

Mid-Year Progress Report: We continue to believe that our initiative is meeting its target goal. Students on probation/good standing warning continue to be redirected by the "booklist block" to comply with the academic standing policy and add SFS 101 to their schedule (if not previously taken). We learned of one hiccup during Fall 2016 that was dealt with swiftly. In the rare cases where a counselor allows a student to bypass registering for SFS 101, the counselor must then provide the student with his or her booklist. ISS created a screen in IRIS for counselors to use to generate student booklists in these cases. We were notified by the Bookstore that by providing students with a booklist, we were inadvertently allowing them to bypass the new Textbook Rental Agreement screen that they have to get through when generating their own booklist. We wanted to be sure that students still got the important information regarding deadlines to return books and the potential penalties, so it was decided that in a case where a counselor generates a booklist for a student, they must also email them a copy of the Textbook Rental Agreement. Those of us responsible for this initiative thank the Bookstore for their willingness to resolve this issue quickly and so agreeably.

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

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

Status Statement:	01/24/2017 ⬆ Meeting progress target 07/28/2016 ⬆ Meeting progress target 11/24/2015 ⬆ Meeting progress target

Mid-Year Progress Report: The survey system is in place. Response options were tweaked after the first survey report conducted on data collected during the fall 2015 semester. The fall 2016 survey data has been analyzed and reported. Both fall reports are available on the IR website.

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

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

Status Statement:	02/17/2017 ⬆ Achieved - strategy development complete 08/04/2016 ⬆ Meeting progress target

Mid-Year Progress Report: Student athletes are blocked from withdrawing from a class until they see Bryan Burrell, academic counselor, for advising. This process was implemented in Spring 2016.

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

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

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

Status Statement:	02/14/2017 ⬆ Achieved - strategy development complete 08/09/2016 ⬆ Meeting progress target 11/19/2015 ⬆ Not meeting progress target

Mid-Year Progress Report: Financial Aid Checklist implemented October 1, 2017.

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

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

Status Statement:	01/26/2017 ⬆ Meeting progress target

	08/04/2016 ⬆ Meeting progress target 11/19/2015 ⬆ Meeting progress target

Mid-Year Progress Report: The Noel-Levitz College Student Inventory (CSI) remains 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 have completed the CSI and discussed their results with their TRiO Advisor. The student's strengths and challenges, as identified in their CSI report, continue to be 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. Further, TRiO Advisors continue regularly revisiting 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. KPIs/Outcomes: Taken from the program's progress toward the participant persistence objective as measured for the 2015-2016 Annual Performance Report (APR) to the U.S. Department of Education. Expected Outcome: APR persistence (retention) rate equal to or greater than 47%. Outcome: Persistence (retention) rate attained for 2015-2016 APR: 78%.

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.

Status Statement:	02/14/2017 ⬆ Project placed on hold 08/09/2016 ⬆ Project placed on hold

	11/19/2015 ⬆ Project placed on hold
Mid-Year Progress Report: Still on hold.	

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

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

Status Statement:	02/16/2017 ⬆ Meeting progress target 08/04/2016 ⬆ Meeting progress target 11/12/2015 ⬆ Meeting progress target
Mid-Year Progress Report: Continuing classroom visits to help students stay on track by using career cruising. Also, reaching out to DC's and faculty and reminding them of our services.	

Strategy:	Rename/Refocus LAC to Align Tutoring and Other Services to Promote Academic Success
Unit Objective:	Decrease student withdrawals.
Requestor(s):	Karla Miller

Description: Who: ISS, IR, CCS, Student Life. What is the plan/How: Rename Learning Assistance Center. Promote tutoring services by communicating to students through our social media, Monthly Stall, classroom visits, etc. Research and implement swipe card tutor tracking software system in order to create data that tracks student progress in order to develop success initiatives. Swipe card tutor tracking system would improve efficiency and provide opportunities to assist students in new ways. Explore ways to implement online tutoring and live chat.

Status Statement:	02/20/2017 ⬆ Project placed on hold 08/04/2016 ⬆ Meeting progress target 11/25/2015 ⬆ Meeting progress target

Mid-Year Progress Report: Researching and implementing a swipe card tutor tracking software system is a large project, software is expensive, and more thorough time intensive research is needed 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. Since the proctoring lab and Pearson Vue testing were integrated into our testing center last summer, I have not had time to adequately research tutor tracking software systems.

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.

Status Statement:	02/07/2017 ⬆ Abandoned 08/04/2016 ⬆ Project placed on hold

Mid-Year Progress Report: No movement towards this goal due to lack of funding.

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 as well as retain current non-traditional students for completion of programs.

| Status Statement: | 02/16/2017 Meeting progress target

08/22/2016 Meeting progress target |
|---|---|

Mid-Year Progress Report: The Adult Week events celebrate our current adult student population and recruits new non-traditional students. This year, the Director of Community Outreach strategically decided to split up the events and spread them out throughout the year, rather than hold them during the same week. This spring, the college will conduct the Non-Traditional Student of the Year celebration. The applications are currently being accepted for the award. While the main goal of this event is to celebrate current adult students, we hope the promotion and awareness the award raises will inspire other adult students to enroll at Lake Land College. This fall, we will host the recruitment portion and hold the Adult Week activities. We believe this timing will be more conducive to students thinking of returning and starting a program.

Currently, we are working to better identify needs of potential students and, in turn, learn how to enhance the event. For this, the Admissions and Records, Marketing and Public Relations and Perkin's offices are partnering. The goal of this event is to increase the awareness and attendance. We believe that this will ultimately increase enrollment of non-traditional students as well as 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 seven 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 hosts 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.

