

Instructional Services

Annual Report

January 2011

Adult Education and Literacy FY 2010

Area Planning Council

According to state statutes, Area Planning Councils (APC) for Adult Education must be established within the boundaries of each college district of Illinois. Each APC is required to meet at least twice a fiscal year to elect officers, approve the council's bylaws, and to discuss the development and coordination of an area plan for adult education services in the district.

In our college district, APC meetings were held in November and December. The following officers were elected and are responsible for ensuring the area plan fulfills the adult education mission of ICCB and the learning needs of adult learners in the district: Lisa Atkins, Chairperson; Julie Wollerman, Vice Chairperson; and Traci Kapp, Secretary.

The area plan for the upcoming fiscal year will focus upon the development of additional bridge programs and transitional services for adult learners. The plan will be developed and submitted to ICCB for approval prior to its deadline of February 18, 2011.

Index of Need – Adult Education Services

In October 2010, SIU Edwardsville's Department of Economics and Finance released the results of its seventh year of studying the number of adults who are 16 and older, who are no longer in the K-12 system, and:

- who do not have a high school diploma, and/or
- live in households in which a language other than English is spoken, and
- live in households with incomes below the federal poverty level for 2010, and/or
- who were in the labor force and unemployed during the calendar year of 2009

According to the study, among our district's adult population (*16 and over, who are no longer in the K-12 system*) of 93,698:

- 7,418 adults live in poverty
- English is a second language for 3, 908 adults
- 9,026 adults have attained less than 9 grades of formal education
- 11,475 adults have attained 9 or more grades of formal education, but do not have a high school diploma or its equivalent
- 409 ESL adults that were surveyed feel that they do not speak English well
- 11,517 adults are classified as receiving some type of public assistance from the government

ICCB Adult Education Strategic Plan

In April 2009, an advisory team governed by ICCB, began the development of a five-year strategic plan for adult education that would address the needs of adult learners in our struggling economy. With the awareness that the receipt of a GED® Credential should be the starting point for adult learners to gain employment, ICCB emphasized to the advisory team that they should develop a plan that is based on the career pathway system; and that would provide innovative, collaborative, and strategic solutions to offer adult learners more opportunities to further their career and educational goals.

The advisory team submitted a plan that focused on the following core elements of adult education:

- Assessment, curricula, and instruction
- Support and follow-up services
- High-quality teaching and professional development
- Partnerships
- Research, data, and accountability
- Program design

In October 2009, the strategic plan was finalized and submitted to ICCB for approval. In November 2009, copies of the strategic plan were forward to all adult education providers in the State of Illinois. The plan has become the framework of all adult education services to be offered by ICCB adult education providers during the fiscal years of 2010 to 2015.

In response to the strategic plan and to maintain our proactive approach of enhancing our adult learners' ability to transition to post-secondary education and/or employment, the following academic components continue to be offered as part of the Adult Education and Literacy curriculum: Career Assessment and Computer Literacy; Soft Skills and Workplace Ethics; and College and Workplace Readiness. These services are offered to students through the collaborative efforts of the Adult Education Department and the college's Career Service Specialist, Director of Recruitment, and the Academic/Transitional Advisor.

Adult Education Bridge Programs

During FY09 and FY10, the KC's Adult Education and Literacy Department successfully developed and implemented a Bridge Program that would introduce adult learners to the career cluster of health science while studying to obtain their GED® Credentials.

Currently, 15 adult learners are enrolled in the program. During the six months program in FY10, 24 adult learners participated in the program. Among the 24 learners:

- Four obtained their GED® Credentials
- Three entered employment
- Three entered post-secondary education

The Bridge Program developed by KC's Adult Education and Literacy Department has become instrumental in the continued research and approval of bridge programs by ICCB.

Managed Enrollment - Adult Education

In April 2010, ICCB notified all of its adult education provider of the possibility that it would impose enrollment caps as part of a managed enrollment system for all ICCB funded Adult Education programs due to the anticipated delay in the release of state funding and the need to maintain our level of effort at the federal level. In anticipation of the implementation of the statewide, managed enrollment initiative, KC's Adult Education and Literacy Department began the development of a new assessment and enrollment system. On July 21, 2010, ICCB sent notices to all providers that the managed enrollment system would be implemented for FY11. Kaskaskia College received an enrollment cap of 590 adult learners to be served through ICCB funds during the fiscal year. Students enrolled in vocational education and Spanish GED® or Foreign Language GED® instruction are not included in the cap. In addition, students that are solely served with other dollars are not included in the cap.

As of December 1, 2010, KC's Adult Education and Literacy Department has served 262 (44%) adult learners of its enrollment cap of 590 for FY11.

National Adult Education Honor Society

In August 2010, KC's Adult Education and Literacy Department became a charter member of the National Adult Education Honor Society. The National Adult Education Honor Society is an opportunity for outstanding adult education students to be recognized. Honorees are nominated by their instructors and are selected based on their attendance, attitude, work ethics, and commitment to earning their GED® Credentials.

On March 22, 2011, five GED® recipients will become honorees and will receive a certificate, honorary sash, a NAEHS pin, and a recommendation letter or employment and/or continued education from the national office of NAEHS.

GED® Graduation

As of December 1, 2010, eighty (80) residents, who formerly attended GED® Review classes associated with KC's Adult Education and Literacy Department, have received their GED® Credentials during the current fiscal year (July 2010 – June 2011). Currently, the department conducts three graduation ceremonies per fiscal year. Forty-two (42) recipients participated in the graduation ceremony held in the Lifelong Learning Center on October 7, 2010. The other ceremonies are scheduled for March 22 and June 28, 2011.

OTHER PROGRAM UPDATES AND ENROLLMENT DATA

Adult Volunteer Literacy - Reading Link Program

The Reading Link Program provides individualized literacy services to adult learners of the college district through the use of trained, volunteer literacy tutors. Currently, the program has 92 volunteer tutors. Tutors are assigned to adult learners upon the completion of 18 hours of training that is administered and monitored by the program's coordinator. Below is a chart that shows the number of tutors and the students being served this fiscal year, according to site locations and/or participants' county residence:

Location	Adult Learners Served	Volunteer/Tutors
Centralia Correctional Center	150	8
Centralia Area	35	30
Clinton County	10	19
Bond and Fayette County	2	4
Marion County	14	14
Washington County	7	8
Carlyle GED class	7	5
North Wamac GED class	2	1
Bridge Program – KC Campus	5	2
Nashville GED class	2	1
TOTAL	234	92

Even Start Program

ROE #13 and KC's Adult Education and Literacy Department have partnered for the past ten years to offer education services to at-risk, low income families in the college district through the Even Start Program. Funding is primarily used to serve teens and young mothers, with children between birth and seven years of age, who struggle in fulfilling their duties as parents and their children's first teacher.

Services are offered Monday through Thursday from 8:30 a.m. to 2:30 p.m and on Fridays from 9:00 a.m. to 2:00 p.m. at the Second Baptist Church in Centralia. Evening parent and child activities are offered on Tuesdays from 5:00 p.m. to 8:00 p.m. Currently, 10 adults and 8 children are enrolled in the program. Two (2) adult participants are expectant mothers.

Family Success Program

The Family Success Programs provides library services, adult education, children's education, parenting education, and Parent and Child Together (PACT) activities to eligible families in Centralia. Two grant awards were received by the AEFL Department to offer Family Success programs in northeast (Marion) and southwest (Clinton) Centralia during FY11.

Coordinators of the Family Success and Even Start Programs have collaborated to enhance and expand their program services to meet the literacy needs of their participants. Currently, 19 parents and 33 children are enrolled in the Family Success Programs.

TANF Program

The TANF Program provides job skills and placement services to TANF recipients of Marion, Clinton, and Fayette counties. As of December 1, 2010, the program has served 110 TANF recipients. 24 TANF recipients are currently receiving job skills and placement services. 22 of the 24 (92%) have engaged in 30 hours per week of job placement activities and one has been hired by a local employer.

According to the DHS agreement, as a provider, KC's Adult Education and Literacy Department can earn retention bonuses for each customer that retains their unsubsidized employment. The minimum amount is \$500 (30 day retention) and the maximum amount is \$1500 (90 day retention). As of December 1, the department has earned four bonuses of \$1500 for the current fiscal year (July 2010 – June 2011).

YouthBuild Program

The YouthBuild Program is a youth and community development program that simultaneously addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. The Adult Education Department has maintained its partnership with the United Methodist Children's Home (UMCH) of Mt. Vernon to offer the YouthBuild Program in Marion County.

During this fiscal year, fourteen Marion County residents, between the ages of 17 and 24, have been provided literacy and construction instructional services. Among the fourteen:

- Eight (8) residents remain in the program
- Four (4) earned their GED® Credentials
- One (1) is incarcerated, but plans to re-enroll

- One (1) was dismissed for behavioral issues

The instructional hours of adult education were changed from 6 hours, 2 days a week to 3 hours, 4 days a week due to the limited attention span of the program's participants.

FUNDING RESOURCES

The Kaskaskia College Adult Education and Literacy Department has received the following grant funding for FY11:

ICCB Public Aid	\$44,080.00
ICCB State Basic	\$79,438.00
ICCB Federal	\$76,279.00
ICCB State Performance	\$74,325.00
Even Start Program	\$95,700.00
Reading Link Program	\$65,000.00
Family Success – North Wamac	\$31,100.00
Family Success – Central City	\$31,100.00
TANF	\$97,022.00
ICCB Student Success Grant	\$32,524.00
GRAND TOTAL	\$629,568.00

**Arts and Sciences
FY 2010**

Social/Behavioral Sciences Department

The Social/Behavioral Sciences Department is enjoying a very successful 2010-2011 academic year. The Department is serving record enrollments in a variety of venues at a variety of locations. Courses are offered to students on the main campus, at extension centers, satellite campuses, online, and via distance learning technology. Full-time faculty members and adjunct faculty members offer classes in the mornings, afternoons, evenings, and weekends.

The goal of the Department for this year is to maintain an excellent level of service to our students. While this goal is challenging, given the expanding class sizes and course loads, student evaluations and administrative evaluations indicate that we are achieving our goal. Faculty members of the Department continue to perform assessment activities and are using the results to monitor effectiveness in the classroom and thus better serve our students.

The goals for next year include the continuation of providing excellent service to our students and expanding our relationships with dual-credit high school teachers throughout the district to ensure that all students receiving credit from Kaskaskia College are receiving a quality education.

Education

The Teacher Education Department in conjunction with Future Educators coordinated two student recruitment partnership events for fall 2010.

The first event was held Tuesday, October 26th and was a Halloween themed event. Current Teacher Education students invited high school students considering Kaskaskia College as their first choice for continuing their education after high school to join them in songs, stories, food and crafts for the beginning teacher.

The second event was held Thursday, December 2nd and again was open to new students. The main activity focused on crafting chocolate covered pretzels and Countdown to Christmas calendars to sell. Profits were presented to BCMW for the Christmas giving program they provide for their students and families.

Mathematics Department

The Mathematics Department has created a new and exciting webpage on Kaskaskia College's website. The site includes the department's mission and goals, links to department programs, syllabi, and faculty, and includes a group photo. In regard to Dual Credit this year, all full-time math faculty have volunteered to participate in dual credit visitations. The Mathematics Department is proud of the efforts of its faculty in this regard and plans to visit all Dual Credit faculty and schools. The Mathematics Department also plans to implement an optional practice final for dual credit courses to compliment the required portfolio assessment practice. Enrollment in math courses is substantial and has increased significantly in the upper math courses due to the new Pre-Engineering program established last year. A Pre-Engineering banquet is planned for the spring of 2011 to recognize those students that have completed the Pre-Engineering Program.

Transitional Math

Textbook Change Math 101

The Math Department is involved in the continual process of identifying software and textbooks to be used in Traditional Math courses. This year we have adopted the new 11th edition of the Bittinger Basic College Mathematics textbook for the Math 101 course. We currently are looking for software and textbooks to be used in future pilots as well as our new *Summer Bridge Project*.

TECM 119 OL

After much discussion with Career and Tech instructors and program directors a new TECM 119 (Technical Mathematics) online course has been developed. This process included the selection of a new textbook. This semester, the new course is being taught by Bill Broda.

Math 101, Math 101 A, and Math 101B Syllabus Review and Rewrite

The Mathematics Department and Title III have partnered to review and rewrite the course syllabus for Level 1 Mathematics courses. The changes for Math 101 included review of the *Course Outline* as well as an expansion of *Learning Outcomes*. Two new courses, Math 101A *Fundamentals of Mathematics I* and Math 101B *Fundamentals of Mathematics II* have been developed. Successful completion of Math 101A and 101B is regarded as equivalent to successfully completing Math 101. Math 058 will no longer be offered.

Math 102, Math 103, and Math 107 Syllabus Rewrite

Beginning October 1st the Mathematics Department and Title III will again partner, this time, to review and rewrite the course syllabus for Level 2 Mathematics Courses. Courses included in the review and rewrite will include *Math 102 Elementary Algebra*, *Math 130 Elementary Plane Geometry*, and *Math 107 Intermediate Algebra*. Course Outlines will be reviewed and Learning Outcomes will be expanded.

Transitional Math Pilots

Beginning Summer Term 2010 and including Fall Semester 2010 software provided by *Content on Demand* was used to provide course material and assessments for selected Math 101A, Math 101B, Math 101, Math 102, and Math 107 courses. The courses in the pilot were offered in *Web Enhanced* format. The pilot included courses offered at the Salem Education Center, Greenville Education Center as well as Main campus. The pilots included much training for our online delivery platform, *Blackboard*. We are currently in the process of evaluating the success of this project.

Fine and Performing Arts

Art

Art Program goals this academic year include developing a new *Art Internship* course for the visual arts students to gain hands-on experience in the Dee and Sue Boswell Art Gallery. Sophomore art scholarship students will enroll in this course and will gain practical experience in running an art gallery. Plans include offering this course for the first time in fall 2011.

In April of 2011, the art students at Kaskaskia College will go to Chicago to visit several museums and other points of interest pertaining to art. In the past, the students have visited the Art Institute of Chicago, The Contemporary Museum, the Veterans Museum, The Shed Aquarium, China Town, and the Red Moon Theatre. These trips allow students to experience the fine arts of Chicago, while expanding their knowledge and understanding of the art and of the city itself.

Theater

Theatre program goals include developing new theater courses for expanded theater course offerings for fall 2011.

Members of the KC Theatre Guild presented a one-act play during the Kaskaskia College open house this year. The KC Theatre Guild will present its fall play, "It's a Wonderful Life" on December 10, 11, and 12. The KC Theatre Guild will present its spring play on April 29, 30 and May 1 with special performances for area school children. Last year's performances had an estimated 2000 students in attendance.

Vocal Music

Vocal music program goals include working with the instrumental music faculty in curriculum mapping and assessment of music theory courses. In addition, vocal and instrumental music faculty plans on finalizing the Associates of Fine Arts in Music (AFA – Music) this spring 2011.

Members of the concert choir performed at this year's Veteran's Day Celebration. The Kaskaskia Concert Choir performed on November 18 at the Methodist church in Carlyle. The Kaskaskia College Choirs presented "A Feast of Song at Christmastide" on December 3rd and 4th in the Lifelong Learning Center. This event was a great success averaging 80 guests per evening. The winter choral concert was held on December 9 in the Lifelong Learning Center.

The KC Blues will perform at this year's Friends of the Fine Arts Dinner/Auction in April and the Concert Choir and Community Chorale will be presenting a concert in May.

Instrumental Music

Vocal music program goals include working with the instrumental music faculty in curriculum mapping and assessment of music theory courses. In addition, vocal and instrumental music faculty plans on finalizing the Associates of Fine Arts in Music (AFA – Music) this spring 2011.

KC Student Jordan Feig and Professor Cliff Jourdan performed "Taps" at this year's Veteran's Day Celebration.

The Kaskaskia College Concert and Jazz Bands performed to a very large crowd on October 5. Additionally, the winter concert was held on December 7th.

The KC Pep-Band gave a performance during the lunch hour in the KC student center. The KC Pep-Band will perform at 18 total basketball games this year.

The KC Pep-Band will begin its tour of the surrounding schools this fall and continue into the spring. The goal is to perform at 10 locations this year.

The Kaskaskia College Concert Band will share a concert with the Centralia public schools this March while taking part in the Centralia Sound Spectacular Concert. The Kaskaskia College Concert and Jazz Band will perform in March.

The KC Instrumental Music Club will sponsor the 3rd Annual Kaskaskia College Honor Band on April 7, 2011.

The KC student Jazz Ensemble will perform at the Friends of the Fine Arts Dinner/ Auction this upcoming spring in April.

The KC Jazz Band will perform at a Jazz festival at UMSL in spring 2011.

Science Department

The Science Department is proud of the recently renovated A&P classroom and lab. This lab was operational this fall. Plans are underway to renovate two more classroom/labs this upcoming spring/summer.

The Science Department is looking forward to helping with the City Wide Junior High School Science Fair this upcoming spring semester. The Department is considering expanding in this area in the future.

