

ANNUAL REPORT
Madisonville Community College
July 1, 1999-June 30, 2000

The college will strengthen its commitment to scholarship and academic excellence by:

1. Expanding access to educational programs

Data/Need	Annual Goal	Status	Outcomes
Fall 98 FTE: 1082; fall 97: 1240. Fall 98/99 retention rate: 55.8%; fall 97/98: 48.6%.	Increase FTE enrollment	Complete	Fall 99 FTE=1038; Headcount=1742
KY State Data Center shows college-going rate lower than national average; Scanning Report shows decrease in number of high school graduates	Develop strategic plan to increase on-to-college rate	Complete	Implemented SEM project; implemented ACE ² project; increased recruitment resources; expanded TRIO programs
<i>Enrollment Data Report</i> indicates transfer up slightly, technical down	Analyze enrollment trends in transfer and technical degree programs	Complete	Updated <i>Enrollment Data Report</i> and distributed to program coordinators; working with KCTCS IR workgroups to refine collection of transfer data in collaboration with CPE
KCTCS goal; <i>Post-Secondary Needs Assessment</i> focus group recommendation	Develop collaborative programs with Madisonville Technical College when and where appropriate	In progress	Began consolidation process; implemented collaborative programs in CLT, OTA, Respiratory Care; proposed Agricultural Tech
KCTCS goal; national trend is toward increased flexibility; <i>Post-Secondary Needs Assessment</i> indicates need	Develop distance learning courses and programs	In progress	Placed courses on Internet--6 courses and 95 students enrolled--in support of on-line AAS offered by KCTCS; planning underway for hi-tech ITV room in Gray Bldg.
Trover Foundation goal; Program Advisory Committee identified recommendation	Develop collaborative agreement with Trover Foundation, Eastern Kentucky University and University of Kentucky to offer Physical and Occupational Therapy programs locally	In progress	Two positions filled, to be located at MCC/MTC
Program Development Proposal employment data indicated need; Program Advisory Committee identified need	Implement Occupational Therapist Assistant program	Complete	13 graduated from diploma program; 18 enrolled in AAS program
Program Development Proposal employment data indicated need; Program Advisory Committee identified need	Implement Clinical Laboratory Technician program	Complete	6 enrolled in AAS program; first class graduates 2001 7 enrolled in diploma program; 6 graduated
Program Development Proposal employment data indicated need; Program Advisory Committee identified need	Develop Emergency Medical Technician program	In progress	Program development process underway
<i>Post-Secondary Needs Assessment</i> indicates need	Continue to explore development of AAS degree programs: e.g. Early Childhood Education, Electro-Mechanical Engineering Technology	In progress	ECE program approved spring 99 and implemented fall 99

2. Maintaining accreditation

Data/Need	Annual Goals	Status	Outcomes
Comply with SACS <i>Criteria</i>	Begin preparations for SACS reaffirmation of accreditation self-study	Complete	Assigned committees May 99; developed self-study plan Aug. 99; committees began work fall 99; 1st draft of committee reports completed spring 00
National League of Nursing (NLN) policy	Submit NLN re-accreditation self-study report	Complete	Report submitted Jan. 99; reaffirmed for 8 years; Fall 2001 progress report due on evaluation tool
Technology Advisory Committee of American Board of Engineering Technology (TAC of ABET) criteria	Continue to implement Engineering Technology equipment purchase plan consistent with TAC of ABET criteria	Complete	\$5,090 allocated from non-recurring funds in 99-00
Comply with SACS <i>Criteria</i>	Continue to implement plan to enhance MIS faculty credentials	In progress	All full-time MIS faculty but one comply; remaining one currently enrolled and will complete prior to Jan 01; other business faculty who teach CIS 100 currently enrolled
National 98-99 pass rate: @70% MCC 98-99 pass rate: 80% MCC 97-98 pass rate: 86%	Maintain acceptable pass rate on KY Board of Nursing licensure exam	Complete	99-00 pass rate: 81% Implemented remediation program for 4th semester students; revised program re-admission policy; developed additional critical thinking material for NSG courses

