

Instructional Services

January 2012

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Instructional Services Overview

Much has been accomplished in each of the Instructional Services areas during the first six months of FY2012. Faculty and staff in all departments and disciplines have shown a continuing commitment to quality, student-focused programs and services and to the strategic goals and core values of Kaskaskia College. Their individual and collective achievements are a source of pride for the entire institution. Specific achievements, initiatives, and plans are included in the reports of each of the functional units. Recent developments that are particularly noteworthy include the following:

- 1) The College hosted a highly successful AQIP Quality Checkup Visit, which places it in a very favorable position as we approach our Reaffirmation of Accreditation next year.
- 2) Five capital projects were approved that will greatly expand instructional space for our programs in Nursing, Agriculture, and other Career and Technical fields, and at our rapidly growing Education Centers in Nashville and Trenton.
- 3) Several new or updated degree and certificate programs, and many new courses, have been approved, allowing enhanced educational opportunities for our diverse student population and ensuring our responsiveness to communities throughout District 501.
- 4) KC has increased its commitment to sustainability in the use of campus resources, in the content of our instructional programs, and in our partnerships with area business and industry, as evidenced by the College's participation in the Illinois Green Economy Network (IGEN) and the formation a local committee to provide leadership for sustainability projects.

These are just a few of many important initiatives that are underway at the midpoint of the 2011-2012 academic year. In the coming months, these and other efforts will continue, as the College seeks innovative ways to maximize opportunities for increased enrollment and to wisely manage KC's resources in fulfillment of the institutional mission.

Arts and Sciences

Social/Behavioral Sciences

The Social Sciences /Behavioral Science Department is enjoying a very successful 2011-12 academic year. Members of the Department took an active role in the recent AQIP Quality Checkup visit process. The Department is serving record enrollments in a variety of venues at numerous locations. Courses are offered to students on the Main Campus, at Education Centers, at satellite campuses, online, and via interactive television. Full-time and adjunct faculty members offer classes in the mornings, afternoons, evenings, and weekends.

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

The goals for next year include continuing to provide excellent service to our students and expanding our relationships with dual-credit teachers throughout the district, to ensure that all students receiving credits from Kaskaskia College are receiving a quality education.

Mathematics

The mathematics department is working with Title III on level 2 courses and the redesign of the gateway courses, Contemporary Mathematics and College Algebra. The department is also considering options for remediation and dual credit for high school seniors. After a high school student has completed two years of algebra and one year of geometry, it is proposed that the student take a placement test or consider their ACT score to see if they place into a college-level mathematics course. Therefore, their senior year math course could be remediation to prepare for a college-level mathematics course or a dual credit course towards their associate of arts or science degree. An increase of the Associate of Arts math requirement to six hours is under consideration. It is believed that this would improve student critical thinking and problem solving skills in general education. A new math course in statistics for the social sciences is also under consideration for the associate of arts degree.

The mathematics department is also piloting the assessment website, created by the Assessment Coordinator for dual credit and adjunct math faculty to submit assessment plans and results. The mathematics department is planning to offer CPDU and stipend incentives for dual credit and

adjunct math faculty, to increase attendance at Adjunct Professional Growth and Development Evening workshops in January and, more importantly, in the fall and summer sessions.

Transitional Math Programming

This semester the Mathematics Department is partnering with our Title III grant staff to continue progress toward the completion of syllabus rewrites for transitional mathematics courses. During the first year, syllabus rewrites for level I courses including Math 101A, Math 101B, and Math 101 were completed. The second year rewrites included the level II courses Math 102, Math 103, and Math 107. This year we are in the process of rewriting two of our gateway courses, Math 130 and Math 134. Five different instructors have worked on the rewrites, including four full-time faculty members and one adjunct faculty member. It is our goal, as we work to complete the project of redesigning our courses, to be certain that students have a smooth transition as they move from transitional mathematics courses to college-level courses.

As part of the Title III grant, various projects are being piloted. Included is our new Fast Forward format for teaching transitional math courses. Five of our six transitional courses are currently being offered to students using this format. The courses are Math 101A, Math 101B, Math 101, Math 102, and Math 107. Math 103-Elementary Plane Geometry is currently not included in this pilot. Students are required to come to class for a certain amount of time each week, depending on the number of credit hours for the course. Students learn the content of their course by using computer software. Homework is done by studying lessons and then submitting answers online in the computer lab. There is always an instructor and a student tutor present to help the students. All chapter tests are done with paper and pencil, not on the computer. Students must score at least 70% on each test in order to move forward to the next chapter. If a student scores below 70% on a test, more work is assigned and the instructor or tutor works to help the student understand the concepts. The student is then retested. Students are allowed to move at their own pace but must not fall behind a master schedule for the class. They are given a pre-test and post-test on the course learning outcomes. Data from these tests, as well as data regarding success and retention, is being collected on this new format. A total of approximately 90 students are enrolled in the five courses this fall. In order to serve more students with this format for the spring semester, a larger classroom with more computers will be available.

Pre-Engineering Program

Ten new students began their studies in the pre-engineering program this fall. Of the cohort of students in their last year of the pre-engineering program, three will be graduating this December and plan to transfer to SIU-E. Two of the students have been accepted through the 2+2 agreement and the third student has been accepted under general admission, still having to complete over nine hours. Thirteen students will move on into their last semester at KC to fulfill the Associates of Engineering Science (AES) and 2+2 requirements. I am also pleased to announce the creation of a pre-engineering club. Arrangements are being finalized so that the club can officially start this

coming spring semester. The pre-engineering club is excited about a possible field trip to Alton Lock and Dam as well as potential design projects it may undertake. It is hoped that the formation of this club will influence retention, team building, and interest in engineering careers.

Also, a new course in Professional Ethics for Engineers is under design. This course would also be open to other interested students in fields such as computer science.

Feedback is being sought from alumni on their progress in their junior year of engineering. Several have indicated that they were further along than other juniors in their respective programs. All of the students providing feedback have indicated that they felt well prepared and were confident in their skills to be successful in their first engineering courses at their transfer institutions. SIU-E has indicated that they would request feedback from several engineering instructors on their impression of KC student preparation/readiness for university engineering coursework.

Fine and Performing Arts

This fall culminated with the completion of the Associate in Fine Arts – Music (AFA) degree and its presentation at the November Curriculum Council meeting. The Illinois Community College Board (ICCB) application is finished as well and will be sent shortly for state approval. The AFA degree was presented at the December Board of Trustees meeting.

During the process of completing the AFA, the music program was reorganized and articulated to better align with the universities. This included developing the program's mission statement, departmental goals, learning outcomes, assessment strategies, and mapping the complete music department curriculum.

The department also implemented the first departmental assessment for our theory and aural skills classes. In addition, we aligned the class piano curriculum to better reflect university standards.

Vocal Music

Once again this fall semester, the KC choirs performed their Fall Concert at an off-campus venue. The concert was held at Nashville Community High School on November 17 in a joint venture with the Nashville choir under the direction of Steve Browne.

The highlight of the semester was the two performances of "A Feast of Song at Christmastide", combining music, videos, and overhead presentations in the Lifelong Learning Center on December 2 and 3. Approximately, 175 people enjoyed the two weekend performances. Additionally, Kaskaskia College Madrigal Singers performed in Centralia at First Christian Church during their Moravian Lovefeast. The choirs are planning a joint concert with Centralia High School for the Spring Concert.

Instrumental Music

The instrumental music program had a very productive summer and fall semester. The summer semester ended with Professor Jourdan running a percussion clinic in Greenville, Illinois for the Bond County High School band. Professor Jourdan and KC student, Nick Snider, spent two eight-hour days teaching and rehearsing the high school drum line. As a result of that clinic, at least one student has already committed to attending Kaskaskia College for music in the fall of 2012.

The fall semester began well, with very good numbers in each of the instrumental ensembles, including the concert band, jazz band, student jazz ensemble, pep band, and instrumental ensemble. These numbers were a direct result of the recruitment efforts of last spring including the pep band tour, high school clinics, and Kaskaskia College Honor Band.

The Kaskaskia College concert and jazz bands presented their first concert of the season on Tuesday, October 4 in the Jane Knight Auditorium. A very sizeable crowd was treated to a wonderful performance by each of the ensembles. It was particularly impressive that the ensembles were able to successfully perform a very high level of literature at that early stage in the semester.

This season the pep band had its first performance on Thursday, November 10. The group has grown from 9 students in its first year to 36 students this year. This group has performed for 5 home basketball games this fall in addition to preparing for their spring tour. The KC Pep Band is scheduled to perform basketball games in the spring as well.

The Kaskaskia College Concert and Jazz Bands took the stage again for their final performance of the semester on Tuesday, December 6 in the Jane Knight Auditorium. This concert featured seasonal music in addition to many concert and jazz band standard pieces.

Preparations are currently underway for the 4th Annual Kaskaskia College Honor Band. This year's guest conductor is Larry Daehn from Wisconsin. Mr. Daehn is a nationally known composer and educator and will bring with him over 40 years of music experience. Every school in the district has already received preliminary information for the honor band, and they will receive the registration packets before the end of this semester.

The spring semester of 2012 will see many exciting things for instrumental music students, including a pep band tour of the area schools, the 4th Annual Kaskaskia College Honor Band, a concert band performance at the Centralia "Sound Spectacular", a combined jazz band performance with the McKendree University Jazz Band, a combined concert band performance with the Greenville College Concert Band, a student jazz ensemble performance at the Friends of the Fine Arts Rotary/Dinner Auction, and more. There will be from 35-40 instrumental music performances for the 2011-2012 season both on and off campus.

Professor Jourdan has already conducted three band clinics this fall semester with one more scheduled before the end of the semester. The Department anticipates between 14-16 clinics for the 2011-2012 school year.

Theater

This summer the Kaskaskia College Theatre Guild, under the direction of Professor David Quinn, performed at the Salem Library, entertaining area children from day care centers and other visitors to the library. The Theatre Guild performed several children stories with five of our students performing the characters in all of the stories. The group had a great time working with the kids and the library was happy to have us perform for them.

In the fall of 2011-2012, the Kaskaskia College Theatre Guild presented the play, *Rehearsal for Murder*. Over 250 audience members saw *Rehearsal for Murder* at the two performances. The fall play went very well overall. The cast included nineteen students from fifteen different hometowns in our district. The students worked hard on this murder mystery script and Director David Quinn was pleased with the final product.

This spring the Theatre Guild will have seven performances of *Pirates to the Rescue*. Auditions for this production were held December 5th and 7th and rehearsals will begin in January. Professor Quinn will write most of the play after the auditions, to match actors and roles and write accordingly. So far, over 1,150 grade school reservations for the spring have been received for the four matinees, two on Wednesday, April 25th and two on Thursday, April 26th. The play will also be performed for the community on Friday, Saturday, and Sunday, April 27-29.

The Theatre Guild is proud to have the president and vice-president of the KC Student Congress involved in our organization. Both Lexie Schulte and Grant Green were involved with our summer performance at the Salem Library. Grant Green played a detective in this fall's *Rehearsal for Murder*. Professor Quinn will be helping Lexie Schulte with her graduation speech for May.

Professor Quinn and Professor Brandi Wilkins recruited students on the Speech Team to participate in play productions, and some of the fall actors also worked with the Speech Team this year. The Speech Team performed in Acting class, Theatre Appreciation and Theatre Production. The speech students were able to get valuable feedback and it was a good recruiting opportunity for the Speech Team. One of my new scholarship students this year, Cassie Kuberski, is now an active member of the Speech Team.

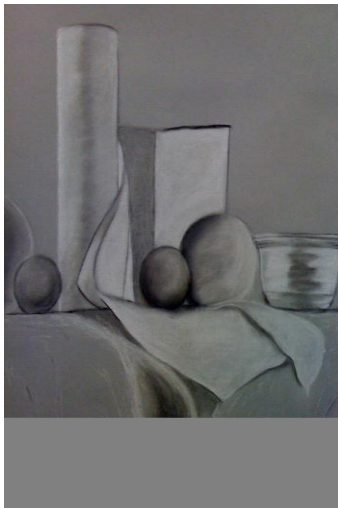
When Professor Quinn wasn't teaching or directing or writing, he contributed his talents to the community by acting and directing at the Salem Community Theatre. Additionally, Quinn directed a show in August and performed in a play in October. He worked with several former and present KC students in these productions. Quinn also serves on the board of the Salem Community Theatre.

The Theater Guild will be presenting their 5th children's play in late April, and we will perform a one act play for the Friends of Fine Arts Evening in April.

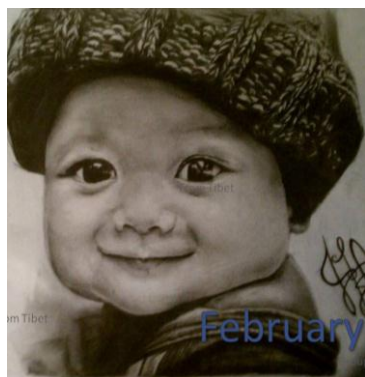
Art

This year the art studio and Introduction to Art students participated in a field trip to the Cedarhurst Mitchell Museum and a field trip to St. Louis. The St. Louis trip included visiting the St. Louis Art Museum, The Pulitzer Museum, The Contemporary Art Museum, The Kemper Museum on the Washington University campus and the City Garden. This was one of the most successful visits, with 26 students participating. The Washington University Campus also hosted the National Portfolio Day the following week and three KC students attended this event.

Art students worked very hard this year toward the success of the Alumni Event, offering face painting and tours of the gallery. KC Drawing I, Drawing II, and Life Figure Drawing students completed several series of drawings that have been exhibited in the library throughout the semester. Below you will see some sample art work that was on display.



Additionally, art and studio art students worked together to create drawings this fall that will be the basis of the 3rd Kaskaskia College Diversity Calendar. This is a group effort by all the studio art students. Several of these drawing are displayed below.