The Science Department would like to welcome their new Department Chair, Bruce Fink. The Department would like to thank Dr. Peter Vig for his years of service as department chair.

Physical Education

The physical education area is continuing to expand, with the offering of additional courses for the spring 2011. New courses include but are not limited to: Beginning Racquetball, Golf Participation, Soccer Theory, Tennis Participation and Walleyball. The area in the fitness center has allowed for the new courses to be offered as well as many weight training courses and fitness center participation sections that we did not have the space for before. The physical education course numbers are continuing to increase as we offer a more variety of course in the new fitness center. Additional courses are being developed to provide a variety of course for the students.

Humanities Department

The Writers Club, a new student organization, began this fall. So far the club has held a book drive, having donated over 400 books to BCMW, held writing workshops, and started putting together a literary publication that should be out in the spring.

The general aim for the Writers Club is to cultivate and encourage the appreciation of creative writing across the Kaskaskia College campus. The purpose of the creative writing workshops is to create a community of writers who share work and offer each other constructive criticism. The purpose of the literary publication is to provide writers and artists with opportunities to publish their works.

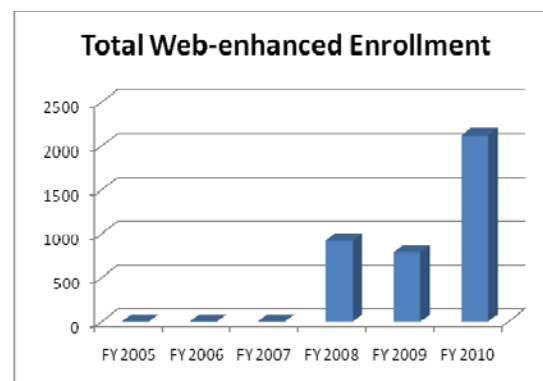
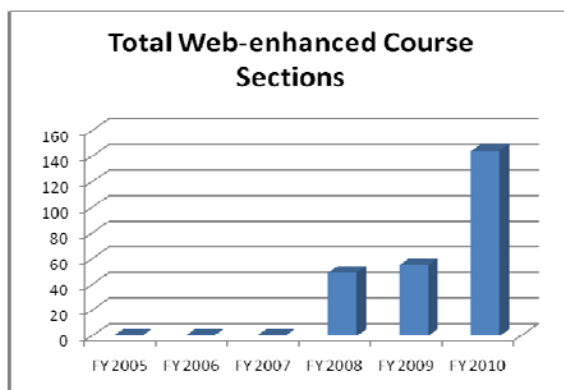
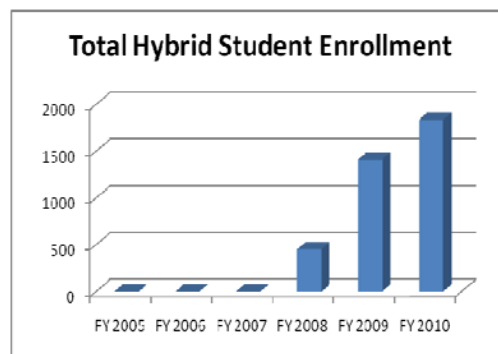
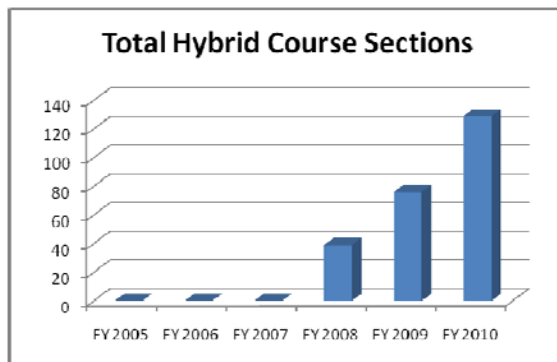
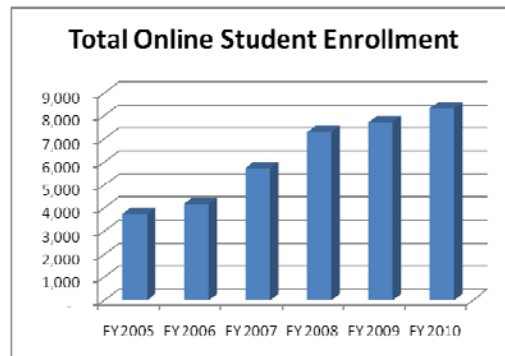
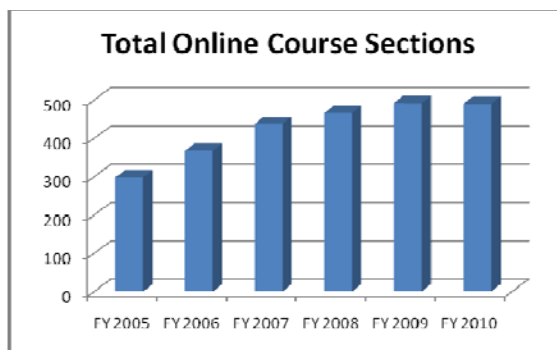
The Visiting Writers Series began this fall. The first presenting author was Pinckney Benedict, author of the new book *Miracle Boy and Other Stories*. The event involved a reading from the book, a Q&A session, and a book signing. It was a complete success, with well over 100 in attendance. The next presenting author will be KC's own Josh Woods, who will also do a reading, a Q&A session, and a book signing. That event is scheduled for March 30, 2011.

The purpose of the Visiting Writers Series is to offer Kaskaskia College and the surrounding community an opportunity to see, meet, learn from, and interact with published and awarded authors and poets. Such events not only cultivate and encourage the appreciation of reading, writing, and the literary arts, but they also inspire and enrich on the personal level.

Distance Education

Online

The College expanded its online, hybrid, and Web-enhanced course offerings and increased enrollment as identified in the following charts. Hybrid and Web-enhanced courses were not tracked prior to 2008.



The third year of the online student satisfaction survey was given to online KC students in Fall 2010. This year there are 2178 students in the survey class. The results have been very favorable in regards to KC's student online experience. A comparison of the yearly student satisfaction surveys can be seen at <http://kconline.kaskaskia.edu/fall09survey/combined08-09.htm>

GUID 103, the online student orientation course has been completely redesigned and now is a prerequisite for taking an online or a hybrid class.

The Blackboard login page has been updated with new student support information and updated student resources page.

Distance Learning is working with the Title III group and provides support for the development of online transitional studies courses.

New online, online proctored and hybrid courses

- CITA 200 Accounting Software Package / Quick Books Pro
- CITA 244 Desktop Publishing Basics
- CITP 225 Systems Design II
- CULI 203 Food Service Cost Control
- LAWO 198 Special Topics in Protective Service
- LAWO 265 Court Procedures and Evidence
- LAWO 275 Justice Administration
- MATH 135 Trigonometry
- MATH 160 Precalculus
- Many instructors are utilizing their Blackboard shell in their face-to-face classes.

AQIP Online Learning Action Plan

The present AQIP Online Learning action plan was retired this fall and a new action plan was submitted to AQIP. The new action plan's goal is the creation of a change request to the Higher Learning Commission to achieve accreditation. The AQIP Online-Learning Committee is meeting on a regular basis exploring and addressing student enrollment, online instruction, and online accreditation needs.

A course review process was implemented this fall and periodical peer evaluation of new and existing online courses is ongoing. A rubric is used by a committee to assess new and existing online courses. The rubric is being used to review online courses with the purpose of achieving consistent quality across our online course offerings.

The AQIP Online Learning Committee Web site is kept up-to-date with the latest activities and information. <http://kconline.kaskaskia.edu/online>

Distance Learning Office

Various workshops and webinars have been conducted in basic Blackboard, pedagogical support and guidance for “best practices” for online and distance learning.

Continued pedagogical support and guidance is being offered to help with the assessment and evaluation needs that are unique to online and distance learning environments.

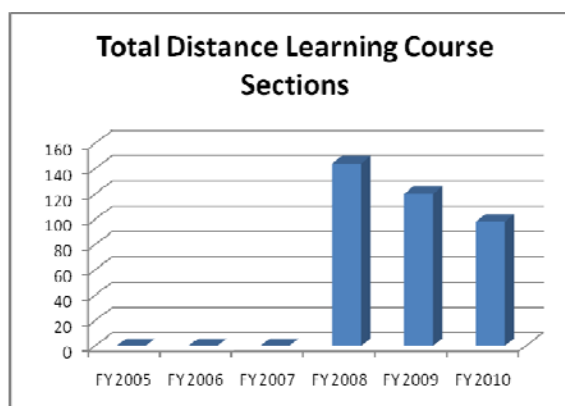
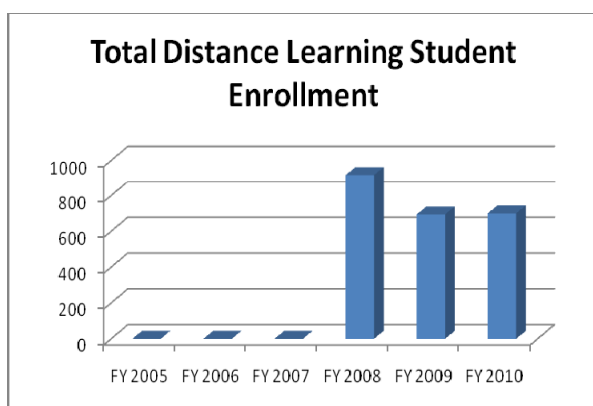
SafeAssign was installed and piloted on Blackboard. SafeAssign is a plagiarism prevention service offered by Blackboard at no charge.

All faculty, both full-time and adjunct, are enrolled in a Blackboard course shell. The course contains:

- A detailed Blackboard 8 tutorial, covering all relevant aspects of the course management system, examples of how the various tools should be used, as well as suggestions about how to best integrate these tools into a streamlined, student-friendly, easy to follow, and overall effective online course.
- Additional and evolving information, such as links to online resources for course development, discussions, workshop notes and summaries, etc.
- A new blog was created for the KC community associated with distance learning. The blog, to be found at <http://kcteachingonline.wordpress.com/>, provides guidelines and up-to-date information about the effective use of the LMS and other technological developments related to teaching online.

ITV

49 sections were offered in Fall 2010 through Interactive Video between campuses. Interactive Video student headcount for Fall 2010 was 315 students.



** FY 2005 – 2007 AS400 Data not available

Professional Growth and Development Committee

The Professional Growth and Development Committee accomplished the following goals this fall:

- Contributed two staff development book reviews as contributions for Professional Growth and Development newsletter and continue to promote and plan content.
- Trialed subscription to Magna 20 Minute Mentor series and purchased other titles recommended by faculty and staff.
- Provided Professional Growth Days for Monday, August 16 and Tuesday, October 12
See attached table of course offerings provided at these sessions.
- Provided evening Professional Growth session for adjunct faculty on August 16 with expanded opportunities added before dinner as well as after the general session and after dinner.
- Continued to work on the AQIP Adjunct Faculty Enrichment Project Communications Team and the AQIP Adjunct Faculty Enrichment Project Professional Development Teams for better support for our adjunct faculty.

Continuing Goals for the LRC include:

- Continue Professional Growth and Development goals for workshop days and other modes of professional growth.
- Continue to work with AQIP team ensuring synchronization with regular committee planning for all faculty and staff
- Continue support of a Professional Growth and Development Calendar.
- Support strategic commitment tasks for Learning College topics at each workshop and guest speakers that support Learning College concepts.

Future LRC Goals Include:

- Establish a centralized training calendar that promotes established training sessions offered by departments as well as low cost or free webinars of interest to the staff.
- Work at capturing appropriate training sessions that best lend themselves for re-broadcast as archived training events for those who would benefit from the information provided.

August 16, 2010 Professional Development Day	August 16, 2010 Professional Development Program for Adjunct Faculty	October 12, 2010 Professional Development Day
General Session address by President and VP's.	General session and welcome by President and administrative staff	General Session address by President and VP's.
Awards	HR updates	Awards
Announcements	Adjunct Advisory committee Mtg.	Announcements
Campus updates: AQIP	AQIP Adjunct Project	Campus updates: AQIP
Keynote Speaker: Dr. Kent Keith Servant Leadership	Transitional Studies Math Mtg.	IT/Blackboard updates
Leadership Session for President's Cabinet	Student Support Services for you and your students .Two sessions	Emergency Incident Team Monitors for KC team members
Technology Block	Technology Tools for classroom support. Two sessions.	Budget Officer Training
Blackboard Instruction (Safe Assign plagiarism tool	Walking tour of campus. Two sessions	Managing Stress through the Holidays. Two sessions
Student Advisement-Degree audit training.	Technology Training for Best Campus Communication. 2 sessions	Using I Clickers in the Classroom. Two sessions.
Meeting for transitional instructors	Dual Credit Faculty Orientation. Two sessions	Working Together for Students with Disabilities
Biggest Loser weight loss program opportunities		New Mailing Policies and Procedures
Incorporating GIS into your classroom		Communication for Leadership
Department meetings	Working Dinner with Departments	Tour of Greenville Center*
KC FT meeting		Magna 20 minute mentor demo on FERPA. Two sessions
KCTOP meeting		Emergency Plan
		KC FT meeting
		KCTOP meeting

Training offered beyond Professional Growth Days and reported by other departments:

Additional sessions for I clicker part 1 and 2 were offered other days.

Additional sessions for Soft chalk and Blackboard offered

Additional session offered for mailroom policies and procedures

*Greenville tour canceled due to lack of attendance

Learning Resource Center (LRC)

This year the LRC applied for a BTOP grant with other Illinois state libraries for 8 stations that would provide computer lab stations for special needs students. Options include: text-to-speech software; speech-to-text software, magnifiers, and one station that would accommodate severely obese students. This grant was targeted to serve our students, potential students and public. After two rounds of BTOP funding, the LRC is still hoping for monies from Illinois Department of Economic Commerce (DCEO). In the meantime, through another student support service ICCB grant we anticipate providing some of these features on a much more limited scale.

LRC Outreach

This year, LRC staff person, James Kellermann, developed three online tutorials on our webpage:

[How to Renew your Library Books.pdf](#)

[How to Search the Kaskaskia College Library Card Catalog.pdf](#)

[How to Use the WorldCat library Card Catalog.pdf](#)

The LRC continues to provide outreach to instruction by providing introduction to discipline specific library resources to adjuncts and faculty that invite LRC staff to their research classes. The LRC is mindful of scheduling these sessions for best service and least cost of transportation. For example, the LRC tries to schedule two instructors at the education centers or arrange “walk in” time for students while two staff people are visiting the centers.

The LRC continues to provide lunch hour in-services in conjunction with the Success Center programs. This semester’s topics focused on “Quick start to PowerPoint” in anticipation of the Health classes PowerPoint projects presented by James Kellermann; and “Researching More Efficiently” by Arlene Dueker.

This past semester the LRC expanded their role in the new student orientation classes for first year success program with “Library Exploration. What Every Student Needs to Know.” The content of this class was based on the deficits that instructors reported to us were most needed in the first year classes. James Kellermann also provided a special section on our KC webpage: “The top ten things every student should know” which provided further outreach to new and returning students.

A Research Skills class – RESK 125, was offered as part of the Transitional Student Cohort curriculum. This class is being offered as late start in the spring schedule.

The LRC staff incorporated Learning Resource Center goals in alignment with the tasks and objectives the Strategic Planning Process this fall.

LRC Special Programs

LRC staff has been super in promoting displays for the KC campus. KC WebTV slides and Themes included Constitution Day, Hispanic Heritage and Salute to our Veterans and the new Visiting Writers Series. Beth Moore has been assisted by James Kellermann for web support and Linda Wimberly for visual displays.

During KC Alumni and Family Reunion Day, the LRC made a special display for our visiting veterans that were part of the scavenger hunt and helped families look up the veterans on our KC veterans' wall with our computer file. Veteran names were collected by our staff if they were not found on the wall and submitted for inclusion in the project.

LRC Professional Growth and Development

James Kellermann, Beth Moore, and Linda Wimberly were able to attend a Library Support Staff Conference “Reaching Forward South” held in Springfield, Illinois this fall in September.

Arlene Dueker currently serves as ex-officio president of Southern Illinois Learning Resource Consortia (SILRC). Arlene also serves on a task force with Network of Illinois Learning Resource Consortia for instructional technology. Finally, Arlene is also an alternate task force member for the Southern Systems cooperative task force preparing for a merger of the state regional library systems for Shawnee, Lewis and Clark, Lincoln Trails and Rolling Prairies. This new regional system will extend approximately from the Springfield/Champaign metro regions to the very bottom of our state.

Outside of the LRC duties, Arlene Dueker currently serves as a ROTORACT Club sponsor with Tina Suarez and has participated in Centralia Clean and Green and manning games for the children’s area during Centralia Halloween Fest.

Beth Moore, James Kellermann and Arlene Dueker are also currently taking the special learning needs assessment certification course provided through Title III. While all staff will benefit from this course for instruction, this will better support our library outreach and support for all special needs students.

Arlene Dueker also serves as secretary of the Centralia Sunrise Rotary Club and this club does support our Adult Education and literacy programs as well as providing every third grader in the district their own personal dictionary.