Status Statement:	02/16/2017 ⬆ Meeting progress target 12/20/2016 ⬆ Meeting progress target 08/16/2016 ⬆ Meeting progress target

Mid-Year Progress Report: One stop community Christmas was held on the College campus in December 2016. After community members were checked in and waiting to start the process. The college gave a very brief presentation about college enrollment and the services and classes offered. The community members in attendance asked questions about everything from ESL to university transfer courses. This event is a great opportunity to talk with prospective students. This year we were able to provide reusable grocery bags to each family to transport their groceries home from the event. This is another great opportunity to get Lake Land College information in their hands. We have asked the Perkins program to assist with purchasing reusable grocery bags for the December 2017 One Stop Community Christmas.

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.	
Status Statement:	02/08/2017 ⬆ Meeting progress target 08/08/2016 ⬆ Meeting progress target
Mid-Year Progress Report: To be implemented in FY2018	

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

Strategy:	Develop Periodic Data Reports for the Math and Science Division
Unit Objective:	Improve decision-making processes through the collection and use of data.
Requestor(s):	Ike Nwosu

Description: The division will collaborate to identify appropriate metrics and implement their use in future decisions of the division.

Status Statement:	02/08/2017 ⬆ Project placed on hold 08/05/2016 ⬆ Meeting progress target 11/25/2015 ⬆ Meeting progress target

Mid-Year Progress Report: Viability of SP is being determined based on concerns raised.

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

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

Status Statement:	02/10/2017 ⬆ Meeting progress target 07/13/2016 ⬆ Meeting progress target 11/20/2015 ⬆ Meeting progress target

Mid-Year Progress Report: We had a slight change in our process last year, in that we have now split our data collection and evaluation cycle into two sections. Student surveys will be administered during the Spring semester, evaluated by staff, and changes (or recommendations for changes exceeding our ability to do independently) will be implemented in the Fall semester. The faculty and staff will be surveyed separately, late in the Fall, and a similar process will be taken to look at results and to examine potential changes to services or priorities in the Spring. The surveys were administered to students in the Spring of 2016, in much the same process as we had used in 2015. Our number of respondents was significantly higher (175 respondents in 2016, 126 in 2015), which we attribute both to more familiarity with the survey in returning students and in additional assistance from faculty in publicizing the survey in class. As with the 2015 survey, results indicate that a significant percentage of students are extremely satisfied or very satisfied with library resources (77% in the 2015 survey, just over 90% in the 2016 survey). Other questions attempted to gauge student satisfaction with specific resources (such as databases, books, print periodicals, media, etc.), to assess satisfaction with library staff, and to request input on specific areas of the library that students felt had not been addressed or needed changes. We were gratified to note that student satisfaction with staff rose in each of the 4 areas that were measured by at least 10% (suggesting that measures taken as a result of last year's survey to improve in this area were successful, and giving us a high target to shoot for in future surveys). There was a slight increase in the number of students who expressed that they had a negative experience in the Library as well; while the percentage remained very low, we paid extra attention to the specific responses to that question, as well as the section which asked students to provide additional comments that they wished to bring to our attention. As a result of receiving and evaluating the comments, particularly those relating to noise disturbances, the library staff responded by increasing emphasis on the main floor as a quiet study zone. This was primarily done in a very direct manner, with the creation and posing of simple signage reminding students about the quiet study area (red signs with a simple black "mute" symbol as one would see on a computer or device screen), as well as in staff reinforcing the message with students and others who were being too loud and potentially disrupting the study space. [NOTE: Unfortunately, other College staff are frequent offenders in this area (particularly in the use of the conference rooms), and have not responded as well to efforts to be mindful of their own noise footprint]. Additionally, some other changes were made to other library policies in order to address specific concerns that were expressed when a policy or procedure was not

clear, and we hope that the next survey will inform us as to the effectiveness of these changes. At this point, the staff and I have been very pleased with the response that we have received to the surveys, and it is our expectation that this will become a regular activity going forward, providing us information to help guide policy development, resource allocation, and assessment of services. After the next cycle of surveys are administered, we will review the status of this strategy and determine if we will simply incorporate it into procedure and mark it as a completed strategy.

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

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

Status Statement:	01/30/2017 ⬆ Meeting progress target 08/15/2016 ⬆ Meeting progress target 11/24/2015 ⬆ Meeting progress target

Mid-Year Progress Report: Fall 2016 returns improved by five% over fall 2015. This increase in returns can be attributed to the usual reminders: electronic rental agreement, deadline reminder sheets, stickers on books, website/hub reminders, sandwich boards, social media posts, text messages, and emails as well as the new reminders of signs in all campus and Kluthe classrooms and personal phone calls three days before the deadline date. In Fall 2015, 532 students had at least one unreturned textbook (14%). In Fall 2016, 335 students had at least 1 unreturned textbook (nine %). The upgrade of bookstore software, PRISM360, is slated for April along with installation of new registers. This will continue to improve internal processes for ordering, stock on hand and other course material related reporting.