Art students from both the studio and lecture classes attended the Artist Lecture and Gallery Talks in the Dee and Sue Boswell Art Gallery in October. The mixed media work on display inspired a number of student works in the 2- Dimensional and 3-Dimensional Design classes.



Handmade books by M.J. Goerke inspired this idea by Robyn McNutt.

Displays for Native American Month and Latino Hispanic Heritage were set up in the Enrollment Center by studio art students.

The work from the National Vietnam Veteran's Museum was curated this past spring by KC art students and was installed early in November.

Christmas gifts and winter decorations have again been created and will be donated to the Murray Center and Centralia nursing homes. The students will also be displaying a Diversity Holiday Exhibit.

Science

The Science Department is busy working on plans for the next lab remodel. Initial design meetings have occurred to renovate the current microbiology lab and adjacent lab preparation space. The proposed construction schedule would allow the remodel to occur next summer with completion occurring at the end of July.

Additionally, the Science Department is working with the Mathematics Department and the KC Transfer Coordinator to research the possible development of two-year pre-professional programs for those students interested in pre-medicine, pre-veterinary medicine, pre-optometry, pre-pharmacy, and pre-physical therapy programs.

The Science Department is looking forward to helping again with the City Wide Junior High School Science Fair in the upcoming spring semester. That event is hosted by Kaskaskia College.

Professor of Health, Brad Odum, is working with the Nursing faculty to explore the possibility of KC becoming an American Heart Association training center.

Physical Education

The physical education area is continuing to expand, with the offering of additional courses for the spring 2012. This fall the Physical Education area offered the PHED 101, Physical Fitness course to the KC community in an attempt to promote health and wellness and celebrate the KC Fitness Trail opening. This course was offered tuition-free with a small Fitness Center fee. This upcoming spring term, PHED 101 and the continuation course, PHED 102, will both be offered tuition-free to promote health and wellness. Additionally, students participating in intramural activities in basketball, volleyball, and soccer in the spring will be able to enroll in credit for these activities. Finally, the Physical Education area is researching expanding officiating courses for the College. Currently, PHED 151, Basketball Officiating, is developed and there are plans to review this course and other areas for offerings in the near future.

Additional courses are being developed to provide a variety of course for the students.

Humanities

The Visiting Writers Series began its second year this fall. The most recent Visiting Writers Series event at Kaskaskia College featured novelist Fred Venturini with his new book, *The Samaritan*. Also in attendance were representatives from the book's publisher, Blank Slate Press. The event was a great success, filling the room with over 80 attendees and eliciting the compliment from Venturini that Kaskaskia College had put on his best reading event to date, better even than his book launch.

The event consisted of a short reading from Venturini, an open Q&A session with the audience, and a book signing. Venturini is a local native, currently living in Aviston, and his novel is already making “best book” lists at the national level, with mentions from *Shelf Magazine* and *USA Today*. The next Visiting Writers Series event is slated to take place in the spring, with biannual plans to continue KC’s encouraging and beneficial support of reading, writing, and the literary arts.

Spanish

The Spanish Department has had a busy and productive year, with plans for the rest of the school year progressing well. The standardizing and improving of the curriculum is first and foremost. Professor Shawn Yoon worked in collaboration with adjunct and dual credit faculty to review and improve current student learning outcomes for all four levels of Spanish at KC. This collaboration also included a consensus decision with the dual credit instructors to reduce the number of credit hours awarded in high school dual credit courses from 16 hours to 8 credit hours. Additional conversations with adjunct and dual credit instructors also included the selection of a new text and the implementation of training sessions for adjunct faculty. Second, and even more exciting, the Department is working to engage students in extra-curricular activities. Professor Yoon has recently become co-sponsor of the International Student Organization and has worked with Odin High School to engage dual credit students in the International Student club. The Department is also hosting a concert with a Spanish singer in cooperation with Carlyle High School dual credit instructor, Carrie Toth, and her Carlyle Spanish Club. Finally, future plans include continuing to improve online instruction by implementing instructional best practices within all the online courses. The Department is also planning to develop a departmental website. Plans include making this site available to all the students and including information about Spanish culture and the Spanish program at KC. Last, but certainly not least, the Department is working to develop and expand the program by serving the needs of district citizens, offering an evening Spanish class for professionals.

Transitional English

Several exciting things are occurring at Kaskaskia College within the transitional English program. English faculty working with the Title III Grant have pursued the following goals this past fall term:

- Developed and implemented a Fast-Forward version of ENGL 100
- Developed and implemented an Online version of ENGL 100
- Revised and redesigned syllabi for ENGL 100 and READ 111
- Currently revising and redesigning syllabi for ENGL 101 and ENGL 102
- Developed and implemented Learning Communities among transitional courses
- Implemented course-pairing strategies among transitional courses
- Utilized material from the Title III Summer Institute, such as brain-based learning techniques
- Piloted the redesigned courses ENGL 099, ENGL 100, READ 088, and READ 111

- Utilized both the new ICE Lab and the SLA Lab for improved student learning and for professional development
- Utilized various learning technologies, such as iClickers and Pearson Lab software

Kaskaskia College Friends of the Fine Arts

The Kaskaskia College Friends of the Fine Arts, under the leadership of its President, Dr. Dee Boswell, continues to impact the lives of the KC fine and performing arts students. The organization actively supports those 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 current membership stands at 335: Corporate 11, Family 61, Individual 62, STAT 77, Triple Crown 123, and Honorary 1.

This fall the KCFFA committed \$5,000 towards the KC Fitness Trail project. Additionally, KCFFA has recently begun discussing a project that will raise funds to provide a portable orchestra pit cover for the Jane Knight Auditorium to provide an enhancement to the stage.

Plans are in progress for the annual KCFFA/Rotary Scholarship Banquet scheduled for April 14, 2012. Scholarship banquet plans this year include a performance by the KC Theatre Guild, a silent and oral auction, and a drawing for a big screen, HDTV.

Dee and Sue Boswell Art Gallery

The Dee and Sue Boswell Art Gallery 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 featured works by Alice Hudder and artwork by KC Visual Art Scholarship recipients. In October, *Collective Ideas: Works by Anne Cove, Joanne Stremsterfer, J. M. Goerke, Ruth Kolker, and Marcine Saphian*, was on display. On October 27, three of the artists discussed their artwork with art students and the general public in a *Gallery Talks* session. The artwork from the National Vietnam Veterans Art Museum, entitled *Intrusive Thoughts*, is on display now. The Dee and Sue Boswell exhibit schedule for spring is currently being finalized.

Phi Theta Kappa

Phi Theta Kappa began the new academic year in June, with eight officers attending the June Regional Convention at John A Logan College. The chapter returned home with the following honors: Honors in Action project, College Project, Officer Team, and Spirit Award. Officer Ericka Eaton assumed her new position of Southern Regional Vice President for the Illinois Region.

In September, 82 new Inductees received membership in the Iota Omicron chapter.

In October, 4 PTK Officers and Kathy Overstreet attended the Regional Honors and Leadership Institute at Heartland College in Bloomington, IL. While there, they were fully trained in the International Honors Theme, “The Democratization of Information: Power, Peril and Promise “and the leadership of Phi Theta Kappa.

The Phi Theta Kappa 5K Run was held during Family Weekend, October 8, providing runners a ‘tour de KC’ for the route.

Phi Theta Kappa worked with Student Activities to organize and develop a Halloween Trail as their College Project. This provided the community with an introduction to the new Fitness Trail as well as a safe environment for family Halloween fun.

In November, the PTK Honors in Action Project led the group to a collaboration with the College for a Commit to Complete College event. Campus student services provided information regarding their available assistance—to enable students to successfully complete their degree.

Collaborating with the KC College Book Store, the chapter coordinated book recycling as a part of the Book Buy Back week. Chapter members collected discarded books and shipped them to One Planet Books for recycling.

Worldwide Youth in Science and Engineering (WYSE) Competition

The WYSE Academic Challenge is scheduled on February 2, 2012. The WYSE coordinators have been preparing for the 2012 Academic Challenge. A test run of the software is being planned prior to Christmas break. Sponsor, Keri Richards, attended the coordinators meeting this fall at Champaign in regards to the new scoring software.

Honors Program

A new instructor will be teaching several of the Honors courses in the spring term. Scott Crothers will be teaching Logic next semester as a hybrid course. Spring Honors instructors, Scott Crothers and Susie Worth are planning a field trip this coming spring semester. Enrollment into Honors courses is at a five-year high, with well over thirty students accepted into the program. Early registration and advisement/contact by the Honors Program Coordinator has had a significant impact on improving enrollment in Honors courses. There are plans to meet with faculty to discuss the direction of the Honors Program, as well as the articulation of Honors students to other institutional Honors programs.

Career and Technical Education

Accounting

E-Learning in Accounting: “Today’s workforce is expected to be highly educated and to continually improve skills and acquire new ones by engaging in lifelong learning. E-learning, here defined as learning and teaching online through network technologies, is arguably one of the most powerful responses to the growing need for education.” (Hrastinski, 2008) The goal has been to use E-learning strategies in the Accounting program to effectively enhance the learning experience with the goal of making learning more accessible.

Software Enhancements: New software for homework in Accounting 100, Accounting Principles and Control, was launched in Fall 2011. The program allows students to complete their homework online and submit it for grading. Students receive immediate feedback and may check their work for accuracy and correctness. The software provides hints to complete the homework and links to the text for detailed examples and discussions of the relative accounting concepts. The software allows the instructor to review the students’ work online and to discuss homework issues with students.

Virtual Tutoring: The accounting tutor uses MSN chat to work with students in the evenings and on the weekends to help them with homework. The ability to access the tutoring service in the evening and on weekends has significantly increased its use by students as these times are more convenient for them. By September 30, 2011, over 40 students had accessed tutoring services.

Virtual Office Hours: The Program Coordinator uses virtual office hours to connect with each student in all courses for a “real time”, synchronous e-learning environment using MSN chat. The chat is now available as a link for students using the campus email. One mandatory chat session is required within the first two weeks of the course to establish that students can use the chat tool and understand the expectations of the course.

Twitter: The Program Coordinator has a twitter account that students can follow for tweets on information such as class cancellations, school closings and important course deadlines.

E-Books: An e-book option is available for students in four courses- ACCT 100, ACCT 101, ACCT 102, and ACCT 250. Students can buy or rent the e-books, which are available on Amazon Kindle, PC, Mac, I Pad, iPhone, Android device, Windows Phone 7, or Blackberry. Students have the option of printing out chapters of the e-book for a hard copy. The savings is significant, as students

who use the e-book can save up to 78% of the cost of the traditional text. Information on how to get an e-book is provided in the course syllabus.

Internship: All ten Work Ethics topics are addressed in ACCT 272-Accounting Internship. The course also uses the *7 Habits of Highly Effective People*, by Stephen Covey to support the Work Ethics topics. Students are required to complete a module on each Work Ethics topic and each of the Seven Habits.

Program Promotion: The Program Coordinator has developed a new promotional presentation to use when visiting area high schools, and the presentation will be offered at the time of the dual credit high school visit. Two new recruiting posters were developed for use on campus and at area high schools.

Personal Contributions to Campus Life: The Program Coordinator contributed a book review for the November 2011 edition of the *Scroll* on Unbroken by Laura Hillenbrand. She also participated in a group interview on e-books with Craig Roper, Director of Purchasing and Auxiliary Operations, and Cheryl Johnson, Bookstore Manager, for the Carlyle Union Banner sharing her perspective on their effectiveness in the classroom. In addition, she served on the search committee for the Accountant for Financial Reporting.

Agriculture

The Agriculture Program has enjoyed an extremely successful Fall 2011 semester, with many awards and a few program changes. Mr. William Waggoner was welcomed as our new Assistant Professor of Agriculture at the beginning of the fall semester. Mr. Waggoner brings nine years of agriculture education experience at the high school level, and has proven to be a wonderful addition. Agriculture continues to improve its connection with Horticulture and its course offerings as a new AAS degree in Horticulture was introduced this fall.

Agriculture also participated in several campus activities in the Fall 2011 semester. Our program hosted the Milk-A-Cow contest at the KC Family Reunion and Open House in October. In addition, the Ag Club participated in the Canned Food Drive sponsored by the Massage Therapy Club. The Ag Club won the food challenge between the clubs. The program also held its annual Advisory Council meeting in October with approximately six people in attendance, and discussed current program status and proposed changes for the future. Agriculture also was represented at the Career Fair held on campus in November, to inform and recruit students into the opportunities in Agriculture. As we do each year, Agriculture hosted 2 high school FFA Career Development Events (CDEs). These events bring in approximately 100 students each to our campus for competition in agricultural specialties. The Land Use CDE was hosted in October by KC Ag at the Heinzmann Farm, and the Agronomy CDE was hosted in November on campus. These activities have certainly helped to raise the profile and level of support for the KC Agriculture and Horticulture Programs.