Linda Wimberly has risen over \$450 with a used book swap exchange. None of these books were purchased with school monies but donated.

LRC Goals

- Purchase an additional I-Clicker hub and at least 32 clicker units in the next group buy opportunities.
- Big Read Grant Application deadline is February 2011. The LRC plans to submit for another program. Existing LRC partners have agreed that they would like to try for a second. The proposed title is the **Story and Poems of Edgar Allen Poe**. The LRC staff is contacting faculty and other partners to see if we can involve more interest and support.
- Launch at least one book group open to faculty staff and students to start a “One Campus One Book” event. Arlene Dueker will work with the Diversity Committee to see if they would like to co-sponsor this with a book selection devoted to increasing diversity awareness and discussion such as “**Three Cups of Tea.**”
- Demo a product suggested by Professor Josh Woods called “Visual Thesaurus”
- Wrap up the acceptable use policy taskforce
- Explore more options for library online tutorials now that bandwidth supports more video/avi clips.
- Plan for text a librarian services for FY 2011-2012 year.
- Explore more laptops that can be stored in library and checked out by instructors for online tests that need to be proctored with the goal of supporting the Nursing Department
- Continuing to explore new subscription services that can be placed online.
- Monitor state library funding crisis and plan with other southern community colleges for best decision to move from a regional multi type shared catalog to the Illinois academic shared catalog.

AQIP

AQIP/Accreditation - Kaskaskia College is in its fourth year as an AQIP institution and it continuing to move forward in campus wide continuous improvement. In addition, three new AQIP action projects are in place and are progressing nicely. The three projects are summarized below and include action items achieved this fall and plans for the institutionalization of each project.

Improve and Expand Online Learning Action Project – Phase II. The intent of the original *Improve and Expand Online Learning* project was to evaluate the current state of online learning at Kaskaskia College and establish benchmarks from which to improve the quality and consistency of the online learning experience for KC students and faculty, to identify stakeholders in need of support and/or training which may be hindering their participation, and to identify new opportunities to increase online offerings, including online degrees. Improve infrastructure and support for the needs of increased online enrollment. Develop and improve the Web-based student services with an online admissions process, online counseling and advising. The Improve and Expand Online Learning Project – Phase II will focus solely on achieving accreditation for the first complete online degree. This project will focus on quality of online classes and student support services.

Members of the AQIP Improve and Expand Online Learning Action Project Team – Phase II and Distance Learning Committee include: Steve Jerden and Irina Neuman, Co-Chairs, Angenien Huffstutler, Barb Norstrom, Bruce Fink, Charles Kuhn, Christin Dalaviras, Denise Derrick, Diana Hansen, Elizabeth Sundermeyer, Eric Hofelich, Jeff Sulcer, John Orlet, Joyce Pryor, Kellie Henegar (Sponsor), Kenneth Ingersoll, Mike Stone, Nathan Wilkins, Pradeep Vig, Sam Bundy, Sandra Cox, Sedgwick Harris, Steve Cox, Sue Aman, Sue Hardebeck, Tim March, Virginia Williams and Wayne Watkins. Additional information regarding this project is discussed in the Distance Learning section of this report.

The **Adjunct Faculty Enrichment Project** began this summer with feedback received from the Strategy Forum Planning Team. The Adjunct Faculty Enrichment program includes a comprehensive review of the adjunct faculty member experience at KC. This review will include analysis of the interview/application process, professional growth and development opportunities, various communication methods, the adjunct faculty evaluation process, course content and assessment. The goal of this project is to fully engage our KC adjunct faculty in to a wider range of College processes and activities in order to help them develop stronger connections as vital member of the KC culture.

Building the Quality Improvement Culture at Kaskaskia College project facilitates campus-wide involvement in continuous improvement by strengthening the structure of quality improvement participation throughout the campus, utilizing current Kaskaskia College infrastructure to coordinate quality improvement activities with goals of the institutional planning and budgeting processes. KC will infuse quality improvement processes into existing college decision-making entities with a goal of encouraging and securing more campus-wide involvement, active participation, and ownership of important processes: determining AQIP action projects, updating Systems Portfolio data, reviewing campus-wide assessment data, forming recommendations to Institutional Planning Teams, explaining Systems Appraisal Feedback to those responsible for enacting change, and preparing for the Quality Checkup Visit.

Kaskaskia College Friends of the Fine Arts

The Kaskaskia College Friends of the Fine Arts under the leadership of President, Dr. Dee Boswell, continues to impact the lives of the KC fine and performing arts students. The organization actively supports the KC fine and performing arts students by offering five student scholarships and four enrichment grants for each of the fine and performing arts program areas: speech, theatre, instrumental music, vocal music, and visual arts. The KCFFA recently committed \$30,000 over the next five years towards scholarships through the Title III Endowment Scholarship Fund. Additionally, the KCFFA is actively planning their annual spring scholarship banquet scheduled this spring in April.

Dee and Sue Boswell Art Gallery

The Dee and Sue Boswell is a vital part of the fine and performing arts at Kaskaskia College. This fall term the gallery hosted three very diverse exhibits both in the gallery and the KC Learning Resource Center. The first exhibit in early fall was **Works on Silk** by Pat Vivod. The Artwork from the National Veterans Art Museum exhibiting pieces on **Falluja** by Joel Chaverri was on display from mid fall in celebration of Veterans Day.

Finally, the end of the calendar year exhibit highlighted **Religious Icons from Around the World**. The upcoming spring exhibits include a diversity exhibit featuring works by KC student, Elise Gordon, the Kaskaskia College Regional High School Art Exhibit on display in the Learning Resource Center, light boxes by Libby Rueter, and drawings by Dennis Ringerring.

Phi Theta Kappa

The Chapter coordinated its 1st Phi Theta Kappa Phun Run on October 1st in Foundation Park, Centralia. The 2nd Phun Run has been scheduled for Saturday, April 16th and will be held on campus. The entire Campus population is urged to begin training now and prepare for multiple competitions!

Chapter President Sarah Rohner, Vice President Leadership Danny Finley and Vice President Fellowship Nancy Kobus joined members Derek Hoerchler, Steven Hoerchler and Advisor Susie Wurth at the October Regional Honors and Leadership Institute at College of Lake County in northern Illinois. Topping the list of lessons learned was an information session with Lawyer and Author, C. L. Lindsey. His presentation based on his book, The College Student's Guide to Law, led to the decision for the Chapter Honors In Action Topic study.

The Chapter has been gathering research for the following questions: How does the dissemination of information influence the individual and community? To what extent does an individual have a right for his/her personal information to remain private, and who and who is responsible for its protection? As part of the process, the chapter will synthesize its research and partner with KC Core Values Team to build an informative skit surrounding the issues of internet and cell phone usage.

Fall Induction was held Friday, October 15th with 69 new members welcomed into the chapter.

Tiffany Geppert honored her chapter and college after being selected to attend a NASA STEM camp in November. After competing in a rigorous competition involving creating and designing an "Agri-Rover", she was one of 90 community college students selected out of a competitive field of 270. She was one of three Phi Theta Kappa members selected in the state of Illinois, and one of 36 selected out of the entire membership of Phi Theta Kappa International.

The Chapter College Project, a pilot Leadership Summit, was held Friday, November 5th and Saturday, November 6th. 25 students and Administrators joined together to review leadership skills, participate in timely discussions, and enjoy lively activities, skits and movie clips. This pilot will be reviewed for expansion in to a larger project for 2011.

WYSE Competition

The WYSE Academic Challenge is scheduled to be held on February 1, 2011. The sponsors of this event are excited to host the event and for see participation of all area high schools at this year's event for the first time

Honors Program

This semester we have had a large number of new applicants for the Honors Program bring our total to 23 participants. Honors courses continued to challenge students to think, to analyze, to investigate, and to discover by stimulating them to achieve beyond the usual academic requirements.

Career and Technical Education FY 2010

Carl Perkins Career and Technical Education Grant

The Kaskaskia College Perkins Grant for FY '11 focused on some new initiatives. The grant total for this year was \$263,656. All activities required by the grant were met. In structuring activities for the grant, the following new initiatives were designed with the goal of improving instruction and addressing the need for technological advances in student learning.

- **The College Now Program:** This year \$20,000 was allocated to fund tuition, fees and textbooks for secondary students to attend college classes (on campus) while still enrolled in high school. This is another mechanism Kaskaskia College has put into place to give current high school student the opportunity for a “jump start” in earning college credits, and working toward completion of a college certificate or degree.
- **Skills USA:** Last year, more students than ever qualified to compete in SKILLS USA. In anticipation of further increases in this area, an additional \$5,000 was written into the Perkins Grant to fund students qualifying to attend state and national competitions.
- **Student Worker Funding:** To insure that Career and Technical Education programs would have the opportunity to hire student workers, and to provide some relief for the institutional budget in this category, \$75,000 was written into the Perkins Grant for student workers. This initiative not only benefited the CTE Programs, but allowed Federal and institutional funding for student workers to be allocated to other areas and programs in the College.
- **Equipment and Instructional Supplies:** Approximately \$48,000 was designated for purchasing new equipment and instructional materials for advancing technical training and skills acquisition for students in the following programs: Cosmetology, Industrial Technology, Computer Information Systems, Welding, Automotive Technology, and Electronic Technology.
- **Faculty Enrichment and Training:** With rising budget concerns, it has been necessary to reduce travel for faculty and staff development to allocate these resources to other areas. In FY '11, \$6,500 was designated for use by faculty to attend training seminars to refresh and upgrade their skills in CTE disciplines.

Career and Technical Education Innovation Grant

The Illinois Community College Board awarded Kaskaskia College with the Career and Technical Education Innovation Grant for FY '11. The amount for this year's grant was \$25,573.00. The funds were approved for improving the indicated Career and Technical Education programs as follows:

- Carpentry Occupations-Purchase of concrete forms for masonry and foundation construction.
- Physical Therapy Assistant, Radiology, Sonography, Cosmetology, and Criminal Justice Programs will receive iClickers to be incorporated into instruction. These devices will provide students with immediate feedback and assist in preparing them for registry and state licensing exams where applicable.
- HVAC (Heating, Ventilation and Air-conditioning) will acquire a "Rigid Pipe Threader"
- HVAC will also purchase a Whirlpool 2 stage furnace and 16seer A/C evaporator coil.

Career and Technical Educational Program Improvement Grant

Kaskaskia College has been awarded \$25,919 in funding for the Career and Technical Program Improvement Grant. This funding is designated for use in enhancing CTE programs in scope, skill level, and technology. Funds are dispersed based on program need. To date, allocations are being considered for the following programs. Others will be added to the list as they are identified.

- Horticulture: Refrigeration storage for floral supplies
- Agriculture/Horticulture: Industry required chemical storage
- HVAC: Additional hand tools needed due to increased class size
- HVAC: Duro Dyne Pin Spotter. Pin spotters are state of the art, and help to ensure that internal duct insulation and liners do not break free in the air stream causing problems for the consumer.

High School Career Fair

KC hosted the High School Career Fair in November. This annual event is sponsored in conjunction with the Marion, Clinton and Washington Counties Career and Technical Education System, Bond, Fayette and Effingham Counties Vocational Education System, Kaskaskia College Partnership for College and Career Success, and the Kaskaskia College Perkins Project. An impressive total of 712 students from the following schools registered to attend this event:

- Breese Central
- Centralia
- Centralia Alternative
- Greenville
- Mulberry Grove
- New Approach
- Odin
- Okawville
- Patoka
- Safe School
- Salem
- Sandoval
- South Central
- Wesclin

Students were provided with three rotating activities:

- Tours to pre-selected program areas where they were provided with a presentation on the content of the program and question/answer opportunity
- Activities in the gym which consisted of booths manned by career and technical education faculty and business and career professionals. A section was also set up for interactive activities related to career and tech fields.
- Keynote speaker in the auditorium.

Programs, faculty, and business participating this year were:

- Sue Aman, Accounting
- Barb Norstrom, Virginia Williams, Nathan Wilkins and Michelle Hill, Office Occupations
- Tim March, Business
- Charlie Kuhn, Angenien Huffstutler, Kerri Richards, Computer Information Systems
- Richard Rittenhouse, Drafting
- Ken Ingersoll, Criminal Justice
- Kent Sickmeyer, Agriculture
- Tina Suarez, Early Childhood Education
- Kevin Ray, Welding
- Don Sensel, Industrial Electronics/Industrial Electricity
- Charles DeBernardi, Allen Auld, Toby Dothager, Automotive Technology
- Danny Mays, Elmer Woods, Auto Collision
- Pete Donnelly, Carpentry Occupations
- Robert Hawkins, HVAC
- Clarke Griffin, Culinary Arts
- Chris Browne, Kelli Malone, Murlen Garner, Cosmetology
- Lori Schmidt, Dental Assisting
- Amber Edwards, Sharon Elwood, Respiratory Therapy
- Cynthia Hoffmann, Diagnostic Medical Sonography
- Beth Urban, Eric Jones, Respiratory Therapy
- Bryan Manor
- Carlyle Healthcare Center
- Centralia Police Department
- Continental Tire
- Fayette County Hospital
- FCAE
- Federal Bureau of prisons
- Illinois Army National Guard
- Marathon Pipeline LLC
- SICAP
- SICCM (Southern Illinois Collegiate Common Market)
- SIMPACT
- St. Mary's Good Samaritan Hospital
- Tri-County Electric
- Unique Personnel Consultants
- US Army
- US Army Corps of Engineers

Phi Beta Lambda

- Attended the Illinois Phi Beta Lambda State Fall Seminar Series in October 2010 at McKendree University.
- Working on various fundraisers to prepare for State and National Leadership Conferences in Spring and Summer 2011.
- Hosting the FBLA Southwestern Illinois Area Leadership Conference on January 22, 2011
- Will be attending the Illinois Phi Beta Lambda State Winter Seminar Series on January 19, 2011 at Eastern Illinois University.

SkillsUSA Competition

SkillsUSA is a partnership of students, teachers, and industry representatives working together to ensure America has a skilled work force. Their programs also help to establish industry standards for job skill training in the classroom. Because of the skill level achieved by its students, Kaskaskia College was fortunate enough to be represented by students and advisors at a conference and competition which was held in June 2010.

The five students who attended the 46th National Leadership and Skills Conference sponsored by SkillsUSA were Rachel Fisher (Mt. Vernon-Cosmetology), Mollie McGraw (Salem-Nail Care), Jennifer Johnson (Vandalia-Nail Care Model), Zac Paine, (Carlyle-Criminal Justice), and Diedra Marcum (Centralia-Technical Computer Applications). These five students earned the right to compete when they won first place at the Illinois SkillsUSA Championship in Springfield, IL. They were accompanied by their instructor/advisors, Kelli Malone (Nail Care), Ken Ingersoll (Criminal Justice), Chris Browne (Cosmetology), and Angenien Huffstutler (Technical Computer Applications).

Zac Paine placed 4th nationally in the Post-Secondary Criminal Justice competition, and Diedra Marcum placed 140th nationally in the Pos-Secondary Technical Computer Applications competition. Mollie McGraw and Jennifer Johnson placed 15th nationally in the Post-Secondary Nail Care competition, and Rachel Fisher placed 21st nationally in the Post-Secondary Cosmetology competition. Kaskaskia College is proud of each and every student who qualified and placed in this competition, and also of the faculty members and programs that produces such well trained students.

Agriculture

The Kaskaskia College Dairy Judging team finishes as the 8th Overall High Team at the International Postsecondary Dairy Judging contest at the World Dairy Expo in Madison, Wisconsin. Teams from the USA, Canada, and South America placed 12 classes of dairy cows in six different breeds and presented four sets of oral reasoning in the competition. Below is a breakdown of the individual and team honors for KC:

Guernseys:

- Katie DeLong 8th Individual
- Mitchell Eickmeyer 4th Individual
- KC Team, 6th

Holsteins:

- Mitchell Eickmeyer, 2nd Individual
- KC Team, 3rd

Milking Shorthorns:

- Paul Schumacher, 10th Individual
- Mitchel Eickmeyer, 9th Individual
- KC Team, 6th

Red and White Holsteins:

- Paul Schumacher, 5th Individual

Oral Reasons:

- Mitchel Eickmeyer, tied 10th in Individual
- KC Team, 4th High Team

Overall:

- KC Team, 8th High Team

The above placements qualified several students to return to participate in the North American International Livestock Expo in Louisville, Kentucky in November. On November 7, 2010, the Kaskaskia College Dairy Judging Team finished 5th Overall at the North American International Livestock Expo Dairy Judging Contest. Competing against teams from across the nation, KC was 5th Overall; 5th in Oral Reasons; 5th in Ayshires, Holsteins, and Guernseys; and 2nd in Jerseys. Individual accomplishments include:

- Mitchell Eickmeyer was recognized as High Individual in the Jersey breed, and was 10th Individual in Oral Reasons.
- Katie DeLong – 8th in Ayshires, and 7th in Brown Swiss, and 12th High Individual
- Paul Schumacher - 7th in Ayshires
- Nick Frederking - 16th High Individual Overall with a very consistent day.