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

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

Status Statement:	02/02/2017 ⬆ Meeting progress target 08/03/2016 ⬆ Meeting progress target 11/04/2015 ⬆ Meeting progress target

Mid-Year Progress Report: We have been doing proactive maintenance in two of the three areas targeted. The first is with classroom technologies - particularly projectors and printers. With the past technology update we implemented LCD based projectors, which eliminate the filters and bulbs (the two largest trouble ticket areas we see on projectors). The expected life on the LCD units is estimated at 9,000 hours, where bulb life is estimated at 2,500 hours. We've seen no trouble tickets on the LCD units to date on all that have been installed (approximately 75 out of 115). Likewise by replacing all other classroom technologies such as new thin clients, Blu-ray players, speakers, we expect very few trouble tickets over the course of a year, until these units get some age on them. Proactive maintenance and cleanings have also been completed on about 60% of the classroom printers, with the remaining expected to be completed by the end of this FY 2017. As expected, maintenance kits' expense has increased slightly, but we have dramatically reduced the trouble ticket volume (thereby not impacting classroom instruction) for those printers where maintenance has been completed. The third area targeted will begin in the next month and that is proactively replacing UPS batteries. The real challenge is keeping up with the proactive maintenance in coming years. Have we offset enough trouble ticket volume to continue to do proactive work instead of demand work? The jury is still out, we will need to evaluate that at the end of this FY.

Strategy:	Financial Ratios
Unit Objective:	Develop and monitor financial metrics to manage costs.
Requestor(s):	Madge Shoot

Description: Develop a list of financial ratios to compare Lake Land with other colleges in their peer group, other contiguous colleges and other colleges who are similar in number of credit hours served. The average from all of these colleges will also be used as a benchmark for Lake Land.

Status Statement:	01/23/2017 ⬆ Meeting progress target 08/03/2016 ⬆ Meeting progress target 11/12/2015 ⬆ Meeting progress target

Mid-Year Progress Report: During audit we reviewed the following financial ratios: current assets/ current liabilities, total expenditure / total revenues, surplus (deficit) / total revenues and general fund balance: days of operating expenditures for the general fund. These ratios help evaluate the financial health of the College and the outlook for the coming years.

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 will assist by making budget recommendations. The Print Shop employees will also be advocates for this strategy as they work to keep costs down on a daily basis. Student and staff printing needs are being analyzed by the Task Force. Copiers on campus as well as in the Print Shop are being leased and those leases are being renegotiated for cost savings.

Status Statement:	02/16/2017 ⬆ Meeting progress target 08/23/2016 ⬆ Meeting progress target 11/25/2015 ⬆ Meeting progress target

Mid-Year Progress Report: All planned progress has been met for this plan. The campus print imitative task force received approval of the cabinet to remove higher cost printers from all staff areas and provide them with lower cost equipment to adequately meet their printing needs. This goal was met in January 2017 as the print shop removed 45 printers from staff areas in effect right sizing campus printers. The task force is now discussing two new measures including the proper sale of the claimed printers and discussion to start analysis of the student printers across campus.

Strategy:	Assessment Model for Student Services Programs
Unit Objective:	Create a standard format for evaluating success of student services initiatives.
Requestor(s):	Tina Stovall

Description: Establish assessment model that can be used for assessing existing student services programs and evaluating new initiatives.

Status Statement:	02/08/2017 ⬆ Meeting progress target 08/08/2016 ⬆ Meeting progress target 11/16/2015 ⬆ Meeting progress target

Mid-Year Progress Report: Model to be developed during this fiscal year.

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

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.

Status Statement:	02/17/2017 ⬆ Meeting progress target 08/25/2016 ⬆ Meeting progress target

Mid-Year Progress Report: Academic Services is performing a full review to ensure compliance.

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

Status Statement:	01/13/2017 ⬆ Meeting progress target 08/16/2016 ⬆ Meeting progress target

Mid-Year Progress Report: Deb Thomason and I continue to work with Dr. Stovall to ensure changes to the curriculum meet general education standards.

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.

Status Statement:	02/07/2017 ⬆ Meeting progress target 08/08/2016 ⬆ Meeting progress target

Mid-Year Progress Report: HLC action item - development began July 2016. The vice president for academic services is developing a program viability model that will include a comprehensive course review.

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.

Status Statement:	02/07/2017 ⬆ Meeting progress target 08/15/2016 ⬆ Meeting progress target

Mid-Year Progress Report: The vice president for academic services is developing a program viability model that will comprehensively assess program strengths and areas of improvement.

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.

Status Statement:	02/07/2017 ⬆ Meeting progress target 08/15/2016 ⬆ Meeting progress target

Mid-Year Progress Report: Academic Services continues to review the impact of high credit hour programs in an effort to reduce the number of credit hours. In fall 2016, the Dental Hygiene program significantly reduced the number of credit hours in its program.

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.	
Status Statement:	02/07/2017 ⬆ Meeting progress target 08/15/2016 ⬆ Meeting progress target
Mid-Year Progress Report: Online instruction comprises approximately thirty percent of the college's course offerings. Academic Services will continue to assess the number of online offerings with special attention given to potential intersession courses.	

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

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

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

Status Statement:	02/16/2017 ⬆ Meeting progress target 07/28/2016 ⬆ Meeting progress target 11/20/2015 ⬆ Meeting progress target

Mid-Year Progress Report: In FY16, the assessment data was put into a format that MPR used to create division-specific flyers on how assessment was used and had been successful for that division. It was critical that the examples used contain language that was easily understood by a non-academic reader and would demonstrate accountability to the division as well as the investors of that division. That included donors. In FY17, the flyers were included in all Annual Fund gift receipt letters to donors. The impact of this educational effort was tracked through Annual Fund return data. Annual Fund solicited donors three times in FY16 by direct mail. Roughly the same 10,000 individuals were solicited each time based upon a donor profile created using data from 53,000 prospective donors and alumni currently on the database system. That established a baseline for returns from each appeal. Annual Fund solicited donors twice in the fall of FY17 and the flyers were included in those receipts. To determine the impact, we compared the returns between the FY17 mailings as well as compared it to the baseline of FY16. The Fall Appeal (FY17) solicited 10,288 prospective alumni/donors and received 129 gifts for a response rate of 1.25% and gross revenue return of $70,431. The average gift size was $546. The assessment data flyers were included in those gift receipt letters. That was up significantly from the baseline of FY16 that solicited 10,072 prospective alumni/donors for a return of 37 gifts (.37%) for a total of $23,725. The average gift size was $641. We then compared both FY16 Fall/Year-end and FY17 Fall returns to the FY17 year-end appeal after the assessment flyers had been included. FY17 Year-end appeal solicited 10,108 prospective alumni/donors. The results showed gross revenue of $31,631 and a participation rate of .63% and an average gift size of $439. Although this was slightly less than we had anticipated, we think the real difference will be in comparing each fiscal year vs. each appeal. The interval between each solicitation can have a negative impact on the following appeal. Therefore, we plan to continue including the flyers in the gift receipt letters and compare again at fiscal year-end.