Agriculture was also fortunate to have an extremely successful fall semester of extra-curricular activities. The KC Ag Club brought home several awards from the Postsecondary Agricultural Students Fall Conference in November. Miranda Kollmann won first place in Dairy Employment Interview, while Casey Adamick and Katie Cayo finished second in their respective Employment Interview areas of Livestock and Agriculture Communications. In addition, the Floriculture Specialist team of Lindsey Gladden and Jeremy Kleiboeker finished third in their competition. The KC Dairy Judging team completed one of their most successful fall seasons ever with three top 6 finishes. The Dairy Judging team finished 6th at the Accelerated Genetics Intercollegiate Dairy Judging Contest in October and was first among the community colleges in the competition. Tyler Carter finished 16th Overall Individual, while the team finished 5th in Milking Shorthorns and 6th in Holsteins. The Dairy Judging team was very successful at the World Dairy Expo International Postsecondary Dairy Judging Contest in October. The team finished 4th High Team Overall and 4th High Team in Reasons. Individuals Miranda Kollmann and Tyler Carter finished 7th & 8th High Individual Overall in the contest while receiving All-American Honors. The team placed 3rd in Ayrshires and Red & White Holsteins, and 6th in Guernseys and Milking Shorthorns. Tyler Carter was 1st in Milking Shorthorns and Miranda Kollmann placed in the top 10 in four breeds and finished 5th High Individual in Reasons. The KC Dairy Judging Team also enjoyed a great day at the North American International Livestock Expo Dairy Judging Contest in November. The team again finished in 4th place Overall High Team and 4th in Reasons. The team was in the top 5 High teams in all five breeds for the day; highlighted by a 2nd High Team in Jerseys. Tyler Carter enjoyed a great day, placing in the top 8 or better in all five breeds on high way to a 3rd High Individual finish for the day. Miranda Kollmann also finished in the top 6 or better in three breeds for the day. Many thanks go out to Miranda Kollmann, Tyler Carter, Matt Rusteberg, and Clinton Michael for representing the Agriculture Program and Kaskaskia College so well this fall.

Auto Collision

The Auto Collision Club participated in the ice cream social/ luncheon for the Centralia Humane Society on September 24th. The Club assisted the Auto Tech Club in helping with the Corvette Road Rally on the West parking lot. Two members of the club were also able to help with the Car Show in October. We set up a booth in the gym for the November 4th visit from the area schools and gave a tour of the lab facilities in Auto Collision.

During the fall semester, we replaced the hood and hood hinges on the KC college truck, saving the school \$ 450.00 to \$ 500.00. We did 17 minor repairs and 5 overall repair jobs on student and faculty vehicles. New Power Points and handouts were completed for AUBY 103-Surface Preparation and Refinishing, and AUBY144-Basic Collision Repair. Assessments were updated for the program. A new sandblasting cabinet was purchased for the program (\$ 1,695.00). This Spring we are going to visit all of the area schools for recruitment.

Automotive Technology

The Automotive Technology program is growing and proud to announce the addition of two new automotive adjunct instructors: Jim Cerny and Jonathan Handegan. Jim Cerny is an ASE certified Master Technician and is a retired Salem High School educator with a master's degree in education and 35 years of automotive teaching experience. Jim is teaching Auto Fundamentals and Basic Electrical classes. Jonathan Handegan is ASE certified and is a graduate of the Kaskaskia College Automotive Technology Program. Jon is teaching Chassis Mechanical/Electrical and is an automotive lab assistant. With the addition of new instructors, we are able to offer more class sections at different times and days for incoming students.

The Automotive Technology Program is advancing very rapidly, and to help the students receive the latest information and diagnosis, we invited experts to instruct the students. The 2011 guests were:

- Richard Young from Airtex products in Fairfield, Illinois. He presented a special class on new direct injection fuel systems. The students learned the latest procedures in diagnosing and safety with the new high pressure fuel systems.
- Willie Smith from BG products. Smith gave a demonstration on flushing brake systems and allowed all the students in the brake class to perform this procedure on their own vehicles.
- Don Stiehr from Pro-Cut Company. He demonstrated to the students the importance of resurfacing brake rotors on a vehicle. He provided use of and demonstrated an expensive on-car brake rotor lathe.

During the past year, the program has acquired the following equipment, which is being used to provide the students with the current technology utilized in the field.

- Midtronics MDX-P300 Battery Starting System Tester Printer Combo. This tester allows the students to test new AGM batteries and charging systems and print out a report of the test.
- 2 AutoEnginuity's Scan Tool is a PC-based diagnostics scan tool for all OBD2 and EOBD IV+ vehicles. The Scan Tool allows the students to read the vehicle's diagnostic trouble codes, allows viewing of live vehicle sensors (including wide-band O2 sensors), controls, and allows for the resetting of fuel trims and inspection/maintenance system test results to quickly determine what service the vehicle requires.
- Updated Hunter alignment equipment to the new HawkEye Elite digital imaging sensors. This includes four high-resolution cameras that instantly update on-screen adjustment readings. Students can also align vehicles equipped with new stability control systems.

As part of their hands-on lab experience during the Fall semester, the students in the Auto Technology Program completed 268 work orders. These work orders were a result of vehicle

requests submitted by Kaskaskia College students, faculty, staff and Kaskaskia College owned vehicles.

Business

The Business Program has had a very successful and productive term. A major project that was undertaken was the KC Campus Buzz, a student managed advertising publication. The publication is designed to connect area businesses with KC students, employees and guests. The goals of this project are to enhance business students' knowledge and skills by having them design and sell marketing material, to promote local economic development and to raise money for student activities, and to support the community with donations to local food banks. Students have also created an online version of the Campus Buzz and they are working on developing a Facebook page.

The Business Program is assisting with the development of a Youth Entrepreneurial Education Program. The goal of developing a Youth Entrepreneurial Education Program for our district is to create and maintain a thriving and dynamic economy with low unemployment, and good paying jobs, so that our talented youth will want to stay and raise a family. According to the Consortium for Entrepreneurship Education's Think Tank there are many benefits of a Youth Entrepreneurial Education Program for elementary, middle and high school students. Here are just a few of the major benefits:

- Use opportunity recognition/problem solving skills
- Increase self-esteem and respect
- Acquire important financial concepts
- Demonstrate conflict resolution/negotiation/sales-marketing/persuasion skills
- Create entrepreneurial thinkers who have the skills and tools to start their own business
- Demonstrate business management skills
- Higher academic achievement
- Increase attendance and improve interest in school

The Business Program and Kaskaskia College are determined to support area high schools in developing a Youth Entrepreneurial Education Program. The College is prepared to provide leadership and support in many ways.

The first is to explore possible dual-credit options. KC has college-level courses in entrepreneurship that can be adapted to the high school curriculum. The College would be willing to help develop dual-credit courses that could ultimately lead to high school students obtaining Kaskaskia College's Certification in Entrepreneurship.

The second is to provide knowledge and technical support on the subject of entrepreneurial education. The College has many sources of information and support. We have an area Small

Business Development Center that can play a role in providing expert advice and counseling on many subjects from the start-up process to financing issues. The College has a Business and Industry Department that can provide support on training and development skills needed by small businesses. We have knowledgeable professors in Business, Accounting, Marketing and many other areas that can support high school teachers with guest speakers, educational and curriculum material, and program development.

The third is to explore scholarships and incentive programs for students. KC could develop scholarship opportunities for students who would like to continue their education. We could also assist with an incentive programs that rewards students for their hard work and business ideas.

The fourth is to assist with encouraging business and community support for a Youth Entrepreneurial Education Program. Area businesses and the community could assist in two major ways. First, they can provide financial support for educational material and an enriched learning environment for students. Secondly, they can provide educational opportunities and projects that enable students to learn real-life challenges.

The Business Program has undertaken several recruitment and marketing activities. The first activity was to create a new display for the program. The display was used to promote the program during this year's career day with area high schools. It greatly assists the promotion and marketing of the program, and it is portable and durable and can be used for many future events. The frame of the display was constructed by the HVAC Program utilizing their students' skills and knowledge. Steve Jerden helped design and create the display. The Business Program is also working on updating its program brochure. Another recruitment and marketing activity carried out this term was a presentation by Tim March at this year's Mt. Vernon Teachers Conference. The title of the Presentation was "Exploring new ways to communicate, share ideas and teaching techniques with fellow business educators". Tim also presented the benefits of the entrepreneurship certificate at a SCIGA meeting in Nashville.

The program had three late starting courses that attracted good enrollment numbers. It promoted these courses by using local newspaper ads and press releases. Tim March also assisted the Advising Department in recruiting and advising students for the start of the fall semester. The Business Program continues to have success offering an Associate of Applied Science Degree in Business at the Nascote manufacturing plant. The business degree at Nascote has been successful in using a combination of full-time faculty and adjunct instructors, including instructors from Nascote's own management staff. We have been able to customize our degree to meet the needs of Nascote in many ways. They recently offered a course in Lean Manufacturing. We are looking at expanding the business degree to other businesses in our district and, in addition, to offer a Supervisory Certificate.

Carpentry Occupations

FY 2012, fall semester, saw modifications in several courses and a significant improvement in student qualification criteria. Some necessary changes were made to reflect changes in the construction industry's move to sustainability in energy and resource conservation. Training was also developed for industry located in Kaskaskia College's district, to satisfy specific needs relative to quality output. Finally, student participation in the construction of Kaskaskia College's parade float was integrated into the course work to allow for problem solving, application of new skills, and completing the project under strict time constraints.

CSTR 103 & CSTR 140 (Rough Frame I & Roofing Fundamentals): In order to keep the Program viable with current trends in the construction industry, the Carpentry Occupations Program has initiated a metal roof training system. The trend for sustainability in construction practices has caused roof covering materials to undergo a major shift. This shift is away from asphalt-based shingles in favor of recyclable metal roof materials. Metal roofing also has the advantage of reflecting more UV light away from the roofing materials (varies with color). Asphalt, on the other hand, absorbs heat, causing attic temperatures to soar well above 140 degrees.

For this reason it was decided to begin a training program for metal roof applications. Training students for these applications resulted in reconfiguring the training model we were using for conventional asphalt roofs. The roof footprint went from a 12' x 12' training model to a 24' x 16' model with an 8' x 8' offset. This change also had repercussions for the rough frame course (CSTR 103), requiring the wood frame structure to meet the new design parameters.

CSTR 201 (Finish Carpentry II): One of the major lab projects for the finish II students has been constructing a Federalist style fireplace mantle from a measured drawing, each student making their own mantle. Starting this fall semester the finish II class began making Federalist style book cases. This project uses less plywood and less solid lumber, yet encompasses the same wood working techniques. This project has met my expectations and will continue to be utilized for this class.

Training Development for Mid-Am Supply: Art Borum, director of Business and Industry for Kaskaskia College, made a request for some training to be developed for Mid-Am Supply's door assembly work force. Mr. Borum and I met with the production supervisor for Mid-Am (a wholesale construction materials supplier covering a three-state area) concerning their need for a better trained work force for their door assembly facility. They were also interested in training for outside troubleshooters whose primary job involved correcting door problems in the field. Their concern for their assembly people focused on constructing custom size and/or configuration door assemblies, i.e. non-standard assemblies. A course covering two 8-hour days was designed to meet their needs for both of their concerns. Mid-Am Supply has approved the training submitted and training dates are being worked out.

Habitat for Humanity (Blower Door Test): The International Energy Conservation Code, 2012 version, will go into effect in June of 2012. This energy code requires verification for “tightness”, usually expressed in CFM (cubic feet per minute). One of the more common methods for verification involves a blower door test.

Although verification wasn’t necessary for the Habitat for Humanity house built on South Hickory Street in Centralia, the carpentry class learned to set-up and analyze the Habitat house using a blower door. The house was tested for air leakage and back draft probability as well as doing a zone pressure test and duct tightness test.

K C Float: Kaskaskia College entered several local parades this semester. The carpentry program was involved with preparing working drawings, construction of the trailer skirting as well as a large simulated movie projector with two take-up reels and a large viewing screen. The Kaskaskia College Community Builders Club did much of the painting to bring the float to its final appearance. In addition, I believe the float may have won a few commendations.

COMPASS Test: Because of the ongoing issue of poor math and reading skills, many of the incoming freshmen fall behind or have difficulty making precise or accurate measurements and calculations. This trend isn’t limited to the carpentry program. In discussions with the other faculty who instruct at the Crisp Technology Center, this has become a universal problem. Vocational programs have carried the stigma of being for the slower students. This is a terrible disservice to our respective disciplines and our students. Good math and reading skills are essential for the successful completion in the carpentry program. With the help of Dean Rawlings and Kathy Overstreet, textbooks were collected from the various disciplines at the Crisp Technology Center, and COMPASS scores will be determined for our respective programs. The COMPASS placement for incoming freshmen will take effect for fall of 2012. This will alleviate the burden that poor math and reading skills have on the success of the students in our programs.

Computer Information Technology

The Computer Information Technology Program has successfully established Computing Technology Industry Association (CompTIA) as an Academy Partner. CompTIA is a non-profit trade association created in 1982 as the Association of Better Computer Dealers, Inc. (ABCD) by representatives of five microcomputer dealerships. Over the course of a decade, ABCD laid the groundwork for many of CompTIA’s initiatives and member benefits. ABCD later changed its name to CompTIA. As of 2011 CompTIA is a provider of professional certifications for the information technology industry.

As a community service this Fall, the CIT Program completed Phase II of the Trinity Lutheran School networking site project. The program received a special thank you from the school board for doing an outstanding job on their system. The program also successfully replaced the entire reserved material section in the Kaskaskia College Library, which is available to all students

enrolled in CITA programs. These materials support the need for books and other study material used as refreshers prior to taking IT certification exams.

As a component of the Perkins Grant, the program was able to purchase virtual Cisco Net Academy access and LabSim testing solutions for the A+ Certification course. These components will provide more training and practice tests that greatly resemble the actual A+ Certification exam. Another component of the Perking Grant made it possible for one faculty member to attend a two-day workshop and training seminar. Upon return, this faculty member is now preparing a workshop for the other faculty and employees that will greatly improve teaching methods and facilitate learning about new technology.

As a regular part of their yearly activities, the CIT faculty members in conjunction with KC NET students, participate in the High School Career Fair. Students attending the fair gained a great deal of information about the program and the computer field. Names and contact information of interested students were gathered and entered into a database. Those students will be contacted in the future through mailings from the program and the KC Marketing Department.

Work began on updating the website for the Cisco Networking Academy Program. This website should be available for the public at the start of the Spring 2012 semester. In addition, several CIT faculty members received additional IT Certifications in the fields in which they are teaching. Obtaining these additional certifications will enable the faculty to pass this new knowledge on to their students.