Having two finalists in the top eight teams in national competitions is a tremendous accomplishment. Our students represented KC in outstanding fashion this year being competitive and professional.

Auto Collision

Significant accomplishments for the Auto Collision Program for the first half of the academic year include:

- One student finished third in Auto Collision at the SkillsUSA competition
- New overhead doors were installed in the shop. This installation will improve the heating and cooling retention of the shop area.
- The program collected over \$1,200 for the Centralia Humane Society.
- Through grant funding, the program was able to purchase a welder. Prior to this purchase, there was only one welder for this program. Students often had to wait to use the machine which caused delays in completion of some projects. With the addition of this new equipment, students are able to complete assignments and projects in a timelier manner.
- Visited Salem and Centralia High Schools, and Okaw Area Vocational Center for Dual Credit and recruitment of potential campus students.

As with all career and technical education programs, part of the course requirements include hands-on lab activities. During the Fall semester, the Auto Collision students completed approximately 40 work orders. These work orders were a result of requests for body work on the personal vehicles of Kaskaskia College students, faculty and staff. These projects provide valuable experience for students and provide a service to KC at reduced costs since no labor charge is assessed.

Automotive Technology

Automotive Technology is continuing to expand with student enrolment and completion of program. In Fall semester, the program averaged 18-20 students per class and had eight completions. During the past year, the program has acquired the following equipment which is being used to provide the students with current technology in the field.

- 2 Atech electrical trainers that simulate the computerized lighting system and instrument panel. These trainers allow the many students to learn completed automotive systems in a controlled learning environment. This frees up shop space for more live work and lets more students in the lab.
- Additional computer diagnostics tools
- OTC scanner
- CANdi module which connects between the Tech 2 Flash's Diagnostic Link Cable and the OBD adapter. Once the CANdi module is connected, it can be used on all GM vehicle applications, even those vehicles using other platforms such as OBD I and II.
- Additional power probes.

As part of their hands-on lab experience during the Fall semester, the students in the Auto Technology program completed 237 work orders. These work orders were a result of vehicle requests submitted by Kaskaskia College students, faculty and staff. The students completed these repairs logging a total of 1,590 shop hours. Shop hours are flat rate time that industry gives for the time the students work on jobs if they were getting paid.

In conjunction with the Auto Collision instructor, visited Salem and Centralia High Schools and the Okaw Area Vocational Center for Dual Credit and recruitment visits.

Computer Information Systems

On September 24, 2010, under the supervision of Angenien Huffstutler, Associate Professor of Computer Information Technology, members of the KC CNET Club went to Trinity Lutheran School in Hoyleton to complete a major service work project. Participants implemented a brand new windows-based server to replace their old Linux server, implemented a Domain network model, corrected and or repaired hardware issues with 7 workstations (this portion of the project was completed at KC prior to going to Trinity), imaged all laboratory/library workstations to establish uniformity, implemented security policies on server to control access rights thus minimizing the possibility of students and others from being able to make improper changes, etc.

This project was a tremendous opportunity for our students gain experience in designing, implementing, and configuring a new network system for. Jon Boehning also participated in this project guiding students with workstation repairs and configuration issues that might arise on-site. We had only one day to achieve all of this, a great deal of which was completed on-campus in the rear laboratory in Ms. Huffstutler's classroom. Configuring the server at KC prior to going on-site for the project was also a valuable learning experience for the students handling that portion of the project.

On September 30, and October 1, 2010, the KC CNET Club also performed another service learning project at Radom Grade School, ironically they are also getting a brand new server to replace their failed one and all workstations needed to be re-configured. As with the previous project, considerable work was performed in the lab at Kaskaskia College re-configuring the server. This project lasted two days. Because none of their work stations matched, all of the imaging of the stations had to be done on-site. Charlie Kuhn accompanied Angenien and the students to assist with workstation issues when the students encountered problems.

Both projects were completed free of any charges, saving both educational institutions thousands of dollars, while providing the students with invaluable learning experience. In addition to the service projects, the club ran a fundraising project selling flash drive bracelets in December. This drive was very successful. The proceeds will be used to fund further service projects during the remainder of the school year.

A new Web Design and Administration Degree has been approved by Curriculum Council and has been submitted to ICCB for approval. We hope to have this approved during the Spring semester, and ready of offer in Fall 2011.

The CIT Department joined Comp TIA, which is the leading provider of vendor-neutral IT certifications worldwide. Employers depend on CompTIA certifications to make smart hiring decisions. CompTIA helps IT professionals demonstrate their aptitude in various fields, such as security, network administration, computer repair, and server administration. Joining Comp TIA allows us to offer our students up to a 50% discount on their professional certification exams, which include A+, Server +, Network +, and Security +. These discounts were offered to students for the first time in December 2010. Some students are sitting for certification exams the first week of January 2011 at Kaskaskia College. We anticipate a much larger group of students taking advantage of these exams in May 2011.

In December, the CIT Department held a one day seminar on Wireless LAN technology. This was open to all students in the program, and was attended by approximately 15 students.

In keeping with changing technology, the department has also begun the move to the newest software releases of Windows 7 and Office 2010 in the curriculum. They began integrating Windows 7 into some of the courses in Fall 2010, and will continue to incorporate them into the remainder throughout the Spring and Summer semesters. Office 2010 is scheduled for integration in the Fall 2011 semester.

Cosmetology

Two Cosmetology faculty members were honored so far this year. Chris Browne was named Full-time Faculty of the Year, **and** Kelli Malone received the Horizon Award. Both nominations spoke of the tiring dedication and professional abilities of these two faculty members.

The Cosmetology Department competed with Rend Lake College in the “2010 Pint-to-Pint Challenge” in November, and was victorious. The American Red Cross Blood Drive was able to collect 140 units of blood from Kaskaskia College and 58 units from Rend Lake. Kaskaskia beat Rend Lake by more than a 2/1 margin. The Cosmetology Club purchased the t-shirts that were given out during the drive, and the KC Culinaires Club provided the food that was served to all donors. In the 2011 Pint-to-Pint Challenge, Cosmetology plans to extend the challenge to Olney.

Through grant funding, the program acquired 12 Artificial Nail Trainers. In the past, students in the Cosmetology and Nail Tech Programs had to rely on salon customers or other student, for practice on nail application and care techniques. With the addition of these trainers, students are able to complete assignments even when there are no live subjects available.

Additional grant funding provided Cosmetology with a sliding glass door bulletin board. This board is located outside the program area, and is used to provide students and other in the immediate area with information on upcoming classes and projects planned by the department. It can also be used to display samples of projects completed by the students and products that are for sale in the salon area. The sale of products in the salon provides additional operational funding for the program.

Grant funds also allowed for the purchase of massage chairs for the esthetics portion of the program. Pryor to this purchase the faculty had to borrow chairs from the Massage Therapy Program. Because these chairs are used extensively in Massage Therapy, their availability was limited. With the purchase of chairs for Cosmetology, students are able to practice this skill when needed, and are not subject to the schedule of another program. This enables the students to gain more practice and thus become better skilled in this area.

We are proud to report a 100% pass rate on the Illinois State Board written exam for our Cosmetology students. We are very proud of such impressive scores. Even though our pass rate has stayed very high throughout the existence of the program, our faculty knows that they are being well prepared these days. This is due not only to our high standards, but to the availability of the Success Center's staff. We have utilized Cynthia Webber's knowledge and willingness to teach our students their individual learning styles and be available for tutoring. Another success story includes 2 past graduates that did not pass their state board exam last year and returned for assistance from our faculty. Each one passed their state exam and is now employed in the cosmetology field.

The Cosmetology Club has had one of its busiest years in memory. Even though an attempt to take a professional field trip did not occur, the students were able to get a jump start on fundraising for our March convention. This journey takes us to Chicago and is the highlight of many students' college memories. We were also greatly involved with service-learning (head checks and free holiday haircuts at Sandoval Grade School), community events (Centralia Lady Elks and SMILES) and charity works such as the Relay for Life. The students were also intertwined in the working of the college by participating in the KC Reunion Day and the Veteran's Health Fair. During the Summer & Fall, our students also hosted 3 Blood Drives. One of those drives was billed as a contest versus Rend Lake College and (of course) we won!! Our Fall semester ended on a high note by our students voting to adopt a Sandoval family who lost their home the day after Thanksgiving to a house fire. The Cosmetology Club's missions since July are too numerous to mention, but we weigh each request for our presence carefully to insure that our student's time is benefited by either an educational or humanistic experience.

Lastly, our goals have been set for the near future – host a consistent Nail Technology evening program, begin a part-time Cosmetology evening program and gain an additional full-time faculty member for the day-time Cosmetology program. All of this while continuing to serve our students, community and Kaskaskia College as a whole.

Culinary Arts

- The Culinary Arts students participated in an event with the Season of Entertainment, Clarke's Bistro dinner in October.
- Purchased 15 Holiday baskets from the Athletic Department with the proceeds from the dinner.
- Culinary Arts students participated in Campus wide Catering Events as Interns with Culinary Services on Campus.
- Utilized ServSafe Sanitation testing for CULI 102. A National recognized Organization allows students to use their Sanitation Certificates in any State and not just Illinois.
- Completed the first step in ACF accreditation for the Culinary Arts Program, this included initial Certification of instructors.

Dental Assisting

The Kaskaskia College Dental Assisting students and Professor Lori Schmidt worked diligently to design and create the KC float for the Little Egypt Festival Parade in Salem on October 2, 2010. The float, "Tooth fairies Volunteer to Help Parents" took first place in the education division for the parade, and was accompanied by a group of students, staff, and children who passed out 1,200 toothbrushes and 1,200 tubes of toothpaste to parade attendees. The Dental Assisting students marched as "tooth fairy" characters, with hair styles done by the KC Cosmetology students and banners designed by Chuck Harris (printed by Rich Rittenhouse of the Drafting Department).

Drafting Technology

Drafting is no longer the pencil and paper, board drawing program it was in the past. Students studying this discipline are now using a system called AutoCAD, which allows them to produce computer generated drawing of the learning concepts and skills they are covering. As a part of this learning process, the Drafting Technology Department provides its students with frequent connections and related experiences that keep them tied to the industry. Among these activities for the Fall semester were:

- Students toured Mid Coast Aviation, Schutt Sports and Bennett Metals Products to gain real world learning experiences. Students were taken on tours and witnessed how their AutoCAD training and skills are used on actual job sites. They also met with workers and supervisors of these businesses, and received information on entry level skills and the different types of employment positions available in the industry.
- The program continued its working relationship with Schutt Sports by creating 3-Dimension models. These models are used as prototypes for new equipment and devises to be manufactured by the company.
- Students worked with Centralia Foundation Park during Fall semester to design a new shelter. This project will be continues in Spring.
- Update training at ISU in AutoCAD 2011.

For further industry exposure, students were assigned to various companies for internships. Following is a list of internships that took place during Fall semester. Some of these placements resulted in employment as indicated.

- US Army Corps of Engineers. As a result, the student was hired full time.
- EFI (Engineered Fluid, Inc.) in Centralia, IL. As a result, the student was hired full time.
- Cooper B-Line in Highland, IL. As a result, the student was hired full time.
- National Railway Equipment, Mt. Vernon, IL, As a result, the student was hired full time.
- B&K Woodworking, Centralia, IL
- Wedekemper's Inc., Carlyle, IL.

In keeping with our policy of remaining current with the changes in software systems, DFTG 122, 126 and 137 were updated to AutoCAD 2010 during the first semester of this academic year.

Horticulture

Until this year, Kaskaskia College has not offered Horticulture on its main campus. Many years ago, it was a program offering at the Centralia Correctional Center, and ICCB approved courses remained on the books. In response to requests from the community and the increasing number of jobs available in the landscaping and horticulture field, this program has been revised for the main campus. Jennifer Heinzmann was hired as the program coordinator, and has worked hard to update many of the courses. As a result of her work, we are now offering a 33 credit hour Horticulture Technician Certificate at KC. The first cohort for this program is just completing their first semester, and anxiously waiting for Spring. Students will be afforded many hands-on opportunities to practice their craft on our main campus grounds. It is anticipated that within the next year, we will have approved and be offering a two year Associate in Applied Science in Horticulture.

With the introduction of the Horticulture Program came the need for upgrading and renovating of the greenhouse. A new ventilation system, heaters, electrical controls, and tables are all part of this project. Nearing completion, it is anticipated that the greenhouse will be operational in the Spring semester. In addition to being used by Horticulture, the greenhouse will shared be used by the Agriculture department. The Ag department has used this structure for several projects over the years, and will continue to do so in coordination with Horticulture.

Massage Therapy Club

The Massage Therapy Club hosted their 1st Annual service project and fundraiser "Massage for the Cure" during the Fall Picnic on October 18, 2010. For a \$5 donation, anyone on campus that day effected by cancer (survivor, caregiver etc) received a 10 minute chair massage. Appointments were schedules, and walk-ins were accommodated as time slots were available. This event was very successful, and is planned to become an annual event.

Radiological Technology

In 2010, the Kaskaskia College Radiological Technology Program received the maximum award of accreditation from JRCERT (the Joint Review Commission on Education In Radiologic Technology). The JRCERT is the only agency recognized by the U.S. Department of Education for accreditation of traditional and distance delivery education programs in radiology, radiation therapy, magnetic resonance, and medical dosimetry. Specialized accreditation awarded by the JRCERT offers institutions significant value by providing peer evaluation and assuring the public of quality professional education in the Radiologic sciences.

Kaskaskia College's Radiologic Technology Program was awarded the maximum eight years of accreditation. This shows that our program is committed to academic excellence and that our students are receiving appropriate high quality education the radiology health care profession that emphasizes patient safety and work ethics. Kaskaskia College has the only JRCERT accredited program in Southern Illinois. There are 35 radiology programs in Illinois, and only 20 of these programs are accredited by the JRCERT. KC's radiology faculty works very hard to adhere to the national educational standards that provide its graduates with the knowledge and skills needed to become a professional contributor in the imaging field.

In line with the mission of Kaskaskia College to provide lifelong learning to the residents of its district, Mimi Polczynski, Director of the Radiological Technology Program has designed and received ICCB approval for three new certificates.

- Computed Tomography Certificate (16 credit hours)
- Cardiac-Interventional Radiography (25 credit hours)
- Vascular-Interventional Radiography (25 credit hours)

Enrollment in these certificate programs requires that the student have already completed the Radiological Technology Program. These certificate programs provide excellent opportunities for incumbent workers to obtain advanced skills which will increase employability.

Thus far this academic year, the Radiology Club has been involved in the following projects:

- Rang bells for the Salvation Army at Christmas time.
- Helped sponsor the KC Family and Friends Cookbook
- Donated money toward the Thanksgiving baskets given to needy families
- Donated money to S.A.F.E. (Sexual Assault and Family Emergencies). S.A.F.E. is a sexual assault center, which serves Bond, Clay, Clinton, Effingham, Fayette, Marion and Washington counties. This nonprofit agency provides services for sexual assault victims and their families regardless of their age, race, sex or sexual preference.

Sonography

The Sonography program celebrated its 10 yr anniversary in 2010 with some graduate articles in the newspapers. The current program has 14 students and celebrated October is Medical Ultrasound Awareness Month by participating in the college's open house and displaying their vessel project. The club participated in the Thanksgiving basket for families in the community and we participated in the Diaper Drive for the Pregnancy Care Clinic

Welding

During the past year, the KC Welding program has undergone major revision and expansion. The certificates have been revamped so that skills are sequential and progressive. This has been done incorporating input from the Welding Advisory Board which is comprised of area experts in this industry. The program now includes Introductory, Intermediate, and Advanced Welder certificates, and has also received approval from ICCB for an Associate in Applied Science Degree in Welding Technology. In addition to the creation of this AAS Degree in Welding, Kevin Ray, Assistant Professor of Welding has worked with administrators and program staff at SIU Carbondale to articulate our AAS Degree with their institution, thus creating a seamless transition and direct career pathway for students desiring to earn a bachelors degree after completion of at Kaskaskia College.

On August 25, 2010, Kevin Ray, Assistant Professor of Welding, received official word that he has been honored with the designation of "Educator of the Year" for the American Welding Society, District 14, which encompasses Illinois, Indiana, Kentucky and Missouri. In addition, he has been nominated for "Educator of the Year" for the entire nation. Kevin works tirelessly for the students to make sure they are the very best they can be. As part of this process, it is paramount that he keeps himself performing at an expert level. To be recognized by the true experts of his trade is the ultimate of recognition and confirmation of his superior skills.

Professor Ray was nominated by Mike Freed, CWI, who is the Certified Welding Inspector who comes in every semester and runs certification test on our students. Mr. Freed reported that he nominated Kevin for this award based on the way he teaches welding, the high standards he sets for his students to achieve, and the pass rate for certification of the students that complete his program. The number of students from Kaskaskia College that pass these certification tests far exceeds any other college in the Midwest.

KC offered two types of A.W.S. (American Welding Society) D1.1 qualification testing and pipe testing (S.M.A.W. root and weld out) to the program's students.