Strategy:	Analyze and Implement Enhancements to Annual Giving Program
Unit Objective:	Increase institutional readiness for a capital campaign to raise financial resources in support of the student learning experience.
Requestor(s):	Jackie Joines
Description: The College Advancement staff implemented a formal Annual Giving Program in FY15. An analysis of those efforts will be conducted during FY16 and areas for improvements and enhancements identified. This information will help develop a plan for future fiscal years.	
Status Statement:	02/15/2017 ⬆ Meeting progress target 08/16/2016 ⬆ Meeting progress target

	11/21/2015 ⬆ Meeting progress target

Mid-Year Progress Report: This is the second year we have contracted Rescigno's to guide our Annual Fund operations and we can see that their services are making a difference! Last year, the Foundation did two direct mail solicitations of 10,000 (Fall and Spring appeals to a targeted group as determined by our donor profile), and a smaller one of approx. 200 (year-end) of endowment and annual scholarship donors. The return for all three efforts was $73,410. We have maintained the schedule of two solicitations of 10,000 (Fall and Spring) and a smaller one of approximately 200 (year-end), and decided to add a third solicitation of 10,000 at year-end. The return on investment from the first mailing for FY17 showed that the number of gifts more than doubled, the response rate doubled, the average size gift increased by $40 and the cost per donor was cut in half. The total gross return was $55,240, more than double the previous fall and 75% of the total for FY16. We are in the process of analyzing year-end returns for those solicitations as we prepare for two spring appeals; an employee appeal and another targeted 10,000 direct mail appeal. We feel very good about the results noting that donors are being retained which is cost effective. Acquisition of donors continues to be a higher cost rate, in line with industry standards.

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

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

Status Statement:	02/08/2017 ⬆ Meeting progress target 08/04/2016 ⬆ Meeting progress target 11/20/2015 ⬆ Meeting progress target

Mid-Year Progress Report: We are able to accept the intent to enroll on-line and process them using the Recruiter Software. The systematic mailing function is in place. We are emailing notifications to students. For Fall 2016 we were able to record our high school visits and college fairs in the system. The Learn More functionality is also working successfully. For Spring 2017, we are registering participants for our Laker Visit Days in Recruit.

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):	Dustha Wahls

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 Safe Colleges, IPRF videos, and additional online IPRF trainings.

Status Statement:	02/01/2017 ⬆ Meeting progress target 08/04/2016 ⬆ Meeting progress target 11/20/2015 ⬆ Meeting progress target

Mid-Year Progress Report: All employees are required to attend the site cycle training annually, which is the process for employees of the Department of Corrections. We did have the new Department of Juvenile Justice employees complete the new hire training through Safe Colleges as we are still learning that process for their cycle training.

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

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

Status Statement:	02/01/2017 ⬆ Meeting progress target

	08/04/2016 ⬆ Meeting progress target 11/25/2015 ⬆ Meeting progress target

Mid-Year Progress Report: There were not any claims in 2016 for either the Print Shop or the Physical Plant. They posted additional IPRF posters in the area. This fall, Bill Bloch did a safety inspection of that building for hazards. Both departments continue to do the required new hire training, as well as utility cart training. The Print Shop also updated a part-time employee handbook.

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

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.

Status Statement:	02/01/2017 ⬆ Meeting progress target 08/04/2016 ⬆ Meeting progress target 11/20/2015 ⬆ Meeting progress target

Mid-Year Progress Report: The Safety Committee has been meeting regularly. Accident claims continue to be reviewed by an accident review sub-committee. Bill Bloch, IPRF consultant, has been in attendance at these meetings and provides input and support. We have fully implemented and used the new worker's compensation forms. Sharon Uphoff is monitoring the eye wash stations monthly and Randy Ervin has been checking the fire extinguishers monthly as well. The committee will be reviewing the current safety manual and looking at a fleet safety program.

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

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

Status Statement:	02/01/2017 ⬆ Meeting progress target 08/04/2016 ⬆ Meeting progress target 11/11/2015 ⬆ Meeting progress target

Mid-Year Progress Report: We continue to assign this training through Safe Colleges with the newly implemented Board Policy Training session. Custodial and maintenance staff have been assigned their annual safety training for the year. I have started an orientation for part-time employees which includes a reminder of this required training. The cost of this program is paid every other year from the IPRF 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.

Status Statement:	02/02/2017 ⬆ Meeting progress target 08/03/2016 ⬆ Meeting progress target 11/20/2015 ⬆ Meeting progress target

Mid-Year Progress Report: All identified equipment from the 2016 Division Chair walkthroughs that were approved in budget have been installed. Of course, it's about that time of year to again walk through for the next FY.