New equipment, consisting of five servers, one Cisco router, two Cisco switches, two KVM switches, several racks, and a smaller 5-port switch, were received as a donation from Susan LaGrange, a former KC student, and Angenien Huffstutler, a current faculty member in the program. This additional equipment is identical to some already being used in the program and will fit the networking system in the L-201 classroom/lab.

The KC NET Club held the annual "Fastest Geek Competition". The fastest geek this year set a new record with a time of six minutes and three seconds.

Cosmetology/Nail Technology

The Cosmetology department has been full of activity and learning during the past year. As we continue to strive for an academically-strong program, the faculty works equally as hard making our program viable to the community and charity organizations. We feel our students benefit from such a mindset due to the service-oriented profession they have chosen.

Our unduplicated headcount has remained at a constant level during the Summer and Fall semesters. Even though we continue to be a "special admission" program, the process on our end has been streamlined and is working well for everyone involved. This process insures that

prospective students will not fall through the cracks and that each and every inquiry is dealt with quickly and in a consistent manner. To help build our spring class, an advertising plan was set into motion by tweaking our website, utilizing Facebook, updating the program brochure, placing ads in local newspapers and in “All the Buzz”, and assembling a mailing to our internship salons. To date, the response has been positive and our Spring 2011 class is building nicely.

We were excited to host a Nail Technology class during the Fall semester. This program was given a boost of energy by restructuring the curriculum and instructors. The class has gone well and the students have now graduated. Our goal is to host a Nail Technology class every Fall and Spring semester. I also wanted 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 remained very high throughout the existence of the program, our faculty know 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.

The Cosmetology faculty has had an additional adjunct faculty member added for the Fall semester. Our team currently consists of 2 full-time instructors and 4 adjunct instructors. Our goal is to eventually have 3 full-time instructors in our department (one being split with Nail Technology) along with an adjunct faculty member in attendance each day. We feel certain that this arrangement would benefit our students greatly through consistency, quality and experiencing a cohesive atmosphere. We elected to be a part of the SkillsUSA organization again this year. We had students compete in Cosmetology and Nail Technology at the regional, state and national level! What an amazing experience for our students and their two advisors, Chris Browne and Kelli Malone. A huge “thank you” goes to the Board of Trustees for continuing to see the importance of such a competition and funding the entire process.

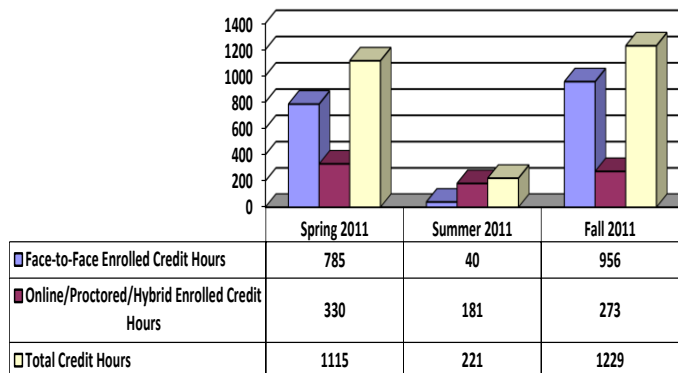
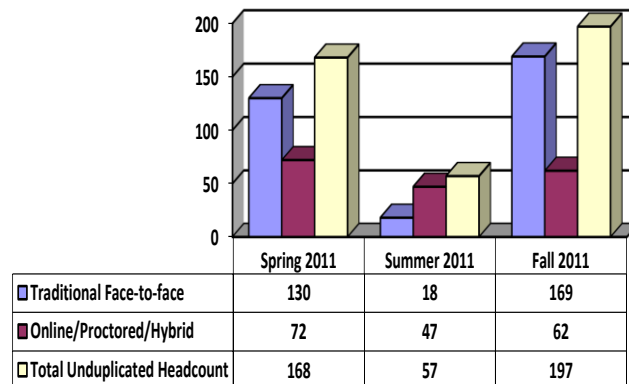
Our students have also been involved in service learning activities. This Summer we did 36 complimentary haircuts for the Summit of Hope organization, 64 back-to-school haircuts and 42 holiday haircuts at Sandoval. We also had the pleasure of helping with head checks at Sandoval Elementary.

The Cosmetology Club has had a very busy year. The Club traveled to Indianapolis for the Fashion Focus hair show and learned about the latest in the beauty world. They have also been involved in community events (The Villas in Breese, Weight Watchers and SMILES) and charity efforts (Relay for Life, American Lung Association and American Red Cross). Our students were also intertwined in the workings of the college by participating in the KC Reunion Day and hosting three Blood Drives. One of those drives was billed as a contest versus Rend Lake College and (of course) we won with the most pints donated - 120!! Our Fall semester has also been busy with our two adopted KC student athletes. 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 program, receive ICCB approval for 2 Associate Degrees for the Cosmetology program, create a 500-hour student teaching program, and gain an additional full-time faculty member for the Cosmetology/Nail Technology program.

Criminal Justice

The Criminal Justice Program is coordinated by Associate Professor Kenneth Ingersoll and has eleven adjunct instructors. Criminal Justice is a popular program that continues to see growth. The graphs below show total detailed unduplicated headcount and credit hours for spring, summer, and fall semesters in 2011. One of the reasons we are experiencing continued increases is the availability of classes. While many of the Criminal Justice classes are offered at the Main Campus during the day, there are also classes offered in the evenings, at Educational Centers and On-line. This availability allows students to attend classes at their convenience.



A new degree for correctional officers began in January, 2011. This degree is offered to active corrections officers who have graduated from the Department of Corrections Academy and are currently working in an Illinois Department of Corrections facility. The academy training received allows for eighteen (18) college credits to be credited toward the degree. To date we have six correctional officers seeking college credits through Kaskaskia College in order to enhance their opportunities for growth within their field. As advertisement and promotions get under way with this new degree, the student count will increase.

Recruitment and public relations are vital to the success of any program. The Criminal Justice Program recruitment activities include the fall semester Career Day hosted by KC and the Regional Office of Education. Our Criminal Justice website has been active with potential students requesting information about the program. Several emails have evolved into visits and success in signing students into classes. Other recruitment takes place with high school college days. Several students have met with us this summer and fall, resulting in the signing of students into classes.

The Criminal Justice Advisory Board met this fall and discussed needs in the field. One of the concerns addressed was poor report writing. Report writing in Criminal Justice is vital. Two of our board members are defense attorneys and both told other board members they “win” cases based on officer’s lack of report writing skills. The other concern is the unique laws pertaining to juveniles. While juveniles are addressed in a couple textbooks, there is a need for a separate class that will enhance the ability to learn the unique procedures in place for juveniles. In addressing these concerns, two classes will be researched, created, and sought for approval from the curriculum council and ICCB. The addition of the two classes will have a great impact on employment opportunities for our graduates and a significant impact on successful cases before our courts.

Skills USA Competition

Skills USA is a partnership of students, teachers, and industry representatives working together to ensure that America has a skilled work force. Skills USA also helps to establish industry standards for job skill training in the classroom. In April and June 2011, our Criminal Justice Program, represented by Tyler Rose, earned first place in the State and second place at the national level. This is the only known competition offered to Criminal Justice, so it is crucial to be involved to ensure our program is in line with the requirements for employment.

Geospatial Technology

Recently, Kaskaskia College was awarded a MentorLinks grant and became involved with the development of a new certificate and degree in Geospatial Technology. The Criminal Justice Coordinator is part of the team to develop this new certificate and degree for Kaskaskia College. In October, the Criminal Justice Coordinator and the other MentorLinks team member, traveled to a conference in Washington, D.C. to learn more about the grant and the technology. The Criminal Justice program will incorporate a portion of this geographical technology to enhance the ability to

solve crimes and to reduce future crimes. This technology will also assist in the employment of not only Criminal Justice graduates, but other Career and Technical graduates from Kaskaskia College.

Criminal Justice Club

The Criminal Justice Club is involved with several area services. In November and December, the club hosted the annual coat and toy drive. All collected items are donated to BCMW in Centralia. The coats and toys are given to needy families in Bond, Clinton, Marion, and Washington counties. The Criminal Justice Club participates in several other on-campus drives for community events, including the Veteran's Memorial and other community benefits. The projects are used to teach students the importance of giving back to our communities.

Work Ethics: A major topic in the workforce area, especially Criminal Justice, is ethics. The Criminal Justice Program has incorporated the Georgia Department of Technical and Adult Education Work Ethics studies into the LAW0 110-Introduction to Criminal Justice class. Assessment exercises are given to the students at the end of each module. A comprehensive exam is given to students once they complete all the modules. Students will be recognized with a Certificate of Completion. Since Criminal Justice Professionals are held to a higher standard of ethics, it is vital that ethical workforce learning begin at Kaskaskia College.

Future of our program: As mentioned in the May End of Year Report, there has been an increase in phone calls from criminal justice administrators in the area. The administrators continue asking for Kaskaskia College Criminal Justice students to apply to positions within their agencies. In November, one of our Advisory Board members called and requested assistance in recommending responsible students for his private investigation agency. As the Criminal Justice program strives to improve classes by keeping pace with the needs of the profession, we will continue to see our graduates employed in the field.

Culinary Arts

Culinary Arts began communication with SIUC to offer a 2+2 program for KC graduates to transfer into the SIUC Hospitality Management program. The Program Coordinator created program assessment procedures and a mission statement. This tool ties in all course assessments and five program outcomes that graduates need to possess upon graduation. We are currently in month six of a twelve-month program assessment plan.

Additionally, we started to offer open enrollment in the program, giving students the opportunity to start in the spring and summer semesters instead of having to wait until fall.

Another major initiative is the Culinary Arts Program's partnership with the Season of Entertainment to offer a Clarke's Bistro Dinner for season ticket holders in October 2011. Operation of this venue provides valuable training and gives students an opportunity to create a "*Fine Dining*" atmosphere at Kaskaskia College.

As a class project to fulfill a program requirement, Culinary Arts Students created a meal around a diverse theme for breakfast during the Fall 2011 semester. They prepared and served a Native American Breakfast Meal which consisted of bison and eggs, sweet potato pancakes, pumpkin spiced muffin with cream cheese frosting, and cinnamon grits.

Another successful event occurred when the program partnered with “One Hope United” to offer an etiquette training meal for children who live in the Centralia facility. One Hope United is a program that provides advocacy, support, and treatment to vulnerable children and families. In addition, the program made four donations to local organizations: the Kaskaskia College Fine Arts Foundation, Kaskaskia College Sports Association, Christ Our Rock High School Fundraiser, and the Healthcare Foundation Ball. Each donation consisted of a three-course meal for ten people which was prepared and served by the Culinary Arts students.

KC Culinaires Club

During the Fall semester, the club was involved in catering for all major college events. These events included the Season of Entertainment, the Centralia Fall Festival Chili Cook-Off, and the One Hope United Etiquette Training for Children.

Dental Assisting

The Dental Assisting Program has been very busy so far this year. Professor Lori Schmidt, Program Coordinator, served on the Centralia Halloween Parade Committee. Additionally, the dental assisting class participated in the Salem, Centralia, and Vandalia parades. The dental assisting students dressed as tooth fairies for all the parades and handed out over 3000 toothbrushes, toothpaste, suckers, and glow bracelets along the parade routes. All items handed out were purchased using club funds. A certificate of recognition was awarded to dental assisting students who participated in these events. In addition, students participated in the first ever Haunted Halloween Trail held on the new fitness trail. A certificate of recognition was also awarded for their participation. Prior to the parade, dental assisting students accompanied Professor Schmidt to Hawthorn Grade School for an evening event on Halloween and handed out treats and oral health products to children dressed in Halloween costumes.

The Dental Assisting Club has hosted several successful fund-raising activities on campus since the start of the fall semester. They included Butter Braid sales, a penny war, and toothbrush and bake sale. Funds will allow students to participate in an annual trip to Chicago for the Midwinter Dental Meeting. There, students will have the opportunity to attend classes and visit an exhibit hall full of dental equipment and products.

The dental assisting class made a donation of \$250 to Smile Train, an organization that provides free cleft palate and cleft lip surgeries to underprivileged children. Funds were also used to

purchase toys for the annual toy drive hosted by the BASIC, Criminal Justice, and Respiratory Therapy Clubs.

Students in the Dental Assisting Program also contributed to the annual coat and hat drive sponsored by BASIC, Criminal Justice, and the Respiratory Therapy clubs. The class also donated cash to the athletic department for the Thanksgiving Basket Fund Raising activity and donated 240 cans of food to the food pantry.

The Coordinator of the program completed annual survey for ADA which is a 40 page program report completed every year in October. The annual advisory board meeting was held in October. The class instructors and officers were joined by area dentists and dental assistants for program input. The dental assisting program participated in the High School Career Fair held at KC in November. There was a display in the gym, and the coordinator of the program presented to 80 high school students information about dental careers.

The Coordinator attended meetings for Institutional planning, and she serves on the committee for Commitment II for the Institutional Five Year plan. The Coordinator also attended the assessment and instructor AQIP meeting for the College Assessment visit in November.

Through Career and Technical grant funds, the program purchased a new BioSonic Ultrasonic cleaner.

The Coordinator is presently working with Wabash River Dental Society to host a continuing education seminar for dental professionals at Kaskaskia College on January 13, 2012. Additionally, the 2010-2011 Assessment Review has been completed and all syllabi have been updated on CurricUNET.

Diagnostic Medical Sonography

The current DGMS program consists of 39 credit hours. The American Registry of Diagnostic Medical Sonography (ARDMS) now requires a students applying for national certification to have completed a total of 1,680 hours in the field by didactic and clinical components. Cindy Hoffmann, Program Coordinator, has gone beyond that minimal requirement. She has incorporated into the current curriculum, hours needed to meet the requirements hours mandated by ARDMS. Curriculum Council and ICCB have approved DGMS 198 & 199 courses for this purpose. In these courses, students will be given the training needed to meet the ARDMS requirement.