Testing was started on Tuesday, December 7th and concluded on Thursday, December 16th, 2010. The testing involved only the full-time welding students from the college's WELD 122, WELD 124 (re-testing only), and WELD 132 courses. Students who participated in the 2010 fall semester A.W.S. proctored welding qualification tests are as follows:

F.C.A.W.: Benjamin K. Adams, Breese, IL; Nicholas R. Ambuehl, Aviston, IL; Thomas L. Atchison, Odin, IL; Corey A. Budde, Salem, IL; Dusty D. Clark, Kell, IL; Timothy A. Farnsworth, Centralia, IL; Andrew E. Holle, Ashely, IL; Zachary K. Nalley, Vandalia, IL; Troy J. Newcomb, Centralia, IL; Robert L. Smallwood, Mt. Vernon, IL; Nicholas B. Strobel, Vandalia, IL; Jake D. Weiss, Greenville, IL; Brian I. Woodward, Salem, IL.

S.M.A.W.-3G/4G: Steven R. Crothers, Vandalia, IL; Gale L. Ledbetter, Vandalia, IL; Geordi R. Siebert, Altamont, IL; Robert E. Tucker, Altamont, IL

A.W.S.-6G Pipe/10-Root—18-Out: Christopher D. Johnson, Walnut Hill, IL; Joseph R. Schuck, Cisne, IL; Geordi R. Siebert, Altamont, IL.

Nursing

The Nursing program at Kaskaskia College is continually providing opportunities for students to learn and grow and realize their goals of participating in a vital profession for our communities. During the Summer and Fall semesters 2010 thirty practical nurses (LPN) completed their year long course work at the East St. Louis campus (in July) and the Vandalia campus (in November). These students have just recently or will soon take their NCLEX-PN to attain their license to practice.

Also, meeting their current educational goals are the thirty-six ADN students who will complete the Associate of Applied Science Nursing degree this December. One potential path for continuing education for the ADN students was formalized this fall when an affiliation agreement was signed with McKendree University. The agreement which was approved on Sept 16th by the Kaskaskia College Board of Trustees includes a 70 credit hour transfer agreement, tuition rate guarantee for five years if the student is attending at least part time and an opportunity for dual enrollment for students who meet established grade point average requirements. Registered nurses can currently complete all their courses toward a BSN from McKendree University on the KC campus.

The laws affecting Certified Nurse Assistants (CNA's) were amended to require students to have a fingerprint-based background check initiated before starting class. This new process was initiated at the beginning of Fall semester 2010. The change requires that on the first day of class the instructors obtain documentation from the student and initiate a background check and then within ten days of the beginning of class the student is required to complete a fingerprint based background check. This has been done in all six (serving 105 students) of the CNA courses that were offered through KC this fall. Also, this fall a request was submitted to the Illinois Department of Public Health (IDPH) to hold CNA classes at the SCT training center in Centralia and the Salem Education Center. The request is being considered by IDPH at this time.

A team of Nursing Faculty has been meeting since mid September to review our current Admission Worksheets and admissions policies and processes. The team introduced their recommended changes to the Curriculum Council in October and November, the President's Cabinet on November 30, 2010 and the College Council on December 8, 2010. The ADN Admission worksheet, Advanced Placement worksheet, Transfer worksheet and Practical Nursing worksheet were reviewed and revised. The changes that are recommended to the ADN admission worksheet, advanced placement worksheet and the practical nursing worksheet will be effective for students applying for admission in Spring semester 2012. If a student is applying to meet the early admission deadline they would submit these new worksheets by August 31, 2011. The new Transfer worksheet and policy will be effective for Fall semester 2011. The changes include a requirement for a medical terminology class, requirement for COMPASS testing, additional points awarded for making A's in support courses and removal of the cumulative grade point average from the admission worksheet.

Nursing students in their final semester of the ADN program participated in a Health and Dental fair for Veterans on November 17, 2010. The nursing students assessed vital signs, performed blood sugar assessment and provided a medication review for those veterans who participated. The Health and Dental fair was funded by a grant from the Illinois Dental Society and was implemented by the Dental Assisting students with cooperation from other college groups. The LPN students presented a Health Fair to all students, staff and faculty on December 1, 2010. The students offered blood pressure screening and a variety of educational booths along with an opportunity for blood work from St. Joseph Hospital, Breese.

This fall two Nursing faculty, Janet Garretson and Cries Myers, applied for a Health Information Technology Scholars program that is co-sponsored by the National League for Nursing. If accepted as scholars these faculty members will participate in regular leaning sessions regarding increasing the use of technology in the nursing classroom, implement a project they have submitted for increasing the use of technology and attend a seminar to further their learning. The decision regarding their selection will be made by the end of December.

As the holiday season approaches, the faculty and staff of the Nursing department are involved in "playing Santa" for Nursing students who have submitted their names to receive additional gifts for their children. This has been a long standing tradition of the Nursing department and provides additional Christmas to the families of our students who might be struggling financially. Also, the students are sharing with the community by collecting food that will be donated to local food banks.

Corporate Training and Community Education – FY 2010

Business & Industry

Nascote

Since September, Nascote, of Nashville, has been hiring personnel and looks to hire 30-50 more by the end of the year. This expansion of their business and easing of tight budgets for them is providing new training opportunities for us. We are currently conducting six classes for computer training for them and we have 13 to 14 in each class. These classes cover Introduction, Intermediate and Advanced Excel. And they have already scheduled more classes for January, February and March as a follow up to these. In addition, we have two AutoCad classes that are being taught to their engineering staff and we are using one of their employees as an adjunct instructor. He is an engineer and he has taught at John A. Logan Community College in the past. These classes have 29 students for a total of 58 credit hours.

We are in the process of reviving the “KC at Work” program and the first project we are working on is a Business Management Degree and Supervisor Certificate. On October 21st, Ron Tremmel, Tim March, and Art Borum met with Janmarie Kent of Nascote to outline all of the classes that are necessary for the Business degree and how we could deliver them to their employees. Some classes will be online, some will be web enhanced, some will be in their plant and some will be at the Nashville Education Center. We are beginning the process of locating qualified instructors that work for the Magna Corporation that can help teach the classes that are in-house at Nascote. We are also exploring which of these classes can be accelerated. The exciting part of offering the Business Degree is they already have 51 people registered in the first three classes and they will be paying for their tuition as long as they maintain a “C” average. These classes will begin in the Spring Semester in January. Janmarie also said that if they do not have enough people to fill the classes to 25 they will be happy to allow employees from nearby companies (Inntertech, NOTS and Republic of Tea) to take the classes at their location.

BCMW

We are continuing to work very closely with BCMW on totally customized training for small numbers of their employees at a time and dealing with actual practical applications that their employees might encounter on a job site. We started with training 2 crews (6 people) at a time in Carpentry. Pete Donnelly designed all “hands on” training and doing tasks such as moving doorways, installing windows, etc. In HVAC classes Robert Hawkins has trained them in cleaning and installing air conditioning units and furnaces and rerouting ductwork. In Residential Wiring classes Don Sensel is working with them in moving switches, installing ceiling fans, wiring outlets, running wires for HVAC equipment, etc. In all of the classes there is a large amount of safety training to keep them from getting hurt on the job. These classes are three 10 hour work days and when the current class ends we will have trained 22 workers (5 in Carpentry, 6 in HVAC and 11 in Residential Wiring).

Washington County Hospital

Washington County Hospital is changing their entire hospital over to a computerized system with terminals in each room and all of the employees will be logging on and off when they go into a room to work. In order to accomplish an all digital workplace, all 130 employees will have to have computer training to be sure they have the skills necessary to utilize the new system. The first thing we are in the process of doing is an online assessment that was written by Angenien Huffstutler, that will group the employees into categories to determine what computer skills they will need and then she will custom design classes to teach the employees how to use the new hospital software. In addition, after the first of the year, we will be training 20 of their supervisors in more advanced software skills, but the exact classes have not been determined as yet.

Carlisle SynTec

As a continuation of the Leadership classes that we held at Carlisle SynTec a couple of years ago, after the first of the year we will be beginning eight additional modules, each 2 hours of credit, for 55 of their employees.

Weatherization

In September, Pete Donnelly and Steve Mandrell completed Instructor training at the University of Illinois for the Illinois Home Weatherization Assistance Program Contractor Training. This is a grant program through DCEO that provides weatherization training for area contractors working on low income homes to remodel them to standards that will assure they are energy efficient thereby reducing energy costs for the residents. An additional benefit is that Pete can now train his regular students in the same techniques making them more valuable and employable when they graduate. This training will begin in January of 2011 and we will have eight 31 contact hour classes that will continue through the Spring semester.

North American Lighting

The third week of October, Art Borum and Don Sensel met with Frank Francznk, Gordon Hansen and Doug Arbuckle at North American Lighting in Salem. They are interested in primarily electrical safety training for their technicians. They want a way to assess their electrical knowledge and skills and then set up training classes for as many as 60 people. Don is working with their IT people to have most of the training online for all three of their plants. These classes should start after the first of the year.

Also, the person in charge of all of NAL's training in all of their plants called and requested information on APICS (Advancing Productivity, Innovation and Competitive Success) training and certification. They want to start in the Spring of 2011 training their supervisors in the Salem plant and via long distance learning for their Olney and Alabama plants. We are in the process of establishing pricing so they can budget for it for 2011.

Exxon Mobil Pipeline

For a couple of years we have provided training for the Safety Department of Exxon-Mobil Pipeline in Patoka. During the month of November we will do their annual Fit Training including Donning and Doffing, CPR, AED and First Aid training. Every other year we send an instructor to Wilmington, Illinois to train their employees at that location. This year we will be going to Yount, Missouri for the same reason.

VanSeal

Over the past year VanSeal in Vandalia has rehired the people they have laid off and they just recently hired an additional 30 employees as well. We have provided Customer Service and a motivational class on corporate change for all of their employees. These classes were so well received they are now trying to justify funding for a series of work ethics classes over the next few months.

On November 10th, we will have a Hazcom training class for all 130 of their employees.

Deien Chevrolet

We have provided Customer Service Training for Deien Chevrolet in the past and they were so happy with it we are going to do a new class in December for them that deals with Telephone Etiquette.

My School

The Child Care industry is a new market that we are pursuing. We have two Work Ethic Classes scheduled for My School in Salem.

Southern Illinois Action Team

Southern Illinois Early Action Team is a Day Care Association that covers Southern Illinois. As a result of one of the public customer Service Classes we held in conjunction with the Salem Chamber of Commerce, one of the members of this Association took the class and was so impressed they want to offer a "Work Ethic Series" for their members. They have recently received some state funding for training and Debbie is working with them to get this set up over the next few months.

Health Classes at Crisp

B&I offers classes for 1 credit hour at Crisp for the students in the vocational classes that are located here. This is a one credit hour elective class that is needed for some of the certificates offered at Crisp. This class will be offered at least once each semester and we have already served 32 students since beginning in August of 2010.

Truck Driver Training

The classroom and office of the program are located at the South Central Training Facility in downtown Centralia. This location allows for the use of a truck driving simulator housed at the facility. As they approach the end of their classroom studies, all students are tested on the simulator. This process helps the student become familiar with the layout and handling of a Class 8 truck before they get behind the wheel of a real semi.

The Truck Driver Training program successfully trained 26 students during the Summer and Fall 2010 semesters. Most of these individuals are from District 501; however, some of these students did choose to attend the program at Kaskaskia College over a comparable program closer to their place of residence.

All students leave the program with a Class A CDL with Doubles/Triples, Tanker, and Hazmat endorsements. This most favored set of driving qualifications allows the Kaskaskia College Truck Driver Training students to enter the competitive transportation industry with a distinct advantage. If they so desire, students are able to add the Passenger endorsement to their license as well.

The program continues to work with those employees of the college interested in obtaining a CDL with a Passenger endorsement. This preparation has shown to be most helpful in helping offset the shortage of available bus drivers.

The program director attended a *Comprehensive Safety Analysis (CSA) 2010* workshop and received certification to teach about the new federal regulations. CSA 2010 is a new approach to motor carrier and driver compliance designed to reduce large truck and bus crashes, injuries, and fatalities while maximizing enforcement resources. All trucking companies are now required by the Federal Motor Carrier Safety Regulations to comply with CSA 2010.

Instructor Jay Carter and the program's director are certified to teach *Defensive Driving Course*. This one day class is now offered to experienced CDL holders when requested. It is hoped that employers will use this course to help with acquiring and retaining safe CDL drivers.

Commercial Vehicle Enforcement Officers of the Illinois State Police call on every class. These officers demonstrate how they perform a Level 1 inspection on a motor vehicle as well as schooling the students on what will be required of them as a CDL holder. This helps our students be better equipped for what they will possibly encounter later.

Locomotive engineers from BNSF and the Union Pacific Railroads meet with the students to help them better understand truck and train safety. As officials with Operation Lifesaver,

these presenters are most proficient in explaining how railway safety and truck driving go hand in hand.

The use of financial aid (Pell Grant) helps students with the cost of the program. Necessitating the addition of an extra class, Over Road Driving/Externship (TRUC 120), financial aid has enabled students to acquire the needed skills to usefully enter the trucking industry. Those choosing to take TRUC 120 receive their certificate of completion after driving a minimum of 450 hours for an employer.

The 8 week program consists of 16 credit hours or 20.5 credit hours if using financial aid. To apply for the Pell Grant, most students continue to complete their FAFSA forms online; however, a substantial number took advantage of the services provided to them by the Financial Aid Department on the main campus.

Recruiters from approximately 10 different trucking companies continue to meet with the students of every class. This allows the students to ask questions of the trucking company's representative before leaving the program.

The Truck Driver Training program was well represented in area fall festivals. The KC truck and trailer joined the Kaskaskia College float in Salem's Little Egypt Parade as well as the Centralia Halloween Parade.

The program continues to have a 100 percent success rate for job placement. Approximately 75 percent of these positions are for over-the-road positions and the other 25 percent being local driving jobs.

Program director met with high school students at a career conference held on the main campus in November. Approximately 80 students showed an interest in the program. An additional assembly of 8th grade students had their questions and concerns explained at a separate meeting.

The Truck Driver Training Program of Kaskaskia College teaches men and women how to be skillful truck drivers earning great rewards. The 320 contact hours are achieved with approximately four weeks in the classroom and the remaining time behind the wheel of a semi. Classes begin every 4 weeks.

Training in Other KC Departments

One thing that sets our truck driver training program apart from other community colleges is the additional skills training that we offer that compliments their actual driving skills. One piece of that is "Customer Service" training which is provided by B&I.

We also have "Customer Service" classes for the Cosmetology students every semester

This year we will be training all of the Security staff in CPR, AED and First Aid.