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

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

Status Statement:	01/23/2017 ⬆ Meeting progress target 08/03/2016 ⬆ Meeting progress target 11/12/2015 ⬆ Not meeting progress target

Mid-Year Progress Report: We have currently created a five-year budget estimate. We are working to fine tune that with several different scenarios.

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

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

Status Statement:	02/15/2017 ⬆ Meeting progress target 07/13/2016 ⬆ Meeting progress target

	11/20/2015 ⬆ Meeting progress target

Mid-Year Progress Report: The strategy is progressing as planned and the committee has met the FY2017 outcomes.

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

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

Status Statement:	01/12/2017 ⬆ Meeting progress target 07/20/2016 ⬆ Meeting progress target 11/03/2015 ⬆ Meeting progress target

Mid-Year Progress Report: From the period July 1, 2016 through January 11, 2017, the College president or senior executive to the president conducted 35 documented visits or discussions with the state's Governor and legislators (state and federal) of the College's district on issues impacting higher education. 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. Additionally, 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.

Strategy:	Leadership Series Training Offered by CBI to Lake Land Employees
Unit Objective:	Invest in staff training in areas of leadership development, quality improvement and customer service.
Requestor(s):	Jean Anne Grunloh

Description: Utilize the Leadership Series Training offered through the College's Center for Business and Industry (CBI) to enhance leadership skills of various Lake Land employees.

Status Statement:	01/12/2017 ⬆ Project placed on hold 06/01/2016 ⬆ Meeting progress target 11/03/2015 ⬆ Meeting progress target

Mid-Year Progress Report: Due to the state budget impasse, this project was placed on hold.

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 employee 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 employee meetings.

5. Continue seeking feedback from department 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.

Status Statement:	01/12/2017 ⬆ Meeting progress target 01/04/2017 ⬆ Meeting progress target 12/01/2016 ⬆ Meeting progress target 08/15/2016 ⬆ Meeting progress target

Mid-Year Progress Report: Cabinet established a new communication flowchart and updated the "Employee Communication Tools" document. Both documents were saved in the shared drive under a new sub-folder titled Communication Channels and Tools. In November 2016, the Cabinet held employee group meetings to personally explain the communication flowchart and "employee communication tools" documents to all employees. The Cabinet also discussed revisions in how employee group meetings will be held with the Cabinet. Dr. Bullock announced that beginning in 2017 we will no longer hold Town Hall meetings or L3T meetings but instead the Cabinet will meet with the five employee groups each February, March, April, July, September,

October and November. Dr. Bullock highlighted reasons for the communication channel changes. Dr. Bullock highlighted that supervisors should work with each of their respective staff to ensure all employees remain informed or policy changes, new laws, etc. Dr. Bullock also announced that the Laker Low Down will be the College's primary communication to all employees (the weekly email sent to all staff). In January 2017, the Human Resources Department added links to the Communication Tools Flowchart and Employee Communication Tools document. All new employees will view this information as part of their new employee orientation packet.

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.

Status Statement:	10/26/2016 ⬆ Achieved - strategy development complete 07/28/2016 ⬆ Meeting progress target

Mid-Year Progress Report: Based on feedback received from staff and administration, it was recommended that an IRB is not needed at this time. Therefore, a model and draft of an IRB is not necessary either. However, feedback did indicate that the development and implementation of a Research Advisory Review Board could benefit the college. The proposed purpose of this Review Board would include: serving as a sounding board for reports and data produced by Office of Institutional Research; serving in an advisory capacity to faculty or staff interested in data collection and analysis; serving as reviewers for surveys before they are disseminated; serving as advisors in taking something learned from the literature or from a conference and translating it to be applicable at Lake Land; serving as resources to other faculty and staff for accessing or acquiring available information and data about Lake Land; serving as resources for data available in Datatel; and assisting with setting potential research agendas related to the College's strategic plans. For example, the Review Board could assist with defining the RPC focus; assist with combining data collection efforts across the college so students do not get inundated with requests for information/surveys; and monitor the need for an IRB, and if one is deemed as needed, the Review Board will assume the responsibility of the IRB.

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.

Status Statement:	01/27/2017 ⬆ Meeting progress target 08/16/2016 ⬆ Meeting progress target

Mid-Year Progress Report: Spring 2017: We have continued to provide training for new employees, analyze results, and follow up with employees to ensure training compliance. This is being done through the Safe Colleges program. Spring 2017: Provide a reminder each semester to all employees and encourage them to review the Title IX website. Website was updated last fall.

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

Strategy:	Support Model for New Non-Traditional Education and Training Opportunities
Unit Objective:	Implement models to respond to non-traditional educational opportunities.
Requestor(s):	Tina Stovall

Description: Collaborate with Academic Services to develop model for planning and supporting new non-traditional education and training opportunities.

Status Statement:	02/08/2017 ⬆ Meeting progress target 08/08/2016 ⬆ Meeting progress target 11/16/2015 ⬆ Meeting progress target

Mid-Year Progress Report: Following reorganization of the Workforce Solutions and Community Education unit, the goal is to work with them to further develop/implement the model/checklist during this fiscal year.

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

Description: Committee (EDC). The 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.

Status Statement:	02/21/2017 ⬆ Project placed on hold 08/24/2016 ⬆ Project placed on hold 11/04/2015 ⬆ Meeting progress target

Mid-Year Progress Report: Dˇ^ to transition of academic services staff, V.P. for academic services has placed this strategic plan on hold.

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 to seven minute videos that explain how to develop application materials. These videos will be available to students on the Career Services website and can be viewed as many times as desired.