Cindy Hoffmann has requested that the changes be effective beginning Fall 2012 semester. The request was to change from the current 39 credit-hour program to a 50 credit-hour program. The program will change from a 3 semester format (Fall, Spring, and Summer semester) to a 3.5

semester format (Fall, Spring, Summer, and the 1st 8 weeks of the following fall semester). This change consists of:

- adding eight new courses to the program-DGMS 223, 224, 225, 226, 227, 228, 229 & 239-for a total of 15 credit hours
- the removal of one course, DGMS 232, for 1 credit hour
- a reduction in credit hours to DGMS 236 from 7 credit hours to 4 credit hours

Drafting Technology

We continue to bring the real world into the classroom. The DFTG 118 students had opportunities to visit National Railway Equipment Company in Mt. Vernon Illinois. Mr. Lou Majerchin, Corporate Director Human Resources, organized a tour that allowed the students to experience design and application engineering being applied and new, creative and cost effective ways to solve problems and overcome operating challenges. Mr. Bob Bonner, Production Manager, lead the tour which had opportunities to observe locomotive rebuilding, including prime movers, generators, alternators, traction motors, electronic upgrades, frame and body rebuilding capabilities that meet needs throughout the world.

Our second tour to K&D Countertops in Trenton Illinois allowed students to see the K&D quality policy in action. The company is known for retaining the highest quality people, investing in the latest technology, providing quality products and service on-time at competitive pricing. Return business and word of mouth continue to provide growth for the company. The tour was led by Mr. Chris Marshall, Engineering Manager/IT Manager. He explained the processes of turning a wide range of surfacing products into countertops that fit into any budget or design style. Students observed as Quartz, natural stone, solid surface and laminates took the shape desired by the customer.

Kaskaskia College Manufacturing Process students observed the North American Lighting (NAL) Inc., Mission Statement in action: "To provide the highest customer satisfaction and value by providing best-in-class lighting products through the integration of technology and business systems." Mr. Frank Franczyk, Plant Human Resource Manager, organized our tour which was led by Mr. Joe Shober, Manufacturing Engineer. We saw how, as a member of the Japan-based Kotito family of companies, an efficient and quality product is brought together through a cohesive network of Kotito technology around the world. Students learned how NAL engineers are involved from concept to product launch in tailoring products to new model specification. They watched as Robots in process quality checks brought the lights from parts to complete assemblies. Assemblies are inspected by proud employees who are always seeking a better way to improve products that make our travel safe.

Interaction with industry is enhanced through our Dimension 3 D Solid Modeling printers. Projects completed for Copper B-Line, Schutt Sports and Diamond Imprints/Promohelmet allowed the

students to observe new designs, product improvement and problem solving. Ms. Amanda Eliers worked directly with Mr. Ed Ervin, Engineering Manager for Team Fenex, to develop a 3D presentation drawing of a new trailer design. The drawing was placed in a new sales brochure which drew a lot of attention at a recent product design show.

The students and I worked on projects for Kaskaskia College. These included proposal drawings for an 11,000 sq. Ft. Nursing Facility, Crisp Center floor plan update and addition, Pole Building and support brackets, and finally the College Float.

Job acquisitions continue to be amazing accomplishments. Fourteen students obtained employment since January 1, 2011, often as a result of a previous student being promoted or their recommendation. Industry shows their support, provides input and appreciates the quality of our students. New doors will be opened through ICCB approval of the 8 new drafting certificates. Our Pre- Engineering, Electronic, Welding and Construction students now have an opportunity for continuing education through learning skills in AutoCAD. This should lead to new employment opportunities for them. The Computer Drafting Technology program is continuously on the move to meet employability skills through lifelong learning.

Horticulture

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

- ICCB approval of the Horticulture AAS Degree
- program enrollment is up approximately 43% from FY '10
- receiving permission to hire a full-time faculty member for the spring semester
- the hiring of an adjunct instructor for the program
- renovations to the greenhouse
- the donation and planting of two trees for the KC Arboretum
- landscaping the front of the greenhouse
- the installation of a drip watering system in one section of the greenhouse
- providing the campus with floral designs for events and offices
- sponsoring of a tree climbing safety demonstration, with hands-on instruction and practice in this activity for the students, campus staff, and community.

Horticulture participated in several campus activities in the Fall 2011 semester. Our program hosted a community service activity at the KC Open House and Family Reunion in October. Under the direction and supervision of the Program Coordinator, Horticulture students welcomed community members to participate in a hands-on floral arranging activity. Students actively prepared floral arranging materials and educated participants on the principles and elements of

proper design techniques. Participating community members were given their creations to take home as a souvenir of the event.

The Agriculture/Horticulture club participated in the Canned Food Drive sponsored by the Massage Therapy Club. The Agriculture/Horticulture Club won the food challenge posed by the KC clubs. Horticulture held its annual Advisory Council meeting in October with approximately six people in attendance. The group discussed the current program status and proposed changes to the curriculum for the future. Horticulture also participated in the High School Career Fair held on campus in November. It took advantage of this opportunity to inform and recruit high school students for the Horticulture Program.

As we do each year, Horticulture and Agriculture hosted 2 high school FFA Career Development Events. These events bring in approximately 100 students each time to our campus for competition in agriculture specialties. The Land Use CDE was hosted in October by KC Agriculture/Horticulture at the Heinz-Hope Farm, and the Agronomy CDE was hosted in November on campus. These activities have certainly helped to raise the profile and level of support for the KC Horticulture and Agriculture programs.

The Program was also fortunate to have a successful fall semester of extra-curricular activities. The students brought home several awards from the Postsecondary Agricultural Students Fall Conference in November. Caitlin Schnitker won fourth place in the Fruit and Nut Employment Interview and first place for Floriculture Employment Interview, while Jeremy Kleiboeker and Lindsey Gladden finished fourth and sixth in their Landscaping and Nursery Interview areas. In addition, the Floriculture Specialist team of Lindsey Gladden and Jeremy Kleiboeker finished third in their competition. They will be representing Illinois PAS at the National PAS competition in Iowa in March.

HVAC: Heating, Ventilation, and Air-conditioning

The HVAC Program has had a very successful and productive term. The program has worked on several projects. We continue to maintain a strong relationship with BCMW, a nonprofit organization that assists low income families. This semester the HVAC students have been able to gain valuable knowledge and skills by customizing sheet metal, which included over sixty special duct work designs for BCMW. This job has allowed students to fine tune skills in duct layout and fabrication. We continue to work closely with these types of organizations which have a combined benefit of assisting the community and allowing our students to gain valuable knowledge and skills. This relationship also allows our students to complete the required number of internship hours for the certificate.

Another accomplishment this semester has been the addition of the HVAC's new sheet metal laboratory. The new laboratory consists of a sound proof room, new layout tables and better lighting. Students were involved in the design and installation of the heating and cooling system for

the new laboratory. Each student was required to do a load calculation and to design proper sizing of the duct work needed to control the climate in the laboratory area. These improvements will allow our students to enhance their skills and knowledge in the design, layout and installation of heating and cooling equipment.

The HVAC Program has developed three new sheet metal projects. The first project consists of developing picture frames for this year's Kaskaskia College Float. The second project was designed to enhance student learning by designing and fabricating of a tool box. The students were required to take an original set of blue prints and enlarge the box to accommodate a standard set of sheet metal tools. The tool box is a great learning experience and can also be used by the student to organize their sheet metal tools upon entering the work force. The final project consists of designing and creating a display to promote the HVAC Program. The display was used at this year's career day. It does a great job of showcasing the program and is very durable, portable, and easily stored. We have also created a display for the Business Program.

The HVAC Program has worked closely with a local distributor, Benoist Brothers, to organize training on new technology and upgrading of techniques and skills for HVAC installers. In October, the HVAC Program hosted a training program for heat pump training at the Crisp Technology Center. Our students had the opportunity to gain valuable knowledge on the newest technology which can prove very beneficial in advancing their career. On December 7 the HVAC Program and Benoist Brothers hosted a second training. This training covered high efficiency gas heating equipment. This type of extra training will benefit the students in the following ways:

- Hands on experience with the latest in the equipment advancements
- Diagnostic trouble shooting of updated IFC and CPU circuit boards
- Proper maintenance on single and two-stage units
- Sizing of equipment to maintain desired comfort levels
- Setting new controls and circuits for maximum performance
- Adequate pipe sizing and insulation

The HVAC Program has continued to maintain very high enrollment. We have been able to offer a day and night program for our certification. We continue to make improvements to the program. One of our future goals is to continue to grow our relationship with area contractors. By making this relationship stronger, we increase the chances of students gaining the opportunity for internship hours which could lead to permanent employment.

Industrial Technology

In the Industrial Technology Department, our math requirements are under review, and updates will improve the program's math expectations. A review of our textbook's reading levels has been completed. The establishment of these levels will be helpful should a student have problems and in COMPASS scoring.

Planning and project management, regardless of size, is important in some of our classes. I have introduced mind mapping to help the students use this tool for planning and organization. We use the free program Freemind so that all students can use the program without cost.

We use online e-resources from many areas. This semester we started using an online notebook organizing tool for the collection of these resources. The site is called Evernote and has a free subscription level. The students can collect the resources and store them for future reference. Evernote has many other uses the students have found helpful. The notebooks in Evernote can be shared with others. The students share the notebook they are using for class, so the instructor can monitor their work.

Work on the robotics program planning continues. There are many directions and topics to plan for. The completion should be near and ready for submission soon.

Early Childhood Education

The Early Childhood Education Program began in full force in August, 2011. The program has classes running in five distance learning centers as well as the Main Campus. The class schedule provided program students with both online as well as distance learning classes. The students were offered eight online courses, four distance learning courses, and four practicum sections. With the recruitment process as well as advertisement in the local newspaper, the number of students in the program continues to rise.

Assessment for the program began with the formulation of an assessment tool to be completed during the fall semester. It was decided to focus on one class. This course was ECES 202- Activity Programming. During this semester, the following items have been assessed: student testing, off campus assessments in local early childhood centers, group discussions as well as journal reviews. Students participated very well. The use of group participation showed that students learned better by working together toward one goal.

Another main focus of the program was to include the Work Ethics components in several courses. As student participation in this initiative involved journal reviews discussing each module in the work ethics program. The students then took this knowledge a step further with group discussions in class, using new found work ethic strategies when completing their assessments in the early childhood centers working with both children and staff.

Dual credit visit schedules were made for the high school visitations when the second semester begins. The students were also given a chance to participate in two classroom discussions with two guest speakers. First, Jamie Nichols, Infant/toddler Specialist from Project CHILD, our local resource and referral agency, came to the ECES 130-Infant Toddler class to discuss Infant Toddler

credentials that students can obtain. This credential can be used to further their knowledge on infant/toddler development as well as enhancing their future job skills and employment possibilities.

Then, in October, Christina Shaw from Greenville College came to discuss transfer options to GC.

Both faculty and program students participated in the Career Fair in November. The students informed the high school students of the importance of working with children, as well as their development. It should be noted that after this presentation, 13 students signed up to receive more information about the program to begin in the Fall of 2012.

The student club participated in two community service projects. The first one was the Kaskaskia Alumni and Family Day in October. The students provided children's games and prizes to the children coming to campus for the day. All had a great time. The second was at the Centralia Fall Festival on the 29th of October. The students were in charge of all of the children's games for the day in downtown Centralia. The students worked with over 200 children.

The semester finished with the student club doing a Christmas Basket raffle to use the proceeds for a community service project as well as providing educational materials for the program.

Lastly, Tina Suarez, Program Coordinator, was given the honor of being chosen to be a state educational consultant with the INCRRA. This is the state resource and referral agency for the education of children and their families. There are many things involved in this position. The main one is to be a recruiter for College programs.

The first half of the year has been highly successful and we are looking forward to the same as we go into the second half of the year.

The math requirement for both degrees has been changed from TECM 120 to TECM 119, pending approval from the ICCB.

Industrial Electronics/Electrical Instrumentation

Over the past year, these programs have worked on several initiatives. Among them is the establishment of a reading and English requirement for entering the programs. This cut-off is being established according to the COMPASS test and is being implemented in the Fall Semester of 2012. The decision to do this is based on the need to ensure that numbers of students getting into the program read and adequately comprehend the material. Readability studies were done on all required textbooks for the program, and the cut-off level set so that students entering into the programs can be successful. The next phase will be to conduct the same type of studies for minimum math skills and establish a cut-off for this area as well.

There is an extreme need for more lab space. Currently activities are limited based on the available space. This will, hopefully, be remedied with the planned expansion of the Crisp Technology Center. With this expansion is planned a Robotics Program and upgrading of current electrical training equipment.

As a member of the ETA, the instructor was able to test a student enabling him to obtain his FCC license.

Massage Therapy

The Massage Therapy Program welcomed back one adjunct faculty member this fall. David Denning, PTA, LMT returned as an adjunct professor for student clinical and program tutor. The program also welcomed two new adjunct faculty members, Melissa O'Bryan, LPN, LMT and Laura Dippold, PT, DPT, LMR. Melissa is a 2010 graduate of the KC Massage Therapy Program and has assumed the role of adjunct program instructor and club sponsor. Laura Dippold has joined the faculty as an adjunct instructor. Kevin Tenpenny, PTA, also returns as a full-time program instructor.

The class of 2013 is very energetic. They have been very active as a club and have teamed with the PTA Club to raise funds for the Kaskaskia College Food Pantry Project. The club also sold baked goods, homemade Christmas ornaments, caramel corn and held raffles to raise funds for the clubs projects.

The students and faculty participated in the KC High School Career Day on November 4, 2011 by presenting information about Massage Therapy and giving brief demonstrations of the various massage techniques. They also offered chair massages at the KC Alumni and Friends Open House on October 8, 2011. The students are preparing for next semester and the student massage therapy clinic by learning massage techniques and marketing principles.