Initiative Update

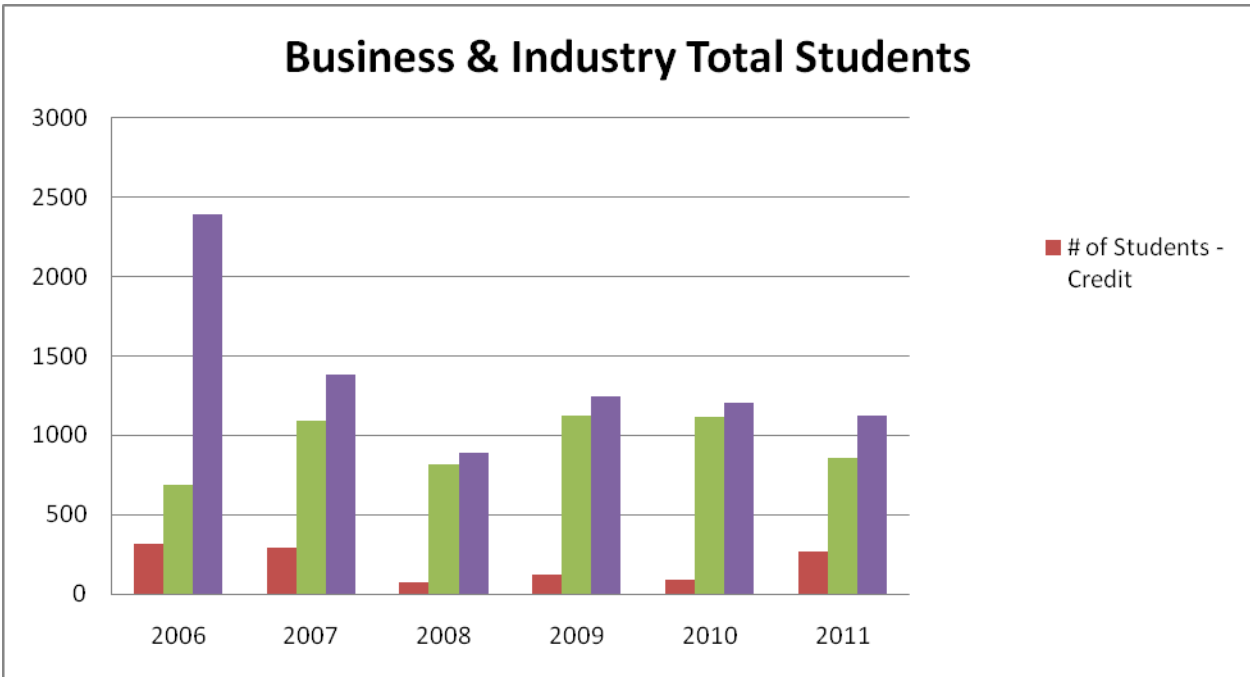
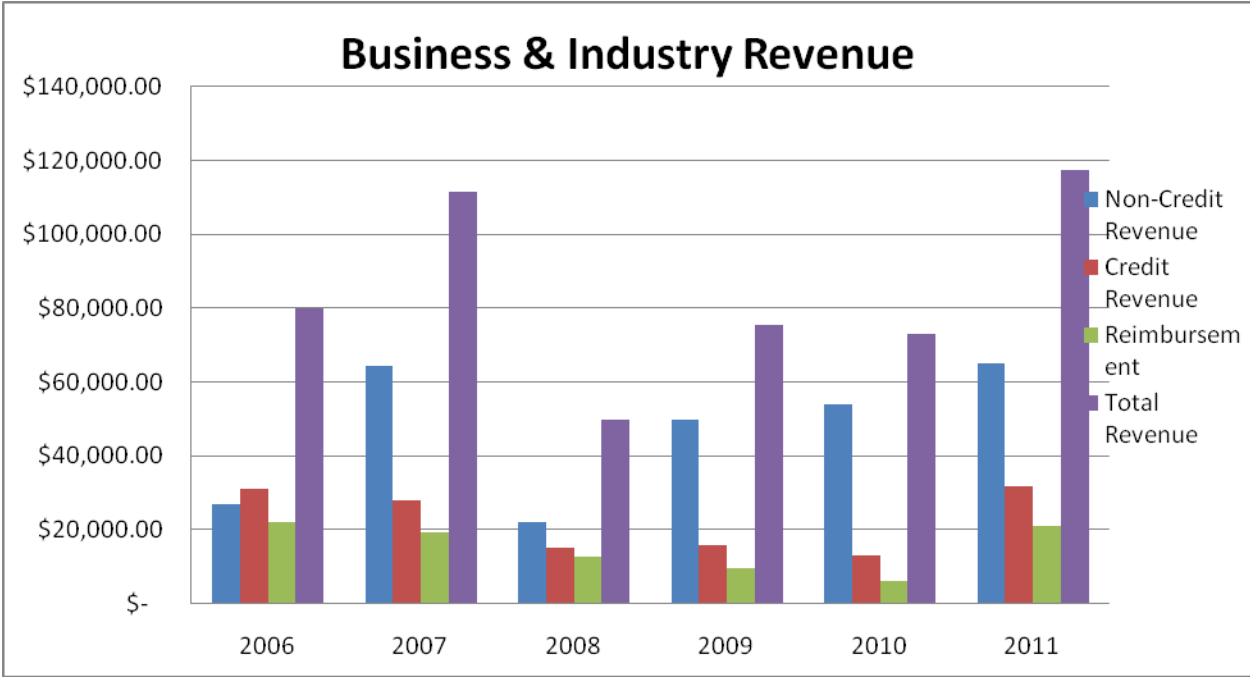
CSA 2010 - Waiting on law to go into effect and impact of enforcement, fines, etc.

Real Estate - Waiting on new curriculum from Illinois Association of Realtors and we are on track with several other community colleges. There will be two 45 hour classes and a 90 hour class when they are released.

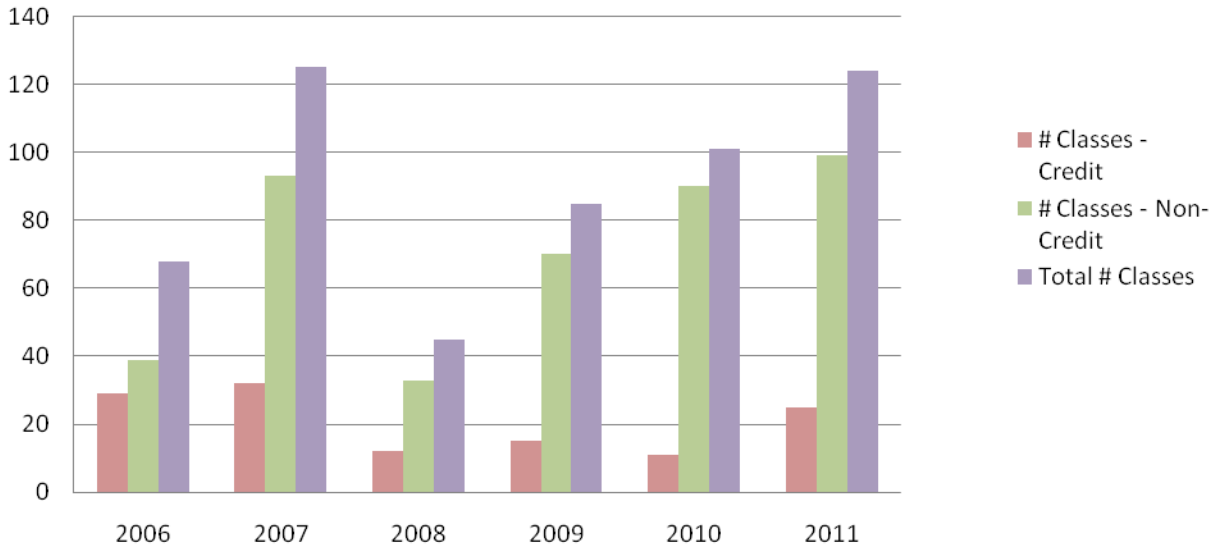
Accounting - New laws taking effect after the first of the year and we will be offering training for that and continuing education for accountants

Lead RRP - The deadline has been extended to December 31, 2010 and until someone gets fined and enforcement starts we most likely will not have additional interest. However, Pete Donnelly will soon be certified as an instructor and we will be offering it to students at Crisp and will offer begin offering refresher classes in 2012.

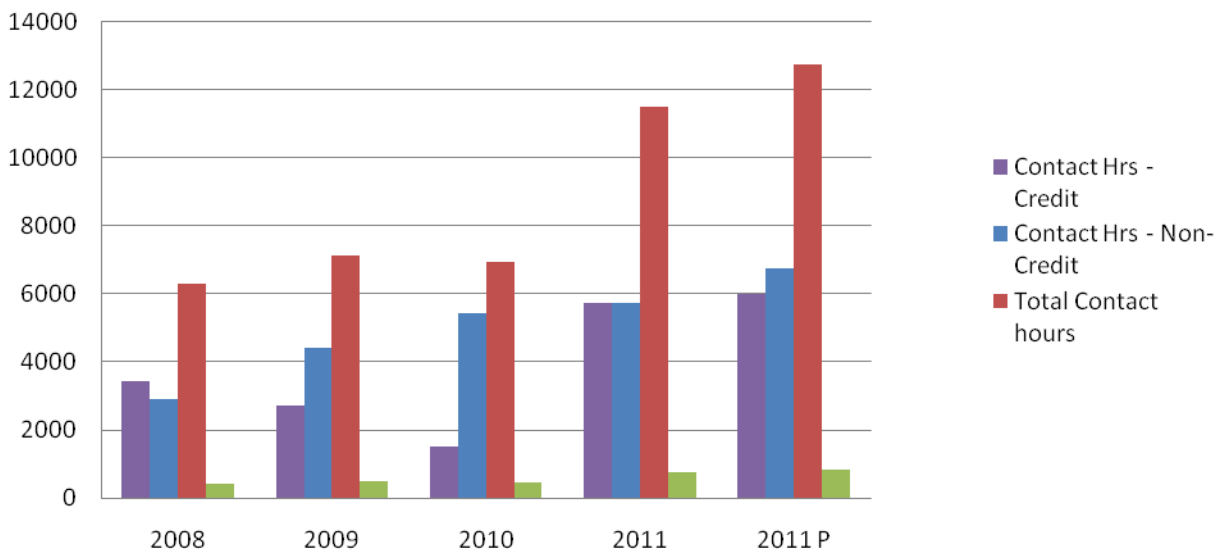
School CPR/AED/First Aid/Blood Borne Pathogens Recertification - Starting to get more each year. Having trouble with Red Cross certifications and as of September Debbie Jones is now able to offer Heart Association CPR Training



Business & Industry Total Classes



Business & Industry Contact Hours



Community Education

- Community Education Department hosted a Dating Violence Workshop in partnership with the Family Violence Coordinating Council and the Fourth Judicial Circuit. This program included approximately 200 area high school students, college students, and professionals. The day included two nationally recognized speakers, interactive activities and very powerful presentations.
- Community Education began offering Racquetball classes at the new Kaskaskia College fitness facility. These classes were well attended, and will continue in the future.
- Community Education Director was re-elected to Illinois Council for Continuing Education and Training board of directors. Serving as chair of Professional Development and responsible for regional meetings, funding for training, and statewide workshops.
- Director attended ICCET / WeTrain fall conference in Tinley Park Illinois. The focus was networking, both online and face to face.
- The Community Education Department participated in the KC alumni reunion with an informational table highlighting our programs and offerings. Department staff was able to meet with potential students and share information about the department and Kaskaskia College.
- Beginning with Fall 2010 the Community Education course flyer sported a new format. This included upgraded paper stock, and crisp white background. Apart from the improved look of the flyer, this provided a better, more impactful and durable mailer for our customers.
- In August the department wrapped another summer of our kids program KICK. The expanded offerings included Etiquette, Down on the Farm, Outer Space, and Cross Country in partnership with the Athletic Department. We were please to have many pictures published in our local media, and our young students enjoy seeing themselves in the newspaper.

Illinois Small Business Development Center (ISBDC) / International Trade Center (ITC)

Performance vs. Goals

- The ISBDC provided 755 hours of direct counseling; achieving 100% of YTD goal
- The ITC provided 292 hours of direct consulting; achieving 65% of YTD goal
- Counseling was provided to 160 clients; achieving 76% of YTD goal
- Assisted clients with obtaining over \$1,300,000 in financing; achieving 72% of YTD goal
- Hosted 14 workshops with 145 attendees; achieving 93% of YTD goal
- Strengthened the “Kid Business” Program with Centralia Jr. High School
- Occupancy for Business Incubator Program is currently 78%

International Trade Center

This program supports the KC commitment to regional economic development plus initiatives by both the State and Federal Governments. Export is looked upon at all levels as a key strategy for economic recovery- summarized in the stated goal of doubling Illinois exports within the next five years. In-bound international freight at Mid-America Airport is growing and a cluster of service and transportation firms will benefit our region, presenting educational opportunities to Kaskaskia College. Our assigned territory covers the College District plus an additional 17 East Central Counties. During the past six months we serviced 55 clients, an increase of 8%. Four export workshops were held with a total attendance of 27. An advisory council was initiated to provide strategic guidance to our International Trade Center.

Regional Economic Impact

The Illinois Small Business Development Center at Kaskaskia College has provided six months of successful service to the community. The ISBDC staff met with 105 clients and provided 755 hours of direct, confidential, one-on-one counseling. This resulted in over \$1,300,000 of financing for area small businesses despite an extremely tight loan market. The ISBDC provided a necessary and welcome service to managers and owners confronted with tightened financial markets, depressed sales levels and severe cash flow problems. Self employment and small business growth are cornerstones for economic recovery by both Illinois and the U.S. Our resource library was strengthened, particularly in regard to veteran’s programs, emergency preparedness, assisting the disabled and also specialty crop businesses. Feedback on the Center’s focus and programs was obtained through an active advisory council and client surveys. Programs were communicated throughout the area using bi-monthly newsletters, advertising and press releases.

Seminars & Workshops

The ISBDC offered helpful and educational workshops throughout the Kaskaskia College District, utilizing the excellent education center facilities. Fourteen workshops were held, including advanced “Export” compliance. Other seminars included “Starting A Business,” “QuickBooks,” “Marketing,” and “Tax Basics.” The ISBDC continued to support youth programs by expanding “Kid Business” at the Centralia Junior High School. Efforts made to connect with the CJHS District’s AYP (Average Yearly Progress) Math and Critical Thinking Goals have been well received by the school’s administration. This effort places Kaskaskia College as an important feeder school and opens young minds to entrepreneurship.

Business Incubator Offices

The College has nine incubator offices available; three each at Centralia, Salem and Greenville. We started the fiscal year at a 44% occupancy (4 of nine filled), added a few new tenants and lost some of the originals, ending at 78% occupancy (7 filled). Greenville has all three units rented plus a small waiting list. A proactive marketing plan was implemented and produced positive results.

Continued Program Funding By the State Of Illinois

Kaskaskia College received positive notification from the DCEO that our application for an ISBDC & ITC has been accepted and extends through 2013. The State blended the ISBDC & ITC into one grant rather than two. The Program Grant continues to be issued every six months, as the State rotates between Federal SBA funds and IL GRF funds.

Goals For 2011

- Add specialized international trade workshops to our core topics
- Meet elevated State targets for counseling hours
- Provide a minimum of 2 Workshops per month for ISBDC constituents including business start up guidance plus specialized offerings in financial management, tax matters and marketing
- Conduct Kid Business classes throughout the year at Centralia Junior High School and expand this partnership program to other area K-12 schools
- Exceed 60% occupancy for the College Business Incubators
- Obtain staff certifications for both business advising and for international trade

2011 Program Plans

Individual client and small business assistance will remain a primary focus of the ISBDC. Support will be provided to the Cosmetology Program and to other College Departments where self employment is a career option for students. Community based education will continue to be a primary communication tool for ISBDC services and the ITC will be marketed throughout the assigned area. The South Central Illinois Growth Alliance (SCIGA) will be given assistance with regard to services offered and to attract increased local investment. During 2011, close contact will be maintained with the Illinois Department of Commerce and Economic Opportunity (DCEO) so that any impact from State financial matters is prudently managed. Additional grant and funding sources will be researched for business & industry initiatives.

Dual Credit

This past year has been spent on many projects to ensure the College is aligned with the Dual Credit Quality Act and continuation of working towards NACEP accreditation.

A dual credit student guidebook was completed and provided to all dual credit students during fall registration. The guidebook will be given to students each semester they register for a dual credit class registration. The guidebook will also be accessible to all stakeholders including parents, students, faculty, and counselors on the College website at www.kaskaskia.edu/dualcredit.

The first orientation for new dual credit instructors was held at the Fall Adjunct Faculty In-service. All five new instructors attended the orientation along with seven other continuing dual credit instructors and two guidance counselors. This orientation is required by all new dual credit instructors to attend prior to teaching their first dual credit class effective fall 2010 and will be held each semester at the adjunct faculty in-service.

The dual credit staff has been collaborating with the Human Resources office and the Deans' offices to ensure that all dual credit instructor forms and transcripts are on file in accordance with the Act.

A dual credit update was provided at the KC Area Superintendent's meeting November 29. Topics included faculty credentials, mixed classes, age limits, dual credit visits, and withdraw procedures. The dual credit staff will be working with each high school individually to ensure all records are in line with the Act.

Fall registration took place in August for first semester courses. Spring registration will occur in January for full year courses and second semester courses. A new enrollment process is being piloted at three of the high schools with three goals in mind. This includes a decrease in the amount of paperwork each student completes, a decrease in the time required at each school to complete the registration process, and a decrease in the number of KC personnel needed at each school for registration.

FY 2006 - 2010 DUAL CREDIT EARNED HOURS & TUITION SAVINGS REPORT

Dual Credit Locations	Earned Credit Hours					Total Dollars Saved
	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	
Carlyle Earned Hours	892	1,015	881	1,125	1,088	\$355,242
Central Earned Hours	928	890	878	755	687	\$287,025
Centralia Earned Hours	4,571	4,630	4,663	4,278	4,060	\$1,552,608
Greenville Earned Hours	797	1,047	1,375	1,361	1,353	\$425,698
Christ Our Rock Lutheran Earned Hours	0	76	78	170	65	\$28,222
Mater Dei Earned Hours	611	1,061	1,189	1,712	1,689	\$457,963
Mulberry Grove Earned Hours	341	181	218	325	255	\$92,852
Nashville Earned Hours	1,998	2,164	2,216	2,233	1,962	\$742,565
Odin Earned Hours	211	223	146	149	195	\$64,674
Okaw AVC Earned Hours	334	329	438	131	136	\$92,082
Okawville Earned Hours	1,006	719	532	699	608	\$246,364
Patoka Earned Hours	16	28	40	24	77	\$13,972
Salem Earned Hours	1,158	1,384	2,536	2,722	2,679	\$763,578
Sandoval Earned Hours	204	275	323	327	341	\$105,408
South Central Earned Hours	455	435	360	345	446	\$143,618
Vandalia Earned Hours	1,401	1,577	1,650	2,227	1,486	\$588,950
Wesclin Earned Hours	603	572	710	528	786	\$228,208
On-Campus Computer Networking Earned Hours	80	60	0	0	0	\$8,580
TOTAL DOLLARS SAVED						\$6,197,609

Education Centers

Greenville Education Center

Accomplishments to Date:

Objective 1: To continue to show an increase in enrollments over the next academic year.