Status Statement:	02/16/2017 ⬆ Meeting progress target 08/22/2016 ⬆ Meeting progress target

	11/18/2015 ⬆ Meeting progress target

Mid-Year Progress Report: The project continues to move forward, although we are slightly behind schedule due to the website update. Videos continue to be developed and added to the "I" drive for student use.

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.

Status Statement:	01/19/2017 ⬆ Meeting progress target 07/21/2016 ⬆ Meeting progress target

Mid-Year Progress Report: Entry Level Driver Training (ELDT) law was passed December 8, 2016. The compliance date for the law is Feb 7, 2020. Currently the radio station is close to 50% complete on voice over work for classes that we are currently teaching. Two additional classes have been created to meet the ELDT curriculum. We are still working to develop classes that meet the curriculum to lower transition costs.

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.

Status Statement:	02/08/2017 ⬆ Meeting progress target 08/08/2016 ⬆ Meeting progress target

Mid-Year Progress Report: The Academic Standards Committee is reviewing graduation requirements for all Associate in Applied Science degrees this year and will provide feedback and recommendations to the academic divisions by the end of the year.

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

Strategy:	Creation 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 would include: Agriculture Business & Supply, Agriculture Production & Management, Ag Power Technology, Horticulture and John Deere Tech.	
Status Statement:	08/16/2016 ⬆ Achieved - strategy development complete 11/25/2015 ⬆ Meeting progress target
Mid-Year Progress Report: The 2 + 2 agreement has 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.	
Status Statement:	02/03/2017 ⬆ Project placed on hold 07/28/2016 ⬆ Project placed on hold 11/13/2015 ⬆ Project placed on hold
Mid-Year Progress Report: With the change in Transfer Coordinator we are reviewing the best avenue for students to retrieve transfer information.	

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 to five specific completion programs with the intention of increasing the number of ALS students continuing their education beyond the associate degree.

Status Statement:

02/06/2017 ⬆ Meeting progress target

11/30/2016 ⬆ Meeting progress target

08/04/2016 ⬆ Not meeting progress target

11/06/2015 ⬆ Meeting progress target

Mid-Year Progress Report: Progress is on track according to adjusted timeline from Fall 2016. Guides will be used for advising students for summer/fall 2017 enrollment.

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

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

Status Statement:

01/24/2017 ⬆ Meeting progress target

07/28/2016 ⬆ Not meeting progress target

	11/24/2015 Meeting progress target

Mid-Year Progress Report: Based on the lack of progress last year, I changed the approach slightly. Instead of sending monthly reminders to division chairs about disseminating the surveys at advisory council meetings, I now send the reminders to both division chairs and program coordinators. I have received more questions from everyone, but the surveys just trickle in for several reasons. First, advisory meetings are held once a year for programs and second, many do not have a lot of employers attending that have hired recent graduates. For example, I only received a handful of surveys from the Business division for each program (less than five per program). I just received surveys from agriculture programs and only received two surveys. So they are coming in, but in very small numbers. It is difficult to develop a report based on such limited data.

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

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

Description:

The Business Division hosts an annual Business and Computer Contest inviting all area high schools to attend and bring seven students to compete in contest events.

Status Statement:	07/26/2016 ⬆ Achieved - strategy development complete 11/04/2015 ⬆ 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.

Status Statement:	01/18/2017 ⬆ Meeting progress target 08/16/2016 ⬆ Project placed on hold

	08/16/2016 ⬆ Project placed on hold

Mid-Year Progress Report: Due to FY 2017 Perkins funding, bids for one modern CNC mill were opened on Jan. 13, 2017. The winning bid meets specifications and will be going to the LLC Board of Trustees for approval at the Feb. 2017 meeting. If approved by the Board of Trustees, this mill will be ordered and will meet a large part of the original strategic request for CNC mills and lathes for the CIM program.

Strategy:	Douglas County Public Health Rotation
Unit Objective:	Pursue new and innovative ways to inform nontraditional students about Lake Land College.
Requestor(s):	Debbie Thomason

Description: Dental Hygiene students will perform dental hygiene treatment to patients at the Douglas County Public Health Department. This opportunity will occur throughout each semester as a required clinical rotation. One or two students will be sent each week for an afternoon of clinic experience.

Status Statement:	01/18/2017 ⬆ Meeting progress target 08/16/2016 ⬆ Meeting progress target 11/23/2015 ⬆ Project placed on hold

Mid-Year Progress Report: The students have completed a semester of rotation through the Douglas County Dental Public Health Department. We have had positive feedback from both the students and Douglas County employees. This rotation gives the students an experience that is more realistic of a functioning practice and a further understanding of the Public Health System.

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 two modern CNC lathes and two CNC mills for use in the CIM and MTI programs. This will assist in meeting the training needs of several manufacturers in the area.	

Status Statement:	01/18/2017 ⬆ Project placed on hold 08/16/2016 ⬆ Project placed on hold 11/25/2015 ⬆ Project placed on hold

Mid-Year Progress Report: This project is mostly on hold. Due to 2017 Perkins funding, a single large CNC mill was successfully bid in January, 2017. Though this mill will not be used for the MTT classes, it will be of great benefit to the CIM classes. The MTT classes still are in need of better lathes which await future funding.

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

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

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

Status Statement:	01/31/2017 ⬆ Project placed on hold 08/22/2016 ⬆ Project placed on hold

	11/04/2015 ⬆ Meeting progress target
Mid-Year Progress Report: Still looking for effective ways to collect potential employer information and make it readily available to students looking for internships.	