Office Technology

During the Fall semester, several changes were made to the curriculum in Office Technologies. For the Office Technologies Legal option degree, OFTC 121 and OFTC 122, Shorthand I and II, were deleted and replaced with CITA 200 Accounting Software Packages, QuickBooks and CITW 101 Introduction to the Internet. The required hours remain the same.

For the Legal Office Personnel certificate, OFTC 121 Shorthand I was deleted and replaced with ACCT 100 Accounting Principles and CITA 200 Accounting Software Packages. The hours required were increased from 28 to 31.

For the Office Technologies certificate, OFTC 121, Shorthand I, was replaced with CITA 200, Accounting Software Packages, QuickBooks. There were no changes in credit hours for the certificate.

In the Medical Transcription certificate, OFTC 252, Medical Terminology and Transcription, was moved from first semester to the second so that it can be taken after the OFTC 111, Keyboarding II prerequisite. OFTC 255, Advanced Medical Terminology and Transcription, was moved to the third semester. English 101, English Composition, was added to the first semester. OFTC 112, Building Keyboarding Speed/Accuracy, was added. BUSN 201, Business Communications, was also added to the curriculum. The number of hours required for the certificate was increased from 25 to 32. In addition, all computer courses now utilize Office 2010.

In Phi Beta Lambda competitions, Kyle Prudent placed 1st in state for Who's Who in PBL. Kyle is also serving as Illinois PBL State Treasurer. He also placed 2nd in Business Communications, 3rd In Management Concepts, and 3rd in Retail Management. Laura Myers placed 1st in Hospitality Management, 1st in Management Analysis & Decision Making, 2nd in Retail Management, and 3rd in Job Interview. Carolyn Skibinski placed 3rd in Word Processing.

In addition to the student awards, Professor Nathan Wilkins was awarded the Illinois Phi Beta Lambda's Advisor of the Year.

Physical Therapy Assistant

The Physical Therapist Assistant Program is anxious to see outcomes that result from some recent changes. It welcomed back returning faculty members Jane Herrmann, PT, MHS, ATC; Kevin Tenpenny, PTA; Barb Tuncil, PT; Natalie Beem, PTA along with program tutor David Denning, PTA, LMT at the start of the 2011-12 academic year. The program was fortunate to also welcome new full-time faculty member Jennie Larson, PT, MPT. Jennie comes to the program with several years of experience as a clinical physical therapist, and is currently working on her Doctorate in Physical Therapy. The PTA Program enrolled 24 first-time freshmen and 21 returning sophomore students.

Retention of students was very good with 21 of 24 sophomore students progressing to their second clinical internship. The PTA student club has been busy this year, contributing to the campus-wide food pantry project and many other causes. The club collected and donated over 2500 pounds of food and \$600.00 to local food pantries. The freshmen, with the help of their instructor, Jennie Larson, PT, MPT assisted with the High School Career Fair on November 4, 2011. Three groups of students presented information about the profession of Physical Therapy to the high school students, while others manned the information booth in the gym. The club also raised funds through a bake sale and through offering paraffin dips and hand massages for a small fee at the Fall Picnic. This club also has plans to donate to the Veteran's Tribute at Kaskaskia College.

Radiology

The Radiology program started the new Computerized Tomography Certificate program and the Cardiac Interventional Certificate program the 2011 Fall semester. These programs were designed to assist certified radiographers expand their education in these specialized modalities. On November 5th, the Radiology program hosted a continuing education seminar in the Lifelong Learning Center titled “Leadership in the Imaging Profession” to celebrate Radiology Week. Forty radiographers attended this seminar, and it was offered free to our Clinical Instructors who work with our students at the clinical sites as a way of saying “thank you”.

The following is a list of activities that our Radiology Club has participated in:

- June 2011-helped with the Kaskaskia River Duck Race.
- September 2011-donated \$100 to the Dean of Nursing Mary Lou Whitten endowed scholarship fund.
- October 2011-participated in the Phi Theta Kappa 5k run. The Radiology Club won the “traveling trophy” for the second year in a row and 2 radiology students, Chelsea Knaak and Dave Richie, won awards at the race.
- Participated in the Pumpkin Carving Contest and the Radiology Club won for the most participants and was awarded a pizza party. Amy Wilkerson, a radiology student, won 1st place.
- November 2011-donated several pounds of food and \$200 to the Food Pantry drive.
- During Radiology Week the radiology club conducted a raffle and gave gifts to all the clinical sites.
- Several radiology students participated in the blood drive and the Celebrating Freedom program.
- Donated a Thanksgiving basket for the Athletic Department.
- December 2nd-the radiology students rang the bell for the Salvation Army.

Respiratory Therapy

The Respiratory Therapy program submitted its Annual Report of Current Status to our accrediting agency CoARC. Based on the outcomes in this report, our program has met or exceeded all currently set “thresholds” for success on each of the required outcome measures. Meeting these requirements indicates the program is achieving all the requirements to maintain accreditation. Thus far this academic year, the Respiratory Care Club has been involved in the following projects:

- Donated over 1,000 can good/food items to the Food Pantry drive held here at KC.
- Donated \$200.00 to the Food Pantry drive held here at KC.
- Currently sponsoring a coat and toy drive for needy families- all items will be donated to BCMW.

Truck Driver Training

The Kaskaskia College Truck Driver Training Program continues to offer one of the most comprehensive training programs anywhere. Twenty-one students earned a Class A CDL with Doubles/Triples, Tanker, and Hazmat endorsements during the 2011 Summer and Fall semesters.

With the transportation industry's continued growth, the program's graduates experience multiple job offers. Nearly-sixty percent of these positions are for over-the-road positions with the other forty percent being local driving jobs.

The East Louis Community College Center has requested that Kaskaskia College provide truck driver training on its campus. Therefore, the program's director met with interested individuals to better explain the proposed training as well as the qualifications needed for enrollment.

The Illinois Department of Transportation is seeking Kaskaskia College's help in order to fill a large number of IDOT Highway Maintainer Positions. All of these jobs will require a Class A CDL, and officials from IDOT have identified potential students in the East St. Louis area.

The ICCB is working with the Illinois Department of Transportation to help provide CDL training for minority veterans. They are currently in the process of developing an Intergovernmental Agreement with IDOT. After this is accomplished, the ICCB will develop an individual grant with Kaskaskia College to cover the cost of training.

Dean of Career and Technical Education, Ava Rawlings, and Dean Daum, Program Coordinator, attended IDOT's Highway Maintainer Resource Fair in the East St. Louis City Hall Rotunda on July 14, 2011. The purpose of the Resource Fair was to inform potential applicants of the CDL program's requirements and the application process for Highway Maintainer positions.

On July 4, 2011 the KC truck and trailer participated in the Inaugural Veterans Parade held in Centralia. The Truck Driver Training program was well represented in area fall festivals as well. The program's semi joined the KC float in Salem's Little Egypt Parade, Vandalia's Lion's Club Halloween Parade and the Centralia Halloween Parade.

The Program Coordinator met with 86 potential students at the KC High School Career fair on November 4th. This assembly of high school students from throughout the district included responding to questions of prospective students.

The program continues to work with those employees of the College who have a CDL with the Passenger endorsement. As of December 2011, all current and future KC bus drivers undergo an annual refresher course. This bus driver safety course helps to insure that anyone transporting a member of the KC family does so in a safe and professional manner.

The Program Coordinator attended the Transportation Summit held at John Wood Community College in October. Through safety and maintenance seminars, attendees were informed of important news and provided with comprehensive and valuable information on proposed legislation affecting the transportation industry. Major topics discussed were Hours of Service, Electronic Logging, Federal DOT Inspections, Federal Motor Carrier Safety Regulations, and an analysis of the newly implemented CSA 2010 requirements. Compliance, Safety, Accountability (CSA) helps to improve large truck and bus safety, while ultimately reducing the number of crashes, injuries, and fatalities that are related to commercial motor vehicles.

Welding Technology

Overview: FY 2012, fall semester, saw required modifications to the curriculum in WELD 121 and a brand new book addition introduced to WELD 131. In addition to these changes, the Program Coordinator incorporated the use of iClicker Technology and Blackboard in WELD 121. The incorporation of these technologies was not only done to improve student learning, but also to lessen the possibility of students sharing homework assignments and test answers. The completion of this improvement would not have been accomplished without the stalwart advisement, support, work and effort of Mr. William Broda. With his technical knowledge and personal touches, both iClicker and Blackboard have worked seamlessly together during the administration of all reading for classroom panel notes and testing, textbook quizzes and testing, and implementation of computer technology in classroom 108 for student extra credit.

For WELD 131, a more in depth training had to be implemented to better deliver A.W.S. updated welding symbols and terminology. Finally, student participation in the construction of Kaskaskia College's parade float was added into their course work to allow for planning, estimating, networking and cross-training with other trade students and their respective instructors, and deadline fabrication and completion constraints.

Accomplishments: WELD 121 (Welding Metallurgy): In order to keep the Industrial Welding Program's integrity intact, a defined method of testing had to be implemented that would not lend itself to cheating. After careful consideration, changes by the Program Coordinator were implemented to restore the working credibility back into the course. The system chosen to test students was a combination of iClicker and Blackboard technology. iClicker technology was introduced at a faculty workshop, where other instructors at the H.L. Crisp Center saw the benefits of this technology. With input from Jeff Ebel and Kathy Overstreet during a teacher workshop, and subsequent follow-up sessions held twice at the Crisp Building, all Crisp programs began using iClickers. With the help of Blackboard, a complete overhaul of the how class note information was taken, kept, and used by the students changed dramatically for the fall of 2011. Now all tests and quizzes could be kept out of sight and out of hand to any student until the test was to be given on the day assigned in the student syllabus. Also as important was that all grading of questions, quizzes, and tests would take place as soon as the student read the question on iClicker. Not a

single test has been handed back with grading and correct answers applied to missed questions during the Fall semester of 2011. Previous testing methods, where the information for questions, quizzes, and tests were supplied to the student via the computer lab, with the student able to put said questions, quizzes, and tests on thumb-drive for hand-in grading, was stopped immediately. Now the total control of all gradable information lay with the instructor. This put the onus and outside readings from search engines for extra credit solely on the student, not on previous student's prior work in WELD 121. Now when a test or quiz is administered it is truly a "one-student" answer. Group work has not been eliminated completely, but it is controlled now. All answers have to be turned in upon completion, due to the way iClicker has been implemented and is used. The iClickers were provided for this and all programs at the Crisp Technology Center through a Career and Technical Education grant.

As of this writing, all parameters for WELD 121 have been met in structuring a testing method utilizing existing college technology where cheating by a welding student is as close to impossible as an instructor can make it. This is a significant improvement.

WELD 131 (Welding Symbols): In order to keep the Industrial Welding Program viable with current practices in the metal fabrication industry, the Kaskaskia College Industrial Welding Program had to employ the use of an additional student textbook in order to deliver the training required to keep the students abreast of the changes in use by the American Welding Society's National Standard for Symbols in Welding, Brazing, and Nondestructive Examination. These changes are not just trends but developed and tested methods that have been prepared and accepted by the AWS standing committee A2: Committee on Definitions and Symbols under the direction of the AWS Technical Activities Committee and approved by the AWS Board of Directors. ANSI/AWS A2.4: 2007, which in turn supersedes ANSI/AWS A2.4-98, was then submitted to and approved by the American National Standards Institute. In reality this is nothing short of all English speaking countries taking the time to redefine the standards for written language in text, and the immediate impact that would have in understanding how the changes would or could interfere or destroy accepted thought, theory, principles, and the direct collation that would have on life. The short of it is that what was read yesterday doesn't have the same substance, use, or actual meaning it once did. Joining processes by their very nature are inherently dangerous. Combine with that fact that joining and examination methods cannot take their proper place as fabricating tools unless an engine, a means, can be provided to deliver and fully convey information from the designer to the joining and inspection personnel that can be thoroughly and completely understood. If this doesn't occur, you have problems.

The required changes to the previous standard establishes a method for specifying certain welding, brazing, and nondestructive examination information by means of symbol interpretation. Detailed information and examples of the ANSI/AWS A2.4: 2007 were then provided in lecture, and discussion ensued over and about the practiced sketching, worksheet-interpretation, hand-drawn construction and in-class recital.

By doing it the old school way (standing up in class and giving a verbal interpretation of these newer symbols and their synergic relationship to blueprint data for metal fabrication out in the field or in a shop environment by the Industrial Welding Program), students in the Fall of 2011 had an improved understanding. This system of learning, although not new to WELD 131, provides a means of specifying welding or brazing operations as well as nondestructive examination, including the method, frequency, and extent. Couple this with the fact that stringent guidelines are enforced by the symbol upon the welding/fabrication technician and the inspection personnel when reading a given blueprint, and you can begin to see how outmoded thought could cloud students understanding of the newer and now acceptable methods of symbol interpretation. In other words, if you read it wrong, you have more than made a mistake!

The changes made to symbols interpretation, and presented to the Industrial Welding Program students in the Fall of 2011, were given much consideration. Lives are at stake and loss of life or limb is imminent when dealing with open flame and open arc electricity in order to create the required weld or braze or inspection of such work, and all of this must occur according to blueprint. ***Printreading for Welders***, fourth edition, by Thomas E. Proctor and Jonathan F. Gosse (ISBN#: 978-0-8269-3051-4) was selected to deliver the changes mandated by the American Welding Society. The reason it was chosen is very simple: The symbols presented in their text adhered rigorously to the standards established and recognized in the publication of AWS A2.4, especially in how said symbols were to be placed on working drawings. As with a child learning to speak properly, this mechanical language also has nuances and subtleties that can lead to misunderstanding or worse in the student's interpretive ability of the working symbol as it is attached to a blueprint, drawing, or sketch. A hallmark of this book since its introduction has been the detail-oriented activities the students have been required to perform in the Fall of 2011. It has proven to be a valuable activity, the process of field sketching a symbol and then writing out what it actually means. Sketching by hand is an important skill commonly looked down upon in this day and age of high-end technology. Unfortunately, that technology lends itself to the office, classroom, or controlled environment with ease and sophistication. Out in the field or in the shop, where heat can reach upwards of 13,000°F, grit, grime, dirt, and air-borne particulates are the norm, not the exception. These pieces of technological marvel are less than stellar. By encompassing the AWS standards to field sketching a symbol to quickly convey multiple ideas, the student is learning how to gauge objective questions the next person reading their work might ask. To gauge thorough comprehension of a subject, teach it. That is what the student is asked to do when using the fourth edition of *Print reading for Welders* by Proctor and Gosse; understand the stated principle or guideline set down by the AWS, draw it, and now interpret its exact meaning.