July 2010 Quarterly (April, May, June)

- The additions of new sections of Community Education programs are sure to boost the enrollments in the lifelong learning opportunities for the surrounding Bond county communities.
- The new building continues to provide more space and technology to house the new class editions. I continue to see an increase in the flow of community usage of the open computer lab. A total of 435 student and community members utilized the open computer lab this past quarter. There were five Saturday classes in the spring semester. There were no Saturday classes in June due to low enrollment. We did not draw the population we had hoped but we will continue to have offerings in future semesters to encourage those in need of weekend class availability the chance to migrate into that mode of learning.

October 2010 Quarterly (July, August, September)

- The additions of new sections of Community Education programs have enhanced the lifelong learning opportunities for the surrounding Bond county communities.
- The new building continues to provide more space and technology to house the new class editions. A total of 338 student and community members utilized the open computer lab this past quarter. I believe the reason this number is lower than fall quarter is due to this time of year (summer/early fall). Two Saturday classes made in the July – September time frame. We did not draw the population we had hoped but we will continue to have offerings in future semesters to encourage those in need of weekend class availability the chance to migrate into that mode of learning.

October – November to date 2010

- A total of 38 student and community members utilized the open computer lab from November 1-9th. Two community education classes made on Saturday in October and November. Unfortunately the two weekend college classes scheduled did not make, they were late starting classes scheduled to start one in October and one in November.

Objective 2: To continue to provide quality instruction, a key component to institutional integrity.

July 2010 Quarterly

- No new adjunct faculty prospects noted for this quarter.
- Continue to provide onsite advising as well as Polycom counseling appointments (0 this quarter to date) as needed by the students.
- Coordinator continues to serve on the Adjunct Faculty Advisory Board.
- Coordinator attended the Chamber meetings in April, May and June.
- Coordinator attended the Greenville Women's club meetings in April and June, she was out of town for May Tea.
- CCSSE Survey administered during the month of April.
- Coordinator attended meeting on campus for AQIP Adjunct Project on April 23rd.
- April 17th hosted Registration eve for Summer & Fall
- Coordinator attended awards Ceremony on main campus May 4th.
- Coordinator attended Transitional Studies workshop on May 19th.
- Hosted Pete Donnelly on May 28th for an OSHA workshop for Mers Goodwill from 7:30am – 6pm.
- Hosted Kaskaskia College Directors retreat on June 7th from 9am – 3:30pm
- Attended the Coordinators annual meeting on June 21st in Vandalia.
- Attended a Chamber Business After Hours for the White oaks at the Greenville Regional Hospital campus on June 8th.
- Four Instructor observations this quarter and 10 student evaluations were administered on instructors for this quarter.

October 2010 Quarterly

- One new adjunct faculty prospect noted for this quarter for Education/Business.
- Continue to provide onsite advising as well as Polycom counseling appointments (0 this quarter to date) as needed by the students.
- Coordinator continues to serve on the Adjunct Faculty Advisory Board, Planning Committee.
- Director attended the Chamber meetings in July, August, and September.
- Director attended the Greenville Women's club meetings in August, and September.
- Hosted Debbie Jones for Kahuna's (new local restaurant) customer service training on July 30th 9 a.m. – 1:00p.m. and August 2, 2010 from 6-9p.m. in rooms 104 & 107.
- Adult Education used the boardroom for GED registration process on July 20th from 8a.m – 1p.m., August 19th 2:30pm – 4:00p.m., and September 14th from 8:00a.m. – 1:00p.m.
- Four Instructor observations this quarter and 5 student evaluations were administered on instructors for this quarter.
- Greenville College used the Computer lab on July 17th from 9 a.m. – noon, and August 21 from 10:00a.m. – 1:00p.m.
- Greenville College held a Master's Class on Saturdays in rooms 104/107 they met August 21, and September 18th from 7:30a.m. – 5:00p.m.
- Hosted New Student Orientation class in rooms 108 & 103 on July 16th from 2-5:30pm
- Coordinator attended Coordinator's meeting on July 14th on Main campus.
- Director attended Turret cafe ribbon cutting ceremony for Chamber on August 11th.
- Director attended High School Counselor Day on September 8th.
- Director attended State of the City forum on September 29th for Chamber.

October – November 2010

- One new adjunct faculty prospect noted for this time frame in the discipline of Biology.
- Continue to provide onsite advising as well as Polycom counseling appointments (1 advising and three students being tutored via Polycom this quarter to date).
- Director continues to serve on the AQIP Adjunct Faculty Project last meeting attended was October 26th.
- Director attended Chamber meetings on November 11th, was out of town for October meeting.
- Director attended the Greenville Women's club on November 11th, was absent for October meeting but did emcee the annual Apple Days Greenville Women's Club Community Awards Ceremony on October 2nd.
- Hosted Disability Training session on October 20th for Colette Hildreth, Case Manager, Bond County Youth Enhancement Employment Program.
- Hosted Susan Bryant on October 18 4-7pm for GED screenings
- Hosted Ron Smith for Money Management classes on October 13,20, 27, 11/3, 11/17, 11/23 from 6-8pm in room 107
- Welcomed Apex Investigations and CrossPoint Counseling into the center, they occupy two of the three business incubators, a third party is in the process of possibly renting the final incubator.
- Two adjunct evaluations were done in October as well as student evaluations on the two adjunct faculty members
- Tutoring room was utilized x 3-4 by Reading link personnel

Objective 3: To improve on community relationships thus enhancing the lifelong learning opportunities and business connections.

July 2010 Quarterly

- The Small Business Development met with approximately 4 clients over the course of this quarter at the Greenville Education Center.
- Greenville Colleges utilized the Board room for weekly meetings in April.
- Met with the new High school principal with regards to KC classes being held and the great working relationship was discussed while previous principal in place. I felt positive about the new relationship after our 20 minute meeting.
- The Amateur Radio Club held their monthly meetings in room 107 from 7-8pm in April, May June.
- The AMVETS held their monthly meetings from 7-8p.m. in room 107in April, May and June.

October 2010 Quarterly

- The Small Business Development met with approximately 5 clients over the course of this quarter at the Greenville Education Center.
- Steve Groner rented our first Business incubator to Apex Investigations.
- Greenville College used Boardroom for meetings on July 27th from 11:15a.m.-1:15p.m., August 12th from 3-4p.m., September 13th from 11a.m.-1:00pm.
- Apex Investigations used the Board room from 5-7p.m. on September 27th.
- The Amateur Radio Club held their monthly meetings in room 107 from 7-8pm in July, August and September.
- The AMVETS held their monthly meetings from 7-8p.m. in room 107in July, August and September.

October – November 2010

- Greenville College utilized the Boardroom three times in October and one time in November to date
- Small Business Development met with six clients over the October – November to date
- The Amateur Radio Club held their monthly meetings in room 106 from 7-8pm in October and November.
- The AMVETS held their monthly meetings from 7-8p.m. in room 107in October and November.

Objective 4: To continue to provide excellent customer service for the Kaskaskia College student population.

July 2010 Quarterly

- In the past quarter the coordinator administered twenty-eight Compass tests.
- In the past quarter the coordinator proctored six Math and five Biology online tests.
- The coordinator spoke with approximately nine new prospective students about the programming and financial aid opportunities available at Kaskaskia College.
- The coordinator proctored 6 tests from another college for a local student.
- The students were treated to a Build a Sundae bar on June 24th.
- The coordinator addressed all student inquiries and assisted them with online questions.
- One student utilized the Polycom for Math tutoring x three & one student for Math & English X seven.
- The tutoring room was utilized by a Reading Link tutor on Wednesday mornings.
- The GED classes accommodated 13 total students for the day and evening classes in the spring and 10 total students in the summer of 2010.

October 2010 Quarterly

- In the past quarter the coordinator administered twenty-five Compass tests.
- In the past quarter the coordinator proctored one Math and two Biology online tests and nine students for nursing test.
- The coordinator spoke with approximately twelve new prospective students about the programming and financial aid opportunities available at Kaskaskia College.
- The coordinator proctored 3 tests from another college for a local student.
- The students were treated to a Chili Fest 2010 on September 29th & 30th.
- The coordinator addressed all student inquiries and assisted them with online questions.
- The tutoring room Polycom was utilized by one student for two classes in July. No tutoring sessions in August and three students in September for multiple sessions.
- The tutoring room was utilized by a Reading Link tutor on Wednesday mornings.
- The GED classes accommodated 30 total students for the day (9) and evening (21) classes in the fall of 2010.

October – November 2010

- In the past quarter the coordinator administered eight Compass tests.
- In the past quarter the coordinator proctored three students for three separate Nursing Tests.
- The coordinator spoke with approximately four new prospective students about the programming and financial aid opportunities available at Kaskaskia College.
- The coordinator proctored 1 test from another college for a local student.
- The coordinator addressed all student inquiries and assisted them with online questions.
- Admissions update with Jan Ripperda & Denise Derrick on October 11, 2010
- Image Now training with Mike Stone via conference call on October 20, 2010

Objective 5: To continue to provide flexible scheduling for our Kaskaskia College student population.

July 2010 Quarterly

- The coordinator will continue to provide classes in both the day and evening and weekend time slots when approaching the Summer & Fall 2011 schedules.

October 2010 Quarterly

- The coordinator will continue to provide classes in both the day and evening and weekend time slots when approaching the Spring 2011, Summer & Fall 2011 schedules.
- Offering a distance learning weekend college Supervisory Management Certificate between all centers beginning Spring 2011.
- Offering an Associate in Arts Degree on the weekends beginning Spring 2011

October – November 2010

- The coordinator will continue to provide classes in both the day and evening and weekend time slots when approaching the Spring 2011, Summer & Fall 2011 schedules.
- Offering a distance learning weekend college Supervisory Management Certificate between all centers beginning Spring 2011.
- Offering an Associate in Arts Degree on the weekends beginning Spring 2011

Objective 6: To encourage student academic success through creative outreach for tutoring.

July 2010 Quarterly

- The coordinator worked collaboratively with the Success Center to provide the tutoring sessions needed for the success of the GEC students.

October 2010 Quarterly

- The director will continue to work with the Success Center to provide the tutoring sessions needed for the success of the GEC students.

October – November 2010

- The director will continue to work with the Success Center to provide the tutoring sessions needed for the success of the GEC students.

Focus for the Next Three Months:

July 2010 Quarterly

- Continue to work on in house relationships with the other entities.
- Registration processes for fall.
- Finish the Spring 2011 scheduling process.
- Begin pulling together Summer & Fall 2011
- Plan fall student activities.
- Quarterly report due in October.

October 2010 Quarterly and October – November 2010

- Continue to work on in house relationships with the other entities.
- Registration processes for Spring 2011.
- Finish the Spring 2011 scheduling process.
- Begin pulling together Summer & Fall 2011
- Plan fall student activities.
- Quarterly report due in January

Nashville Education Center

The Nashville Education Center continues to be a great asset to the residents of Nashville and also for members of the surrounding community in many different situations. Due to limited space at the Nashville Education Center, alternative instructional facilities were utilized such as the United Methodist Church basement and Nashville Community High School.

Advantages of a local education center include:

- Opportunity for students/community members to enroll in classes that is geographically convenient
- Technology
 - Compass Tests are offered to students on a regular basis
 - Advising is available to students by both in person and the Polycom
 - Tutoring is available to students by through the Distant Learning Equipment and Polycom systems
 - Nursing Tests are offered to students on a regular basis
 - Monitored testing is provided as necessary
 - Student assistance is available 68 hours per week
- New Student Orientation
- Tradition Classes
- Community Education Classes
- KICK Classes
- Reading Link Tutors
- Success Center Tutors
- Business & Industry Specialized Training

July/August

- New Student Orientation – News Release submitted resulting in a successful turn out of interested individuals
- Developed fliers advertising fall classes and posted throughout the district e.g. post offices, grocery stores, churches, etc.
- Several Community Education Classes were offered at the Nashville Education Center
- Offered traditional classroom classes on Friday evening and Saturdays
- Provided candy for the students as a student activity throughout the summer and fall semesters
- KICK Classes
 - cake decorating
 - digging for dinosaurs
- Study skills - Successful news article appeared in local media
- All light fixtures were checked and fixed by campus maintenance
- Through a donation by Dr. & Mrs. Underwood, the Nashville Education Center now has a striking framed numbered Hesler print of President Lincoln hung in its lobby
- Through a loan from Adjunct Faculty Member, Carole Moeller, the Center has a framed original painting by P. Arnold
- Student activity for July 1 was grilled hot dogs

September

- Fall 2010 Semester: Initiated a weekend college initiative for Supervised Management Certificate in cooperation with other Centers
- Advertisement was generated for the spring weekend college initiative
- Participated in Constitution Day distributing 100 Constitution Books and cross word puzzles
- The Nashville Education Center participated in the annual Fall Festival by setting up a Booth displaying various offerings at the center along with
 - Alumni Information
 - Upcoming activities on Campus
- Opportunity to register for a 3 credit hour tuition waiver – Successful winner was Marien Schwartz – currently attending classes at the Nashville Education Center and enrolled in the Coal Mining degree program
- The Nashville Education Center is utilized twice per week for Reading Link Tutoring
- Water color painting class offered at the Nashville Education Center
- IT upgraded all computers with Microsoft, Java, Adobe Flash, Auto Cad & Quick Books
- Computers I and II offered at the Nashville Education Center for community members
- Participation in the Washington County WIA Youth Program
- Student activity at Nashville for September; on the first week of classes, students were served nachos and cheese along with soft drinks

October

- E Mail and The Internet; quilting was successfully offered
- McKendree University representative available to students
- B & I held computer classes for a business in Washington County during the months of November and December
- Continue to interact with IECC by taking names and providing phone numbers for Coal Mining Program
- Contracted for a custodian October 1st
- Provided meeting space for Small Business & Development and their clients.
- Provided meeting space for Department of Rehabilitation
- Provide clerical assistance to Adjunct Faculty as well as to students doing research.
- Student activity for October was a Halloween celebration for students including chili/cheese dip, drinks & cup cakes were served.

Salem Education Center

Activities:

Summer 2010

- Hosted a meeting for Kaskaskia College's Division of Student Services
- Represented Kaskaskia College at the Senior Services Fair held at the Salem Community Center , providing information on Senior's College, Community Education classes, and other opportunities and services KC has to offer
- Hosted New Student Orientation
- Red Cross Blood Drive in the front parking lot

Fall 2010

- Held a Fall Registration Open House from 8:00-5:00
- Welcome Back Breakfast/Afternoon Snacks
- Red Cross Blood Drive in the front parking lot
- Monthly board meeting was held at the Salem Education Center with a positive turnout and many highlighted events.
- Fall Picnic with games and pumpkin decorating contest. Hot dogs, chips and drinks provided the 26th and 27th
- Kaskaskia College's Emergency Medical Services program held Advanced Cardiac Life Support (ACLS) certification classes
- Kaskaskia College's Emergency Medical Services program held Pediatric Advanced Life Support (PALS) certification classes. Also in attendance for these classes were individuals from the Nokomis Ambulance and Medic 1 Ambulance Service and a nurse from Salem Township Hospital.
- Red Cross Blood Drive in the front parking lot

Services:

- During the Summer 2010 semester, we administered 41 Compass tests, and 116 were given in the Fall 2010 semester. We proctored 21 Math/Biology/Nursing tests in the Summer 2010, and administered 62 proctored tests in Fall 2010
- The Polycom tutoring equipment has logged approximately 6.5 hours in the Summer, 2010 and approximately 20 hours in the Fall 2010
- In addition to the Polycom tutoring option, we now have a tutor from Main Campus scheduled for 5 hours per week. She will work with students either by appointment or on a walk in basis. The Reading Link tutors have logged approximately 135 hours with students and utilize the tutor or conference room at the Salem Education Center
- During the Summer and Fall 2010, we have met with approximately 355 students about scheduling and financial aid opportunities available at Kaskaskia College
- We have offered our facilities to the following agencies/companies/organizations; Select Remedy Staffing Agency from Mt. Vernon, Midland Pioneer Coalition's monthly meetings, Debbie Jones – 2 training sessions on Human Resources for a total of approx. 26 hours
- Division of Rehabilitation Services used our facilities 17 times for a total of approximately 35 hours
- During the Summer and Fall 2010 semesters, our SC Computer Labs (Room 122 & the public area) have been utilized approximately 3083 times by Kaskaskia College students and community members
- We have recruited 7 new instructors to teach at the Salem Education Center for the Summer/Fall 2010 semesters

Future Plans

Credit

What are we increasing?

- We are increasing our offerings for Saturday and weekend class.
- We are increasing the number and variety of distance learning classes offered to improve the probability of classes making

New Programs

- Kaskaskia College Salem Education Center has worked diligently with Steve Durbin to offer the newly redesigned Paramedicine Degree and Certificate Programs. Mr. Durbin focused a great deal of his time, energy, and resources in creating this new program and submitting it to ICCB for approval. We began the new program the Fall 2010, and look forward to its growth and success here at the Salem Center
- We are working with Susie Batchelor, Dean of Nursing, to bring the CNA Program to the Salem Education Center. We expect to begin this program in the Spring 2011 Semester
- The Education Centers are working together to offer degree and certificate programs through a combination of weekend classes, both through distance learning and traditional classroom, and online classes. The first certificate we are focusing on is Supervisory Management. Classes are scheduled on Friday evenings and Saturday

Continuing Education

What are we increasing?