3. Expanding access to technology

Data/Need	Annual Goals	Status	Outcomes
<i>Post-Secondary Needs Assessment</i> indicates need; KCTCS mandated installation of Peoplesoft	Maintain adequate computer infrastructure to support state-of-the-art technology	Partially complete	Updated Computer Lab Rm. 237; installed Business Tech Simulation Room; installed 2 new servers and hubs
Implementation of Computing Technology Committee cascade policy	Continue to place high priority on obtaining additional faculty computers	In progress	All faculty have adequate office computers with Internet and e-mail access; upgrading faculty computers continues to be top priority; Computing Technology Committee advises President on needs
Exit Survey and Currently Enrolled Survey indicate instructional technology is adequate	Continue to upgrade instructional equipment through effective use of Technology Fee	Partially complete	Obtained multimedia presentation package for Biological Sciences; installed 24 new computers and furniture Rm. 248; installed web server for CIS 210; developed plan to update two additional computer labs
KCTCS mandated installation of Peoplesoft	Install AS 400 computer and upgrade student records software	In progress	AS 400 Installed; Peoplesoft implemented June 1; Client Services software installed on faculty computers by request;
KCTCS goal; national trend is toward increased flexibility; <i>Post-Secondary Needs Assessment</i> indicated need	Develop additional on-line, web-based distance learning courses	Complete	Added COM 252 and MA 112 in fall 99
U.S. Military request	Continue to explore development of an articulated Biomedical Equipment Technician distance learning program	Withdrawn	No further need

Data/Need	Annual Goals	Status	Outcomes
Identified as high priority in Annual Planning and Budget process	Provide funding for Technology/Professional Development Endowment	Complete	Increased technology endowment to \$1,002,0000 (\$52,000 in annual interest); moved \$1,000,000 from Davis gift to endowment

4. Emphasizing faculty and staff development

Data/Need	Annual Goals	Status	Outcomes
KCTCS initiative	Continue to support and participate in CCS Leadership Academy	Complete	Faculty assisted in planning and conducting the academy (J. Moore, Davenport); two faculty from MCC, one from MTC selected to participate
Consistent with local and KCTCS expectations as identified on faculty Distribution of Effort Agreement (DOEA)	Continue to support pursuit of terminal degrees by faculty and staff	Complete	Schuermer, Saunders, Hood received sabbaticals for pursuit of doctorate; Cook, Edington near completion of doctorate; other faculty enrolled in doctoral programs
Consistent with local and KCTCS expectations as identified on faculty DOEA; Faculty & Staff Development Committee identified local needs	Continue to offer locally developed faculty and staff development opportunities	Complete	Faculty & Staff Development Committee published brochure and implemented program; B & I staff conducted Customer Service workshop
Faculty & Staff Development Committee identified local needs	Continue to provide software applications training for faculty and staff	Complete	Conducted Peoplesoft training, Microsoft Outlook training, Computer Boot Camp

5. Strengthening student support services

Data/Need	Annual Goals	Status	Outcomes
Currently Enrolled Student Survey identified need	Study feasibility of providing on-campus child care	Complete	Implemented Head Start Center on campus fall 99
KCTCS Peoplesoft initiative	Create and fill position to coordinate installation of Integrated Student Records System	Complete	Position filled; duties realigned within department
Currently Enrolled Student Survey and Exit Survey indicated helpfulness of staff and clarity of procedures are adequate	Continue to refine registration procedure	Complete	Implemented "priority" registration concept and removed "mail-in" requirement
Survey of ASSET testing procedure indicated procedure was adequate	Continue to refine ASSET testing and advising procedure	Complete	Established local Mandatory Placement Task Force to coordinate implementation process; planning use of COMPASS (computer version of ASSET)
National trend is toward increased flexibility	Continue to refine book loan procedure	In progress	Inter-library loan procedure enhanced by linkage with KVL and access to courier service; same day scanning and electronic transmission on many full-text documents now available

Data/Need	Annual Goals	Status	Outcomes
Retention rate: fall 98/99--55.8%; fall 97/98--48.6%. KCTCS goal	Continue to study feasibility of mandatory placement	Complete	Established local Mandatory Placement Task Force in collaboration with KCTCS initiative; statewide mandatory placement policy effective fall 2000; completed first Student Success Rate report
IR/IE Process Survey identified insufficient student achievement data in math	Expand CAAP testing to address additional general education competencies	Complete	Added CAAP math component spring 2000; local assessment developed preceding year and continues

The college will continue to exert a leadership role in addressing the issues and challenges facing the commonwealth, the nation and the world by:

6. Expanding access by location and method

Data/Need	Annual Goals	Status	Outcomes
Major gifts campaign needs assessment and feasibility study identified facility as high priority	Begin design and construction of Muhlenberg County off-campus facility	Incomplete	Design completed, construction scheduled to begin summer 2000; ground breaking ceremony conducted Nov. 99
Enrollment Data Report continues to indicate significant off-campus population; <i>Post-Secondary Needs Assessment</i> indicated need.; major gifts campaign Feasibility Study identified need	Continue to offer off-campus classes at a variety of sites throughout the service area	Complete	Fall 99: 954 students (duplicated headcount) enrolled in 60 off-campus sections
Enrollment Data Report continues to indicate significant need for off-campus classes	Analyze off-campus enrollment trends	Complete	Annual Enrollment Report updated and distributed to appropriate faculty and staff
KCTCS goal	Continue to offer ITV courses in collaboration with Murray State University and the University of Kentucky	In progress	Fall 99: 30 MSU sections offered, 0 MCC; Spring 00: 28 MSU, 1 MCC
Service Learning needs survey indicated interest in continuing project once grant expired	Implement local plan to sustain Service Learning project	Complete	Continue to award course release for faculty sponsorship; faculty continue to participate
National trend is toward increased flexibility; KCTCS goal	Develop additional on-line, web-based distance learning courses	Complete	Added COM 252 and MA 112 in fall 99