Strategy:	Alumni Connections with Business
Unit Objective:	Pursue new and innovative ways to inform nontraditional students about Lake Land College.
Requestor(s):	Kelly Allee
Description: As we interview successful alumni we will be sharing how we use the information with their employers. The purpose is to offer the employers the opportunity to share this information in employee newsletters or industry publications which in turn garners additional publicity for Lake Land College. We will also pursue the "We hire Lake Land graduates" banner campaign.	
Status Statement:	02/08/2017 ⬆ Project placed on hold 08/04/2016 ⬆ Meeting progress target 11/04/2015 ⬆ Meeting progress target
Mid-Year Progress Report: Due to staffing resources, we have not been able to progress with this goal. We continue to feature successful alumni in our publications, we just have not had the resources to connect with the employers to suggest the opportunity for their internal use.	

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

Status Statement:	02/03/2017 ⬆ Meeting progress target 08/02/2016 ⬆ Meeting progress target 11/23/2015 ⬆ 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, 233 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.

Status Statement:	01/12/2017 ⬆ Project placed on hold 07/12/2016 ⬆ Project placed on hold

	11/17/2015 ⬆ Project placed on hold
Mid-Year Progress Report: Placed on hold pending complete launch of College's new website and prioritized work of the ISS staff 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.	
Status Statement:	02/08/2017 ⬆ Achieved - strategy development complete 08/04/2016 ⬆ Meeting progress target 11/04/2015 ⬆ 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 which will touch all high school students as well as the many district residents who travel to Paris HS for events. MPR and Admissions have worked together to create a list of touch points for all ages of high school students. We are also investigating the use of the new CRM software to assist us in this effort.	

Strategy:	Increase Information Sharing Between the Office of Student Accommodations and High School Students
Unit Objective:	Collaborate with high schools to help students successfully transition to the College.
Requestor(s):	Andrew Gaines
Description: Host a transition night/day (depending on feedback from districts) to cover application for and dissemination of student accommodations at Lake Land	

| College and provide information of other services relevant to the students with disabilities. |

| **Status Statement:** | 02/16/2017 ▲ Abandoned

07/19/2016 ▲ Meeting progress target

11/19/2015 ▲ Meeting progress target |

Mid-Year Progress Report: After reviewing feedback from district high schools it was determined that the status quo would be more effective and preferential than hosting a transition event on campus. High school personnel reported varying times at which they could attend (day versus night), a lack of foreseen parental involvement, and a lack of transportation funds (for parents and school districts). Those who have been bringing groups to campus showed a preference for that. Those who have been unable to visit campus preferred an OSA representative visiting their high schools for an informational meeting. For those who cannot visit campus, data was gathered regarding the information that the schools would like to receive. The project did produce outreach to districts who had not participated in campus visits or OSA visits to the high school. As a result, several districts have been added to informational visits this year. There is a potential to revisit the strategy of a "transition event" once the educational budget crisis subsides.

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.

| **Status Statement:** | 02/10/2017 ▲ Not meeting progress target

08/08/2016 ▲ Not meeting progress target |

	11/25/2015 ⬆ Meeting progress target

Mid-Year Progress Report: The first pathway model has begun but not finished. This is a worthy endeavor that will continue to be worked toward.
Reason for not meeting actions: This project was put on hold for the implementation of additional initiatives in the new TRiO DC grant cycle. Continuation of this project will begin in March and the first pathway should be completed in May 2017 with materials ready to present in August of 2017.

Strategy:	Develop an Outreach Campaign to Those People in the District Who Do Not Have Library Services
Unit Objective:	Pursue new and innovative ways to inform nontraditional students about Lake Land College.
Requestor(s):	Kelly Allee

Description: Develop a plan to market the library's services to those who live outside a library taxing district.

Status Statement:	02/08/2017 ⬆ Meeting progress target 08/03/2016 ⬆ Meeting progress target 11/04/2015 ⬆ Meeting progress target

Mid-Year Progress Report: We have met and are developing a list of geographic areas that we could reach out to. Once that area has been developed we will create a strategy to reach out to the residents of those areas.

Strategy:	Fully Implement Director of Community Outreach Position and Establish a Plan for Adult and Community Recruitment
Unit Objective:	Pursue new and innovative ways to inform nontraditional students about Lake Land College.
Requestor(s):	Jon Van Dyke

Description: The Director of Community Outreach position was developed to concentrate specific recruitment efforts on prospective adult students and outreach through community activities.

Status Statement:	02/08/2017 ⬆ Meeting progress target 08/04/2016 ⬆ Meeting progress target 11/20/2015 ⬆ Meeting progress target

Mid-Year Progress Report: The Director of Community Outreach continues to attend the events identified in the last update. We are currently working on more visits to factories and business in order to reach more potential students.

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

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

Status Statement:	02/23/2017 ⬆ Meeting progress target 08/02/2016 ⬆ Meeting progress target 11/17/2015 ⬆ Meeting progress target

Mid-Year Progress Report: The college has been represented at all reentry summits for the Fall 2016 semester. The Spring 2017 semester reentry will start in March and conclude in May. Each site has a unique format that best fits the facility so we continue to share College resources and opportunities with our students. We also talk with student about continuing their education, transferring credits back and setting goals. This spring, Admissions and Records has worked with ISS to create a Department of

Corrections report which tracks former DOC students who enroll at Lake Land College after they are released.

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.

Status Statement:	02/16/2017 ⬆ Meeting progress target 08/16/2016 ⬆ Meeting progress target 11/17/2015 ⬆ Meeting progress target

Mid-Year Progress Report: General Electric Mattoon Lamp will be closing in August 2017. The College has been working with GE to encourage retraining for staff members wishing to continue their educations. Bryan Burrell and Chris Strohl have been working to assist and guide the prospective students. The College is also working with GE employees wishing to go directly to the workforce. Career Services is offering, and continuing to offer, resume and mock interview workshops to assist community members in their job search. The College will continue to work with business and industry, in the district, if layoffs are announced.