- We continue to offer community education classes in response to requests from our students. These classes have included additional Computer College Courses, a six week quilting class, and classes on genealogy and writing your life story
- We will be adding a Card Making Class, as requested by our students
- We will be offering a class on using Facebook in the Spring
- We are offering a four part series on Bee Keeping in the Spring

Points of Interest

- Curt Jones was hired as Salem Education Center's maintenance/custodian to fill the vacancy left due to the illness of Mark Ellis

Building Usage for Community

- Robin Matthews-Rehabilitation Counselor meets with her clients at the Salem Education Center. She is employed by the Illinois Department of Human Services of the Division of Rehabilitation Services that is located 333 Potomac Blvd in Mt. Vernon, IL
- Ron Mulaney, Community Work Incentive Coordinator with Department of Human Services meets with clients at our facility. They are located at 333 Potomac Blvd in Mt. Vernon, IL
- Community Support Systems (ARC) is located at 511 E. Main St. in Olney. Chuck Sulcer, Director of Assessment and DT Services utilizes our center to meet with his clients
- We offered 3 GED classes for day and evening
- Small Business Development Center holds "How to Start a Business" every month at the Salem Education Center
- Midland Area Agency on Aging offers training sessions for those that work closely with the aging. They are located at 434 S. Poplar in Centralia, IL. Sylvia Mahle is the contact and has expressed an interest in using our facility more often
- The Reading Link holds tutor training sessions at the Salem Education Center

Trenton Education Center

Spring 2010

January 11, 2010 Spring 2010 semester begins

Jan. 11th -15th late registration and academic advisement via poly com

Jan. 25th – 29th Welcome back activities for students and faculty

Feb. 2, 2010 Trenton Center hosts primary election polls for community residents

Feb. 1 – 28 Distance learning lab is available for early afternoon workshops via main campus

- Trenton Center serves as a worksite for DCFS clients and WIA students
- Tutoring sessions resume
- Saturday computer classes for seniors begin
- Adult Education continues to meet with students on a weekly basis - GED classes are held each Monday and Wednesday
- Compass testing continues
- US Census Bureau utilizes the facility

March 1 – 5 Ebay classes began with full enrollment

March 13th Bee Keeping class held in Trenton

March 13th Attended College Fair on East St. Louis Campus

March 16th Trenton hosts Xtra Help job fair for local residents

March 23rd Attended Trenton Chamber of Commerce meeting

March 24th – 31st March Madness (student activities) held in Trenton - great participation!

Trenton students participate in Student Congress voting

Business & Industry holds Saturday classes at the Trenton Center

April 13th Community Engagement with Dr. Underwood

- Well attended by KC representatives, community members, chamber of commerce members; city council, KC students, staff and adjunct faculty
- Participants were provided the opportunity to express needs and expectations for future programming and growth of the Trenton facility
- KC child care committee was formed and met to address child care concerns that some Trenton Students shared at the meeting.

Finals Week Activities

- Students are provided with refreshments throughout the week
- Registration for sum/fall 2010 is ongoing
- Poly com academic advisement and tutoring is ongoing
- Proctored exams on line and on site is ongoing
- US Census Bureau utilizes the facility for census activities

May 14th KC Graduation

Jun. 1st – 5th Registration/Academic Advisement continues

Summer 2010

Jun. 7th First day of summer 2010 semester

Jun. 21st IT upgrades computer lab

Jun. 1st – 30th

- Computer Understanding classes begin
- Kick Arts and Craft classes make with 15 students
- GED classes resume
- Distance learning class (SOC 101) between Nashville and Trenton begins
- Offer new courses as late start summer course on Saturdays in Trenton
- Saturday community education courses make and are well attended

June/July

- Summer Kick Classes were full (All sessions of Arts & Crafts and Dinosaurs and Ocean classes)
- Summer Community Education Classes were full with high enrollments ~ Welcome to the Internet, Computer Understanding I & II and How to buy and sell on Ebay.
- Ongoing Polycom appointments and academic appointments held on site at the Trenton Ed Center. Students were able to meet with faculty, academic advisement and financial aid via the polycom system at a time and location that was convenient.
- Met with KC students on the East St. Louis site for fall information, registration, textbook and financial aid questions.

July 14th Trenton Education Center hosted a Cisco Open House from 4pm to 7pm ~ several returning and potential students were in attendance. Students were provided programming information and registered for upcoming fall courses.

July 22nd Attended East St. Louis CCC/Kaskaskia College LPN Pinning as the KC Representative on the ESTL campus.

August 2010

- Fall 2010 registration is ongoing
- Textbook sales for KC students
- Fall semester classes begin on Aug. 17TH
- Training for student workers and interns
- Saturday credit and non credit offerings make at the Trenton Center

September 2010

- Fall Semester Kick off begins Sept. 27 thru Oct. 1st ~ student activities, KC information and student services are offered
- Nursing 213 students are set up to take weekly quizzes and exams through the Trenton Education Center.
- Sept. 24th ~ Title 3 Planning Day at the Trenton Education Center
- GED Orientation begins as well as regular tutoring sessions
- Attended Community Meeting with representatives from the State of IL at the Trenton House to discuss a variety of issues including the educational needs of the area residents.
- Celebrated Constitution Day on Sept. 16th and 17th
- Added late start credit course to being in Oct. 2010 ~ classes were added to provide opportunities for students that were unable to register for classes that began at the start of the semester.
- Trenton Center offers poly com appointments for financial aid for East St. Louis students on site.
- Trenton Center participates in the TrentonFest held on Friday and Saturday, Sept. 10 and 11th. The Trenton Center provided KC informational handouts for attendees and opened the Center on Saturday for residents and visitors to visit and collect information on KC offerings and programming.

October 2010

- Midterm
- Proctoring exams for Math, Biology and Nursing departments
- Compass Testing, Academic Advising
- Student Congress Voting ~ Whitney Henson is the Student Representative for Trenton
- Saturday Community Education Classes ongoing
- Spring 2011 registration begins
- Xtra Help Employment Services utilizes the Trenton Center to screen applicants and for job interviews
- Tutor talk for adult education tutors is held in Trenton

November 2010

- Classroom observations and student evaluations conducted throughout the month in Trenton and Breese (ongoing)
- Quick Books Pro classes held in Trenton
- Xtra Help Employment Assistance utilizes Trenton Center to screen applicants and set up job interviews for employment opportunities
- Weekly compass testing, proctoring online exams

December 2010

- Spring 2011 registration (ongoing)
- Fall 2010 classes (ongoing)
- Tutoring, GED classes (ongoing)
- Proctoring final exams
- Proctoring online exams
- Registration and Academic Advisement (ongoing)
- Finals week Dec. 13th thru 17th
- Senior Citizen Association utilized the Center on Dec. 3rd from 8am to 4 pm to assist senior citizens with paper work concerning medical and work benefits. The Trenton Center serviced over 50 local senior citizens throughout the day.
- Xtra Help Employment Assistance held interviews for potential employment applicants at the Trenton Education Center

Future Plans

What are we increasing?

- Increasing science and business offerings during the daytime and afternoon
- Increasing basic math offerings through college algebra
- English and speech offerings are increasing
- Expanding morning and afternoon class offerings in Math, English and science
- Certified Nursing Assistant Course
- Paramedicine Courses and training
- Increasing Saturday course offerings to include math, English, transitional courses and community education courses.
- Adding a weekend college to include certificate and degree completion programming for busy adults.
- Business/Marketing certificate and degree options
- Computer Information Systems

New Programs

- Cisco Networking Program~stable enrollments and continued interest
- Business Management offerings~2010-2011
- Pharmacy Tech Program (TBA)
- Weekend College utilizing technology (distance learning) beginning spring 2011

Continuing Education

What are we increasing?

- How to buy & sell on Ebay
- Senior College Part 2
- Seniors College ~ weekend offerings
- Computer Understanding Classes & Welcome to the Internet/Email Classes

New Programs

- Social Networking
- Scrapbooking
- Computer Virus Protection
- Study Skills

Points of Interest

- Additional Parking completed January 2010
- Plans to explore a potential new site for the Trenton Education Center have been approved for the future

Building Usage for Community

- Quarterly Tutoring Training Meetings
- Weekly tutoring sessions
- Customer Service Training
- How to start a business seminars
- Public access to the computer lab
- Extra Help employment services
- Trenton Community Interest Group
- Trenton Reorganization Committee
- Adult Literacy Programs
- US Census Bureau
- Title III Planning Committee
- Senior Citizen Association

VANDALIA CAMPUS

Objective: To continue to show an increase in enrollments.

- Vandalia Campus offered weekend college courses. This objective fits nicely with the mission of Kaskaskia College in offering programming at times and places convenient for the learner
- Vandalia enhances academic schedules with distance learning opportunities in child care, math, history, philosophy and with late started courses each semester
- The LPN program has graduated 13 nurses this year and many Certified Nursing Assistants as well in our summer and two fall classes

Objective: To continue to provide quality instruction, a key component to institutional integrity. The Education Centers strive in providing quality instruction in upholding the integrity of Kaskaskia College.

Director is involved in the AQIP process and ensuring quality instruction within the courses offered at the centers.

- Vandalia hosted an Adjunct Faculty session hosted Beth Sundermeyer for questions and answers
- Vandalia plays an integral part in recruiting quality, credentialed adjunct faculty to enhance the course offerings
- Vandalia Campus recruited five new adjunct faculty prospects in history, business, biology, computer/information technology coursework, and mathematics
- Director performed twelve instructor observations and collected nineteen student evaluations this fall semester for identified faculty

Objective: To improve on community relationships thus enhancing the lifelong learning opportunities and business connections. Each center has become a natural fiber within its community. The education centers are well known for the lifelong learning opportunities within their communities. Relationships within each community hold strong ties with the directors as well as the educational facility. Our communities are proud of the educational centers and draw upon the directors for all higher educational needs.

- Director serves on the Alumni and Friends Board which meets regularly
- Vandalia Campus serves students and community needs through the open computer labs
- Vandalia director participates in community events, including: festivals, community receptions, Vandalia Chamber of Commerce meetings and events, directors meetings, Fayette County Interagency Council meetings and FCH Health Fairs, home shows to name a few.
- Director serves on the YMCA board of directors as a member of the Y and a representative of KC. Attending the YMCA Grand Opening in July. We have a partnership with the YMCA as they host our PHED classes and are very much a vital part of KC students' lives. We look forward to expanding our offerings at the YMCA to include adult and children's' programs.
- Vandalia Campus participated in the Halloween parade, hosted various Regional Office of Education trainings and meetings, Shawnee Library District Meetings, Kid's Safety Expo, Mobile Training Unit held training for area police officers, Fayette County Hospital and Long Term Care Fall Health Fair, OKAW Student Services meeting/training, Family Violent Crime Council, IDOT US 51 Expansion Project, CEFS Head Start Training, YMCA Picture Day, GWRRA Motorcycle training, Di-Kappa-Gamma (retired teachers) meetings and Red Cross Blood Drives
- hosted a Board of Trustees Meeting in February
- 2010 Open Forum with the Board Chairman and President was held in the evening this year.
- Vandalia held various Business and Industry courses such as Quick Book Pro and Tax Accounting
- ISBDC utilizes the Vandalia Campus for meetings and trainings on a regular basis.
- Community Education (non-credit) offerings at the center have grown. We have added more Computer College classes and the intermediate digital photography class has made this fall.
- At least two GED courses are taught each semester.
- The Education Centers participated in the Alumni Family Reunion by setting up a table at the event to promote and share our opportunities for lifelong learning with the public.
- Vandalia Campus is working directly with the University of Illinois Extension office to expand course offerings in Vandalia. Through a marketing and promotion agreement we have been able to offer classes utilizing the expertise of the extension office offering programs for children. The partnership has benefitted both the extension office and Kaskaskia College.

Objective: To continue to provide excellent customer service for the Kaskaskia College student population. Customer service is at the heart of each education center. The directors recognize the importance of student first. The education centers provide all services that are found on main campus, this includes, testing services for Universities, compass testing, tutoring, advising, registration, financial aid assistance, tuition payment, textbook sales, all student service functions-including issuing student id cards, and student activities-including student congress voting. Each director truly serves students and community. A polycom system received through an AT&T Grant has been very beneficial in connecting the students at the center to main campus for advising, instructor meetings, and tutoring. A polycom system has been installed at each education center.

- Vandalia Campus administered 149 compass tests July -November, proctored at least 26 tests for math and biology, and provided testing site and proctoring for Franklin University Lakeland College and SIU-Carbondale students.
- Between July and November 808 students were served for academic reasons such as registrations, applications, add/drops withdrawals, etc
- 22 hours of tutoring were done by Jenny Cayo from the Success Center on Mondays
- 468 students made deposit for tuition, books or clothing between July and November.
- Student Congress Elections were held
- the polycom system is used for tutoring and advising sessions as well as financial aid advising such as loan counseling
- Student activities included; Freedom celebrations, Welcome Back celebrations, Fall picnic and pumpkin decorating, finals comfort food
- Textbook sales were provided for the fall Vandalia sold over \$72,000 in textbooks
Vandalia Campus sells items (trinkets, clothing, etc.)-this number only reflects textbook sales.
- Regular face to face advising sessions were held at each center.

Objective: To continue to provide flexible scheduling for our Kaskaskia College Student population.

- Each educational facility will continue to be creative in course offerings, times, and locations to continue to show an increase in enrollments and credit hours.
- Vandalia continues to offer class in the mornings afternoons and evenings to meet the needs of the students
- Vandalia piloted the Content on Demand Math 101 and Math 102 curriculum along with the Centralia Campus Math Department.
- Vandalia offered Friday evening and Saturday weekend classes this Fall semester with no enrollment – we will continue to promote Weekend College by collaborating with the other education centers through the Interactive TV to make the opportunity available to more students in more communities.
- Saturday morning classes continue to be offered for credit and non-credit courses.

The Continuing Community Education Classes at Vandalia Campus

The adult and children offerings at the Vandalia Campus continue to grow and are well attended by the residents of surrounding area. Learners from many surrounding towns and rural areas come to the center to take advantage of the learning opportunities.

We continue to see growth in the Computer College classes and expect more computer classes in the future to engage even more residents of the KC district.

Some of the offering that continue to be popular besides Understanding Computers are Genealogy, Quilting, Cake Decorating, Digital Photography, How to Buy and Sell on Ebay, Writing Your own Life Story

In the summer the children in the KICK program enjoyed Kids in the Kitchen, Arts and Crafts and Digital Photography.

Centralia Correctional Center

The Centralia Correctional Center Campus has welcomed a new Director, Job Preparedness Coordinator, and an Administrative Assistant in the past year. The vocational programs continue to provide high quality instruction to incarcerated individuals in the following areas:

- Basic Construction Occupations
- Construction Occupations
- Basic Commercial Cooking
 - Food and Sanitation License
- Advanced Commercial Cooking
- Basic Electronics Technology
- Electronics Technology

The successful completion percentage of the above listed programs continues to hover at approximately 90%.

Some highlights of this year's progress include:

- The employment of Carla Loepker as the new Job Preparedness Coordinator
- The introduction of a new filing system that eliminates duplication, while ensuring that proper criteria are being met for enrollment into the vocational programs PRIOR to enrollment.
- The vocational school and the IT department from campus are in the process of replacing the outdated technology inside the vocational building. Computers from the retired drafting program will be replacing the ten year old pc's currently in use. All new computers will be linked to the main office and have access to the office Xerox printer, which will drastically reduce spending for individual printer ink replacement cartridges that are currently used in each classroom. The newer computers operate will operate at much faster speed and will help create a more efficient work environment.
- Outstanding cooperation between the main campus and the correctional center campus has resulted in timely submission of all required reports by the Illinois Department of Corrections

Some upcoming highlights include:

- The introduction of the new four credit hour class “Career Technologies.” Career Technologies will replace the Job Preparedness Program (which at present DOES NOT offer college credit). The program’s focus is to familiarize incarcerated individuals who are nearing release with up-to-date computer technology and to assist them in sharpening vital employment seeking skills, such as resume writing, cover letters, interviewing skills and job searching. The approximate start date for Career Technologies is Spring 2011.
- A building ‘beautification’ project. The director and the Construction Occupations instructor are in the pre-planning stage of giving the vocational building a much needed face lift. Focus will be given to the hallways and entrance areas to each classroom. Identifying the building as an entity of Kaskaskia College is the primary goal.

Future Goals of the Centralia Correctional Center:

- To receive approval from the Illinois Department of Corrections to hire a Commercial Custodial instructor. The Commercial Custodial program is an eight week class that will provide incarcerated individuals with a custodial/building maintenance skill set.
- Increase the size of the Commercial Cooking instructional area. The current waitlist for the Commercial Cooking program has approximately 100+ incarcerated individuals whom are waiting to attend the program. A small classroom area and a confined kitchen have limited the number of students to approximate 17 per session. By increasing the size of the classroom and cooking areas, more students could be enrolled.