7. Expanding programs to meet the economic development needs of local communities

Data/Need	Annual Goals	Status	Outcomes
<i>Post-Secondary Needs Assessment</i> identified need; KCTCS goal; city/county Economic Development program expects support	Continue to identify ways to serve local business and industry effectively	In progress	Needs Assessment Survey underway; continue to collaborate state-wide with Lean Manufacturing projects. Fall 99: 1,461 people served; 412 contact hrs. Spring 00: 855 people served, 345 contact hrs. B & I carry-over funds: \$33,786

Data/Need	Annual Goals	Status	Outcomes
KCTCS goal; MCC Board of Directors and MTC Advisory Board identified need	Develop a collaboration agreement with Madisonville Technical College	Complete	Consolidation plan completed and presented to KCTCS President and Board of Regents, and used as model for overall consolidation process
KCTCS goal; city/county Economic Development program expects support	Continue to assist city/county government in recruiting new business and industry	Complete	Participated in Period Furniture project; B & I liaison on loan to Hopkins Co. as Economic Development Officer
Survey of REAL participants in region indicated need; KY Science & Technology Council report indicated need; grant opportunity from Coleman Foundation available	Implement REAL entrepreneurship curriculum in collaboration with Madisonville Technical College	Complete	600 7 th graders and 50 high schoolers participated fall 99; conducted joint BE 200/ENT 300 entrepreneurship course in collaboration with MTC
<i>Post-Secondary Needs Assessment</i> identified need	Continue to assist in the start-up of new businesses through the services of the Business & Industry Technical Assistance Center (BITAC)	Complete	FY 00: 48 new clients which included 7 new business start-ups, 9 new projects for existing businesses, and 231 hours of technical consulting. BITAC moved to new facility that houses city/county Economic Development program.
KCTCS goal	Collaborate with the Western Kentucky Regional Partnership to identify and provide workforce development training	Incomplete	Needs assessment under way
KY Science & Technology Council report indicated need; grant opportunity available	Continue to support the School-to-Work program	Complete	REAL curriculum implemented as component of middle school and high school School-to-Work program

8. Expanding cultural development opportunities and fine arts programming

Data/Need	Annual Goals	Status	Outcomes
National trends indicate increased production costs and artists fees; also indicate ticket sales support only 50% of total operating costs; local trends are consistent with these	Increase contributed income to support arts programming	Complete	FY 00 contributed income: \$114,825 FY 99: \$118,475
Same as above	Obtain sponsorship for 100% of Center Stage Series performances	Complete	7 of 8 events sponsored
Same as above	Provide funding for Fine Arts Center Endowment	Complete	Major donor for naming of facility successfully solicited; FY 2000 endowment Acc. #50894 principal: \$141,000
98-99 attendance 13,575	Increase attendance at School Days Matinees	No progress	99-00 attendance: 13,116
Family Resource Centers identified need	Expand Star Pass Program for under-served families	In progress	99-00: approximately 400 passes redeemed
Schools willing to participate if funds available	Expand GE Creative Connections program in public schools	Complete	Added two schools to the program, West Hopkins Accelerated and Hanson
National trends indicated that ticket income is high risk; national norm is 65% of house capacity	Maintain adequate contingency fund in 5 account	Complete	FY 2000 restricted gift Acc. #35647 carry-over: \$51,371

9. Expanding cooperative relationships when and where appropriate

Data/Need	Annual Goals	Status	Outcome
KCTCS goal	Maintain productive existing relationships and partnerships	Complete	Explored feasibility of consolidation with MTC and began consolidation process; maintained productive existing partnerships: e.g. Service Learning projects, Kennedy Center for the Arts, Louisville Children's Theatre, Speakers Bureau, Hopkins County Spelling Bee, field experience for education students in local schools, etc.
KCTCS goal	Develop KCTCS collaborative partnerships when and where appropriate	Complete	Explored feasibility of consolidation with MTC and began consolidation process; maintained productive state-wide partnerships: Lean Manufacturing collaboration, KY WINS program, Kentucky Virtual University, KCTCS On-Line AS Degree Program, etc.
KY Science & Technology Council report indicated need	Implement REAL Enterprises partnership	Complete	600 7th graders and 50 high schoolers participated fall 99
<i>Post-Secondary Needs Assessment</i> identified need	Enhance participation in Western Kentucky Regional Partnership for workforce development training	In progress	Needs assessment underway