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 two 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 one 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 five-day training workshops to candidates interested in becoming certified DACUM facilitators.

Status Statement:	02/16/2017 ⬆ Meeting progress target 08/10/2016 ⬆ Not meeting progress target

Mid-Year Progress Report: On January 13, 2017, Lisa Madlem completed 40 hours of instruction in the skills required to coordinate and facilitate the DACUM occupational analysis process. The training was conducted by The International DACUM Training Center at Ohio State University. Consequently, an Agriculture Precision DACUM will be facilitated by Lisa Madlem on February 23-24, 2017. During the month of May, a DACUM will be offered for the Career Pathways Enhancement Grant. Additionally, during the summer of 2017, a Leadership DACUM will he held for industry and business subject matter experts in Coles, Cumberland, Edgar and Clark Counties. By the end of May, 2017 the DACUM outcome will be met for the Perkins Grant.

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.

Status Statement:	02/08/2017 ⬆ Meeting progress target 08/04/2016 ⬆ Meeting progress target

Mid-Year Progress Report: Of the 2015 list of students who registered for Effingham Manufacturing Day, 71 students who were expected to graduate in May 2016 and who identified a career interest listed below were targeted for recruitment:

- Any Technology program.
- Any IT/Computer program.
- Undecided.

Engineering recruitment activities completed:
1. New Student Admissions texted the 71 students in July 2.
2. The IT and Technology departments mailed postcards to students in early August.

Results - Fall 2016 semester:

- 29 students did not enroll at Lake Land College (41%).
- 28 students enrolled at Lake Land College (40%).
- 6 students applied to LLC but did not attend (8%).
- 8 students, we believe, attended another college (11%).

The 28 students who enrolled at Lake Land during Fall 2016 were enrolled in these programs:

- 1 AS.ELED Elementary Education
- 1 AAS. MGT Management
- 5 AA.UND Undecided
- 2 AAS.WEL Welding
- 4 AAS.MET Mechanical-Electrical Technology
- 1 CRT.ESTH Esthetics
- 1 AS.PVET Pre-Vet
- 2 AAS.BCT Building Construction Technology
- 2 AA.ART Art
- 1 AAS.AGBUS Ag Business
- 1 AS.OTH Other
- 1 AAS.RTV Radio TV
- 1 AAS.AGPWR Ag Power
- 3 AS.BA Business Administration
- 1 AA.PS Political Science
- 1 AAS.AUTO Automotive

Nine students of the 71 targeted enrolled in a Technology or IT program Fall 2016. In November 2016, New Student Admissions called the 2016 high school graduates who did not enroll at Lake Land in Fall 2016. Two students were interested in getting started (one in Spring 2017 and one in Fall 2017).

The Committee again met November 2016. A new list of attendees for Effingham County Mfg. Day 2016 was received. New actions for 2016 Effingham County Mfg. Day attendees:

1. A new postcard was created by MPR with a graphic thanking the student for attending Effingham Co. Mfg. Day. A personal note was written and sent to all names with good addresses. This included seniors, juniors and a few sophomores. Nearly 300 post cards were mailed.

2. Message on postcard: "Hi. Thank you for attending the 2016 Effingham Manufacturing Day. If you are interested in gaining extra skills or education at Lake Land College, please contact Joe Tillman at 234-5313 or Bryan Burrell at 234-5379."

3. For 2016 we will track students expected to graduate in 2017 with career interests of:
   a. Any Technology program
   b. Any IT/Computer program
   c. Undecided/I don't know
   d. Business
   e. Engineering
   f. Military

4. The students from Alternative High Schools did not have individual contact information. Karen has contacted the principles of those programs and asked if anyone would like more information after attending Mfg. Day. No response at this time.

5. Kaskaskia College has recently cut some of their Technology programs. Karen has contacted the Aspire Alternative High School instructor in Vandalia and to make aware that students who reside in the KC school district could take a Technology program at Lake Land at the in-district tuition rate if the program was not offered at KC.

6. New Student Admissions will update the addresses of the 2016 student file.

7. The Mfg. Day Strategy Committee will meet again in February to work on new recruitment activities for the 2017 high school graduates.

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.
>   - Michelle Gill (Para-professional)
>   - Marge Conour (Custodial Association)
>   - Gary Lindley (Faculty Association)
>   - (2) 1 support staff each from the student services and business services teams.
>   - Tony Sharp (Business Services)
>   - Lisa Shumard-Shelton (Student Services)
>   - (1) Career Tech faculty member
>   - Angela Davison
>   - (1) Transfer faculty member
>   - Dr. Dustin Heuerman
>   - (1) Division chair
>   - Ike Nwosu
>   - (3) 1 leadership team member each from the academic services, student services and business services teams.
>   - Ryan Orrick (Academic Services)
>   - Emily Hartke (Student Services)
>   - Madge Shoot (Business Services)
>   **Resource to the Team:** (1) Dr. Lynn Breer, Director of Institutional Research

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

Legend

A	Academic Services Unit
B	Business Services Unit
S	Student Services Unit
P	President's Office Unit
W	Workforce Solutions and Community Education

<u>Goal 1:</u> 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.

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

3.1   Innovate for advancement.

A.1: Seek innovative funding sources.

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

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

3.2   Invest strategically in personnel, facilities and equipment.

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

B.1: Provide a safe work environment.

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

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

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

P.1: Improve internal communication and collaboration.

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

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

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

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

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

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

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

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

B.4: Mitigate the cost of print services.

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

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