These activities elicit critical thinking in the application of print-reading principles, governed by A.W.S. welding symbol interpretations, by having the student work with true industrial blueprints, not some widget from Mars approach common to other student textbooks associated with learning welding symbol interpretation. This approach has just further augmented the student's comprehension skills by applying the detail-oriented symbol terminology, content, and interpretations demanded by ANSI/AWS A2.4: 2007 through its use of common industrial

applications. As a matter of fact, because American Technical Publishers, Inc. has done such an outstanding job with this book, the Kaskaskia College Industrial Welding Program plans on reviewing over the spring semester of 2012 and the summer of 2012, another of their publications that just may supplant the textbook that has been used as the “bible” in our program since 1998.

KC Float: Kaskaskia College entered several parades in Southern Illinois this semester. The Welding Program students were involved in interpreting from working drawings set up and established by the Carpentry Program, construction of the reel-arm assembly, base stand, spindle rod/arm fabrication for the take-up reels and their print location on said reel-arms, and the final assembly's implementation into the simulated projector body created by the Carpentry Program students. The welding students involved with and participate in the Kaskaskia College's Community Builders Club did all layout, fabrication, tack-welding, finish welding, grinding, sanding, primer coating and finish painting of the take-up reel arms, spindle rod/arm assembly, and base plate fabrication and welding in order to assist the other working Club members in bringing the float to its final appearance. The HVAC and Industrial Maintenance and Electronics program students that are a part of the KCCBC also did a huge amount of work as well in completing the float for the College.

COMPASS Testing

Established this Fall semester of 2011, and with Dean of Career and Technical Education approval, the mechanism has been put into place for ALL incoming freshmen, starting Fall of 2012 to have COMPASS testing as a requisite for entry into the Industrial Welding Program. The reasons for this are multiple yet singular and simple in objective: Vocational Programs, as a landing pad for the “less-than-average” student, has gone the way of the hoop-skirt! The current design and block scheduling of all the welding courses that comprise the entire program are not in any way, shape, or form a distinct extension of a high school vocational “shop” program. English skills, reading skills, and without a single doubt, math skills, have to be above average to excel in an educational realm that mixes the nebulas with the concrete and expects its instructors and students to know exactly what is needed both in theory and practical application upon request. So the question that begs to be answered is why would COMPASS Testing be so vital?

The Industrial Welding Program's Advisory Councils have stated emphatically: give us a trained graduate that can integrate immediately into our work environment! What is meant by this idea is that we as instructors struggle with providing our area and national economies with a man or woman trained in the skilled trades that must be able to read a tape, communicate either orally or verbally with management or co-workers about complex theories and applications in either a shop or field environment, and to be able to work with others in any capacity, if they indeed cannot read or write or do math. Without the COMPASS Test assigning base line competencies within our own distinct and respective disciplines, the three R's of education cannot be shored-up or even available to students with a compromised education background; there is no conceivable way to identify, let alone help, those students that have limited ability to read, write, and understand math that is

beyond mere computational input and feedback without first identifying problems through COMPASS Testing.

Up until the 1970s, less than 11 percent of the adult population graduated from college. Today, almost a third of the adult population in this country has a college degree, and an even higher percentage earned their degree from non-elite schools. As a result, a bachelor's degree by itself no longer indicates intelligence and capability. As a skilled trades instructor I don't want the same to be said for a certificate or an AAS in welding! COMPASS Testing is going to allow the Industrial Welding Program to identify those students who have a need in their reading comprehension, writing skills, or math skills to shore them up before coming in full-time to the welding program.

Nursing

Nursing

Students in the Practical Nursing programs on the Main Campus and the East St. Louis Center celebrated the completion of their programs in July with pinning ceremonies that were witnessed by administration, faculty, family and friends. On Tuesday, July 19, 2011 thirty-six students met in the gymnasium on the Main Campus to celebrate the completion of the eleven-month program.

Seventeen students at the East St. Louis Community College Center received their pins on July 22, 2011. Class representatives expressed appreciation to faculty who had brought them to this point in their educational journey. The Vandalia Campus Practical Nursing students completed their course work and received their pins in a ceremony on November 22, 2011. Approximately 200 guests filled the Vandalia Education Center to witness twenty three (of 24) completing students light Nightingale lamps and recite a nurse's prayer after receiving their nursing pin. These students have just recently or will soon take their NCLEX-PN examination to obtain their license to practice.

Also, meeting their current educational goals are forty-four students who completed the Associate of Applied Science Nursing degree this December. These students participated in the traditional pinning ceremony on December 13, 2011.

In July 2011, an application was made to the Illinois Department of Public Health to request permission for teaching the CNA course at the Greenville Education Center. The request was approved and the first course was offered at Greenville in October 2011. Also, Kim Storm was hired as a full-time CNA Coordinator in July 2011. She has been serving in the coordinator position for some time, and with the board action she fulfills a professional managerial position with limited teaching responsibilities. Organizing course offerings in four sites, assuring staffing and fulfilling the reporting requirements to the Illinois Department of Public Health, are among her duties. The students completing the CNA courses have consistently been successful on the state certification exam.

Lori Beckemeyer was hired as a nursing tutor in August. This position was created several years ago with funding from the Perkins grant, and she was named WINS counselor which is an acronym for Will Increase Nursing Success. The WINS counselor is available to any nursing students during the twenty hours she works each week. She spends additional tutoring time for students who are a part of the TRiO program.

Two nursing faculty (Joan Meredith and Cynthia Auld) attended a National League for Nursing Accrediting Commission (NLNAC) summit in Chicago in July. They presented a report of the

summit to all full-time nursing faculty at the August Professional Growth and Development Day. In September, all full-time faculty members participated in meetings to create program learning outcomes. The product of their meetings was brought to a faculty retreat on October 13. Faculty spent the entire day working together to author program outcomes that clearly define the knowledge and skills of students graduating from the KC Associate Degree Nursing Program. The retreat was facilitated by Assessment Coordinator Scott Crothers. Faculty developed measures for which data will be collected at the conclusion of each class.

Faculty participated in the KC Family Reunion and Open House by offering blood pressure assessment to those attending; being available in the nursing lab for touring students and fielding a department "cow milking" team. All nursing and paramedicine programs were highlighted at booths for the High School Career Fair on November 4, 2011. The nursing tutor participated in the Commit-2-Complete event in the student center on November 18, 2011. Faculty are active in standing campus committees as Rita Bodem serves on the KC Curriculum Council, Cynthia Auld is a member of the Adjunct Faculty Enrichment Program Communications Team, and Janet Garretson is a member of the Enrollment Management team. Tessa Opfer, Kathie Knuf and Janet Garretson were members of the Faculty meeting for the Higher Learning Commission AQIP Quality Checkup visit in early November.

Practical nursing students presented a health fair for faculty and staff on December 12, 2011. Staff from St. Joseph Hospital in Breese offered lab tests on campus for anyone who needed this service. Students presented health information through poster presentations and literature for fellow students, faculty and staff.

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.

Paramedicine

The Paramedicine program at Kaskaskia College continually provides opportunities for students to learn about the exciting careers available in the emergency medical field while allowing opportunities to practice their newly acquired skills at many local facilities with seasoned preceptors. During the fall semester, there are twenty-five students who met their current educational goals to allow them to sit for state or national testing. In November the Board of Trustees approved Lucinda Spencer as EMS Education Coordinator. Along with teaching she will be responsible for promoting the program and preparing an application for national accreditation.

The Paramedicine Program participated in the KC open house with an ambulance and booth manned by current students and instructors. The Program also participated in the career fair on November 4th, with instructors manning a booth and classroom with good turnout and participation.

On December 8th, a representative from the Salem Police Department conducted a presentation for the paramedic students with regard to traffic safety, recognizing and handling drug paraphernalia, and crime scene response.

Business and Industry

Nascote

We are half way through the Business Management classes that we have running at Nascote Industries in Nashville. In January, we will be starting with Accounting 100, Business Internship, Marketing and Psychology 101. We have projected to complete the first set of classes for the degree by November 25, 2012. It is anticipated that there will be between 7 and 10 people graduating at that time. A special graduation ceremony will be held at the plant during their December employee meeting. We have many employees that are still taking the classes but due to conflicts will not finish with this group. However, Nascote has agreed to allow family members and employees from nearby companies to start taking the classes at their facility. This should produce even more graduates in the future.

BCMW

We are still doing a lot of training for BCMW. Just completing classes in Lead Worker, Lead Supervisor and Renovation, Repair and Painting Program (RRP), we will be having OSHA 30-hour training before the end of the year. Sometime after January, we will be continuing with the customized advanced carpentry and electrical training. This is where we work with their teams of workers one-on-one, simulating their actual working environment and challenges. There has been new OSHA standards issued relating to fall protection for residential buildings, and we are in the process of developing a short class for them in order to certify all of their employees.

Bradford Bank

Bradford Bank in Greenville has recently started a training series for their customers that will deal with issues faced by small businesses. Debbie Jones presented a customer service class at their first meeting, and we will be doing more subjects from our Workplace Leadership Series in the future.

North American Lighting (NAL)

Last year we completed an assessment of the electrical safety knowledge of their employees. This year, after the completion of the assessment, Don Sensel taught classes at their facility and they were so well received, they added another 4 classes to the original training program.

Online Supervisory Certificate

After the success of the Business Management Degree classes at Nascote, we looked for additional companies to repeat the same program. Due to another downturn in the economy, it seems the training dollars are getting scarce again, so we teamed up with the business department and Tim March has agreed to teach classes for an online Supervisory Certificate. This way the cost is much lower and more affordable for businesses and the time needed to finish is much shorter. This is a more attractive program for employees, and we will promote this vigorously after the beginning of the year.

CPR / AED / First Aid

We are continuing to do these classes in the schools systems and for various companies.

Customer Service

This class, taught by Debbie Jones, is one of our premier classes, and has been presented to many groups throughout the school year. Banks, industries and restaurants externally and internally presented to our truck driving and cosmetology students.

Continuing Education Training for Professionals

We continue to offer CEU's for Cosmetology and Nail Tech professionals toward their license renewal. We are in the process of applying to the Internal Revenue Service to become an accredited agency to provide continuing education to accountants who are Enrolled Agents, and once we receive that certification we will be working with accounting associations to provide that training to their members.

Motorcycle Safety Program

At one of the student forums that Dr. Underwood holds each year, it was identified that our students, who are interested in obtaining a motorcycle license, have to travel to Carbondale for the three days of training. These safety training programs are sponsored by the U.S. and Illinois Departments of Transportation (USDOT and IDOT) at no charge to the students. IDOT has commissioned Southern Illinois University at Carbondale (SIUC) to provide the training for the lower 51 counties of Illinois. Through a new partnership developed with SIUC, they are going to make that training available on our campus this coming spring. This will give all of our residents a chance to obtain their training here as opposed to traveling to Carbondale. Expansion of the offerings here will be guided by the amount of participation from our area.

Student Entrepreneur Program

Business and Industry, South Central Illinois Growth Alliance (SCIGA), Illinois Small Business Development Center (ISBDC) and our business department have all collaborated to start working with district high schools to support their efforts in encouraging students to become interested in entrepreneurship and small business. We realize the future growth of jobs within our district will be primarily through small business expansion. By helping to identify youth that may eventually be business owners and employers, we can help them in their development and support through programs at the high school level and on into the college-level . We are working with Greenville High School on a pilot program that will combine interested students in their business, management and computer classes to work with local businesses to learn what the real world of business is all about. Even if they don't start their own business, it will make them more informed and better employees. The Business and Industry Department is currently working with Greenville's Economic Development Department to identify and encourage local businesses to participate.

Geospatial Technology

Over the past three years, we have seen the applications for Geospatial Technology (GST) increase throughout our district. GST is a relative new scientific term that includes Geographic Information Systems (GIS), Global Positioning Systems (GPS), remote sensing, cartography and photogrammetry. GIS has been a part of engineering and surveying companies for quite some time, but now many communities are starting to see the value of using GIS as well. Although this technology has been used for many years in urban areas and large cities, rural areas like ours have been slow to understand the needs and take advantage of all it has to offer. Many industries and occupations have begun to incorporate the results of GST in their day-to-day functions and decision making, but many still don't have all the skills necessary to produce these results in-house.

The National GeoTech Center is a collaboration of eleven community colleges and two universities that have been commissioned by the National Science Foundation to expand the geospatial workforce through training programs at community colleges throughout the nation. Kaskaskia College has partnered with the GeoTech Center to begin developing curriculum for a GST program at Kaskaskia College. We have formed a GST Advisory Board to help determine the true need and job opportunities that are available in our district, as well as make sure we provide the needed skills and knowledge as it relates to our rural area. This board is made up of a very diverse group including engineers, surveyors, agriculture, tax assessors, public safety, public works, code enforcement and utilities, giving us a broad perspective of where opportunities for our students may be.