The college will strengthen the development and stewardship of its human, fiscal and physical resources by:

10. Evaluating and refining programs, policies and structures to improve institutional effectiveness

Data/Need	Annual Goals	Status	Outcomes
Comply with SACS <i>Criteria</i> , Section III	Complete third cycle of comprehensive Institutional Effectiveness Plan	Complete	Revised Annual Plan format, closer link to budget planning; refined Planning Retreat
<i>Kentucky 1997 Post-Secondary Education Improvement Act</i> mandated revision	Revise mission statement	Complete	Faculty approved statement fall 98; Board approved statement spring 99
Comply with SACS <i>Criteria</i> , Section III; consolidation required joint effort	Continue to refine linkage between Performance Review process, individual Action Planning, Unit Planning, and Budget Planning	Complete	Completed implementation of joint planning, budgeting and performance review process with MTC; conducted fall planning retreat; conducted spring budget workshop
Comply with SACS <i>Criteria</i> , Section III; IR/IE Process Survey indicated need for special projects	Maximize use of Institutional Research position	Complete	Assigned MTC IR responsibilities to MCC IR position; revised MTC course evaluation/program evaluation survey
Comply with SACS <i>Criteria</i> , Section III	Develop additional methods of assess general education competencies	Complete	Math faculty developed local MA 109 assessment process
Comply with SACS <i>Criteria</i> , Section III	Review degree program Performance Indicators in light of revised Program Review format	Complete	Completed revision of KCTCS program review format
Mandatory placement process requires tracking	Continue longitudinal study of developmental students	In progress	Development of mandatory placement process underway; local Task Force appointed; implementation of Peoplesoft integrated student records software underway

Data/Need	Annual Goals	Status	Outcomes
Comply with SACS <i>Criteria</i> , Sections III and IV	Revise format for and enhance collection of Employer Follow-Up data	In progress	KCTCS IR coordinators are reviewing process; local IR and IE staff assigned to KCTCS workgroups; revision underway

11. Maximizing resource development opportunities

Data/Need	Annual Goals	Status	Outcomes
Goal established by <i>Partners in Progress</i> (PIP) major gifts campaign Feasibility Study	Obtain 95% of total number of <i>Partners in Progress</i> campaign pledges	In progress	91.8% pledges obtained to date
Goal established by PIP campaign feasibility study	Obtain 100% of \$3 million goal for Muhlenberg County off-campus facility	In progress	83.3% pledges obtained to date
Goal established as component of flexible financing plan for PIP campaign	Complete EDA equipment grant for the Science & Technology facility	In progress	Application completed and submitted
Goal established as component of annual giving plan for PIP campaign	Develop plan for alumni phonathon	Complete	Scholarship auction netted \$10,200; alumni phonathon netted \$1,500
Feasibility study indicated opportunities for planned giving	Conduct additional planned giving seminars	Complete	Conducted two seminars
Feasibility study indicated major gift opportunities in Webster Co.	Initiate development plan for Webster County prospects and alumni	No progress	None

12. Adding and renovating facilities

Data/Need	Annual Goals	Status	Outcomes
Identified in Campus Masterplan	Begin design and construction of Science & Technology facility and Muhlenberg County off-campus facility	Complete	Construction of Science & Technology Bldg. and design of Muhlenberg Co. bldg. begun; ground breaking ceremony conducted for Muhlenberg Co. Bldg.
Identified in Campus Masterplan; noted on Capital Projects Plan	Complete concourse renovation project	In progress	Design completed; bid exceeded budget by \$50,000
MCC goal	Continue to renovate space to accommodate educational programs when and where appropriate	Complete	Completed numerous painting projects; installed Business Tech simulation classroom
MCC goal	Continue to enhance campus landscape through use of Campus Beautification Committee	Complete	Updated beautification plan and began implementation; sealed parking lot

13. Pursuing diversity in composition and leadership

Data/Need	Annual Goals	Status	Outcomes
CPE affirmative action guidelines	Continue to maintain compliance with CPE affirmative action guidelines	Complete	Showed progress in 3 of 4 Council on Post-Secondary Education affirmative action categories
CPE affirmative action guidelines	Continue to recruit minorities consistent with demographics of the service area	In progress	99-00: 5.3% African-American students enrolled; 7.8% African-American professional staff, 5.3% faculty