Earlier this year we applied for a grant to assist us in developing our GST Program and were the recipient of an "Advanced Technology Education MentorLinks" grant. The MentorLinks Program allows us to have a nationally recognized mentor to help us get our program started and to make

sure we are not “reinventing the wheel”. Dr. Greg Labyak has taken the lead on this project and Ken Ingersoll has stepped up as a faculty representative to assist in the development of a GST program that will “fit” our district. The Business and Industry Department is playing an important role in this new program by making the connection to the businesses and by developing an awareness program that will promote GST and help the general public understand how it can save them time and money.

Geospatial Technology is applicable in many different disciplines such as agriculture, criminal justice, biology, business, geology, geography, political science, history and others. Our mentor will be here in early January and work with some of our faculty, to demonstrate how it fits within their discipline and how their students can be more informed of GST’s almost endless applications and become better employees in their field.

B&I has also established partnerships with the National GeoTech Center, Illinois GIS Association, and Southern Illinois University, and has formed the South Central Illinois User’s Group in order to support our program and position it as a leader in this field in the Midwest. At the very first GIS Summit we had 94 in attendance; this demonstrated the interest and as the program develops, the involvement will only increase.

The partnership with the GeoTech Center will provide us with up-to-date curriculum and the support we will need to jump start our program here. This will actually validate their work of GST program development to the National Science Foundation and place us in a very uniquely recognized position in the Nation. Based on this partnership, we have applied for an additional \$300,000 National Science Foundation Advanced Technology Grant to be able to fund our program for the first three years. The results of that grant application should be known by the summer of 2012.

Illinois Green Economy Network (IGEN)

The Illinois Green Economy Network was launched in 2008 as a college president-led consortium of all 48 Illinois community colleges dedicated to the training and education of a green workforce and deployment of energy conservation and green technology. It started out the first year with four community colleges participating; this year we have joined with IGEN to establish best practices, promote energy demand reduction projects, and drive the growth of the green economy. We started with a base grant of \$5,000 to develop the program on our campus, and next year we will be eligible for much more grant funding based on our participation this year and our aggressiveness in promoting the program here.

Pete Donnelly and Art Borum are working together to develop sustainable programs both for our campus and our district. There are four essential strategic program areas:

1. **Green Campus** – Making sustainability a guiding principle for all institutional practices, promoting successful initiatives that reduce energy use and the environmental impact at our

campuses, and enabling Kaskaskia College to serve as a sustainability demonstration site for teaching and community engagement.

2. **Green Curriculum** – Providing assistance and training to our faculty and staff to integrate sustainability and green economy content into most disciplines and in general education programs.
3. **Green Careers** – Identifying, developing and expanding quality green job/career training for students and workers, effectively informed by community and employer partnerships (balancing demand/supply).
4. **Green Communities** – Serving as a regional partner for mobilizing community and employer engagement, fostering community education, and supporting action for environmental sustainability.

We have formed the “Kaskaskia College Green Team”, a committee of interested faculty and staff that will guide a large portion of the activities related to the programs listed above. The Green Communities initiative will be developed through our association with the South Central Illinois Growth Alliance.

Because we have been so aggressive in our participation with IGEN, we are eligible to participate the first year in the DCEO-funded Illinois Community College Targeted Energy Savings Program (ICCTES). We obtained an energy audit, at no cost to us, of the Crisp Technology Center through funding provided by IGEN, and if we purchase energy saving lighting and equipment through IGEN, they will pay 75% of the cost of the equipment and we will only have to pay 25%, with our staff labor costs counting toward our 25% match. We will start with some lighting this year and since this opportunity will be ongoing for the next three years, more should be forthcoming in the future.

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

Performance vs. Goals

- The ISBDC/ITC provided 1048 hours of direct advising; achieving 87% of YTD goal
- Counseling was provided to 194 clients; achieving 98% of YTD goal
- Assisted clients with obtaining over \$2,050,000 in financing; achieving 124% of YTD goal
- Hosted 10 workshops with 103 attendees; achieving 67% of YTD goal
- Occupancy for Business Incubator Program is currently 78%

Regional Economic Impact

The Illinois Small Business Development Center at Kaskaskia College has provided six months of successful service to the community. The ISBDC/ITC staff met with almost 200 clients and provided over 1,000 hours of direct, confidential, one-on-one advising. This resulted in over \$2,000,000 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.

Seminars & Workshops

The ISBDC offered helpful and educational workshops throughout the Kaskaskia College District, utilizing the excellent education center facilities. Ten workshops were held, including one each at the Centralia Correctional Center and also at the Greenville Federal Correctional Center. Topics included Starting a Business, Specialty Crops, QuickBooks, and Tax Basics. The ISBDC continued to support youth programs such as “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 successful. This effort places Kaskaskia College into 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. Occupancy remained at 78% throughout the period, despite some changes in renters (7 filled). A proactive marketing plan continues.

International Trade Center (ITC)

This program supports the KC commitment to regional economic development plus strong 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 79 clients. Elizabeth Ahern was retained via consulting arrangement to assist with client advising and workshops.

Continued Program Funding By the State Of Illinois

Kaskaskia College received verbal confirmation that funding for Calendar Year 2012 will remain at the same level as CY 2011. The State blended the ISBDC & ITC into one grant rather than two. The Program Grant continues to be funded 50% by Federal SBA funds and 50% by State GRF funds. During 2012, 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.

Goals For the Next Six Months

- Re-store specialized international trade workshops to our core topics
- Utilize the 1x added grant funds (Small Business Job's Act – SBJA) to increase number of clients + client hours, particularly in Western Clinton County
- Conduct Kid Business classes throughout the year at Centralia Junior High School and expand this partnership program to other area K-12 schools
- Maintain the 78% occupancy for the College Business Incubators
- Increase workshops and support provided to the Career & Technology Programs

South Central Illinois Growth Alliance (SCIGA)

The South Central Illinois Growth Alliance represents the public and private interests within the five counties of the Kaskaskia College District. The primary function of SCIGA is to be a resource to the economic development efforts of the communities located within those five counties. Some of the communities have a full-time Economic Developer and some of the smaller communities rely on the Mayor or Village President to serve in that capacity. SCIGA is always available to help in any way that is needed, from furnishing demographic, GIS and other research information to actually producing leads for the communities and hosting site visits from potential businesses looking to locate in South Central Illinois.

Due to the slow economic recovery and a decline of industrial economic activity, SCIGA has introduced some new initiatives to help retain and support our local businesses and grow small businesses that are providing the area's job growth:

Entrepreneurism

We kicked off this initiative at the end of last year with the first annual "Emerging Entrepreneur Award". Additional programs and efforts will be ongoing in order to help establish our region as "Entrepreneur Friendly". Examples of the programs include the High School Entrepreneurship Program, and promoting the service of the Illinois Small Business Development Center and the International Trade Center.

Sustainability

We have partnered with the Illinois Green Economy Network (IGEN) to offer the Illinois Community College Targeted Energy Management Training Program (ICCTEMT). The program is funded through the Illinois Department of Commerce and Economic Opportunity (DCEO) and IGEN and will provide an opportunity to cover a broad spectrum of training, that will contribute to energy reduction for the residents and businesses in our district. Our first workshop, to be held in February, 2012, will deal with Illinois Energy Code changes in the building and remodeling of structures in Illinois. SCIGA has partnered with DCEO and IGEN to fund this Building Industry Training and Education (BITE) program. Other sustainable programs will be initiated through SCIGA, including community gardens and training opportunities for community leaders.

Shop Local

SCIGA will be working with communities throughout the district to promote shopping locally to the residents. It is a proven fact that the money that is spent locally is reinvested by helping other local businesses and increases the tax base for the community. From a sustainability standpoint, it also creates less traffic and pollution.

Adult Education and Literacy

Area Planning Council

According to state statutes developed by ICCB Adult Education, Area Planning Councils (APC) are to be established within the boundaries of each college district to develop and coordinate an area plan for adult education and literacy services. In November, the following officers were elected to oversee the development of the area plan for KC's district and to ensure that it fulfills the learning needs of adult learners enrolled ICCB Adult Education programs: Lisa Atkins, Chairperson; Julie Wollerman, Vice Chairperson; and Traci Kapp, Secretary.

At the Main Campus of the College, APC meetings were held on November 14 and December 7, 2011. Future meetings are scheduled at the College on February 22, April 11, June 13, August 22, October 10, and December 12, 2012. The focus of these future meetings will be to network with the partners of KC-AEFL, offer social awareness workshops, and discuss the proposed development and sponsorship of Job Preparedness and College Readiness Fairs to be held at KC's Main Campus and in Fayette County.

Index of Need – Adult Education Services

Each year, SIU Edwardsville's Department of Economics and Finance conducts a statewide demographic study to calculate the need for adult services in each college district. Branded by ICCB Adult Education as a district's "Index of Need", this statistical data is used to allocate their grant funds to service providers.

Among the district's adult population of 96,680:

- 13,100 (13.6%) live in poverty
- 9,176 (9.49%) have less than 9 grades of formal education
- 11,507 (11.9%) have attained 9 or more grades of formal education, but do not have a high school diploma or its equivalent
- 3,180 (3.29%) were classified as ESL adults and felt that they did not speak English well
- 11,978 (12.39%) receive some type of public assistance from the government

In comparison to 2009 data, the 2010 census shows a 77% increase in the poverty rate for the KC district. The poverty rate of a college district tends to correlate with a greater need for adult education services. The Index of Need in the KC district has increased by **.13%**.

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 services that will 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 developed a plan that emphasizes the development of innovative, collaborative, and strategic solutions to offer adult learners more opportunities to further their career and educational goals.

KC-AEFL has responded to the strategic plan by offering the following academic components through web-enhanced educational services and/or educational partnerships: Career Assessment and Computer Literacy; Soft Skills and Workplace Ethics; and College and Workplace Readiness.

ICCB FY13 Competitive Grant and Evidence-Based Reading Instruction

The Illinois Community College Board has announced an open competitive process for Adult Education Services for Fiscal Year 2013. The Request for Proposal will be released in January 2012. All FY13 applicants will be required to define within their proposal their plans to systematically improve the reading achievement of intermediate-level adult learners (GLE 4.0-8.9) through the use of evidence-based reading instruction.

In November 2011, a cohort team consisting of administrative and instructional personnel from KC-AEFL attended the first in a series of mandatory training institutes offered in Springfield for ICCB adult education providers. The institute is designed to assist adult education providers:

- develop an in-depth understanding of the four components of reading (alphabetic, comprehension, fluency, and vocabulary), and
- enhance their assessment and instructional skills by practicing educational strategies associated with evidence-based reading.

The remaining training sessions will be held in Springfield during the months of February and April 2012.

Healthcare Bridge Program

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

As of December 1, during the fall semester:

- 22 adult learners were assessed for acceptance into the program
- 14 are officially enrolled
- two former students earned their GED® Credentials in November

Nurse Assistant (CNA) Program

In July, the Director of Adult Education sought approval from ICCB and began discussions with Kaskaskia College's Dean of Nursing to seek co-enrollment of adult education students in the Nurse Assistant Program. These discussions have resulted in the future enrollment of adult education students in the 16-week sessions of the Nurse Assistant Program who:

- meet the program requirements of the Nurse Assistant Program,
- are academically assessed by KC-AEFL and performing at a GLE of 9.0 or above in reading,
- show persistence in their attendance of their GED Review class, and
- desire immediate employment upon receipt of their Illinois Department of Public Health (IDPH) Nurse Assistant Certification.

Adult education students residing in Marion County who are currently enrolled in the Bridge Program and GED Review classes are being recruited to establish a pilot-cohort for spring semester enrollment. As a component of the orientation process, eligible students will be pre-screened to determine their eligibility for WIA services. WIA 23 has agreed to provide support services, such as uniforms, transportation, and childcare assistance, to those adult education students who meet their program's eligibility criteria.

Managed Enrollment - Adult Education

KC-AEFL continues its efforts to enhance the quality and quantity of adult education and literacy services in our college district. Enrollment management meetings are held on a regular basis to review and discuss students' performance data, operational procedures, recruitment and retention efforts, and new service initiatives.

As of December 1, KC-AEFL has served 384 adult learners and officially enrolled 242 in GED® Review classes. Consequently, 64 former students have received their GED® Credentials during the current fiscal year.

Based on the availability of instructional classrooms at each of the KC-AEFL service sites, beginning January 9, 2012, the duration of several of the KC-AEFL GED® Review classes will increase from two days to three days. This increase in the duration of the GED® Review classes is a pre-requisite to implementing evidence-based reading instruction in FY13.

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 (NAEHS). NAEHS recognizes outstanding adult education students as a result of their attendance, attitude, work ethics, and commitment to earning their GED® Credentials.

As of December 1, KC's charter of NAEHS has 20 honorary members. Honorees are recognized during the KC-AEFL graduation ceremonies. Each honoree receives a certificate, honorary sash, a NAEHS pin, and a recommendation letter for employment and/or continued education from the national office of NAEHS.

GED® Graduation

During 2009 and 2010, the KC-AEFL hosted three graduation ceremonies per fiscal year. Due to budget cuts, beginning this fiscal year, KC-AEFL will return to conducting two ceremonies per fiscal year. Twenty-nine (29) recipients participated in the graduation ceremony held in the Lifelong Learning Center on October 18, 2011. The next ceremony will be held in April 2012.

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 91 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' residence:

Location	Adult Learners Served	Volunteer/Tutors
Centralia Correctional Center	205	9
Centralia Area	54	26
Clinton County	18	26
Bond and Fayette County	5	5
Marion County	10	17
Washington County	8	8
TOTAL	300	91

Fresh Start Program

ROE #13 and KC-AEFL partnered for over ten years to offer education and parenting services to at-risk, low income families in the college district through the former Even Start Program. On April 25, 2011, all Even Start providers received official notice that funds for Even Start Family Literacy would be eliminated from the federal budget for FY12. Funding was primarily used to serve teens and young mothers, with children between birth and seven years of age, who desired their GED® Credentials and struggled in fulfilling their duties as a parent.

In October, KC-AEFL partnered with the Marion County Housing Authority and developed a new program titled, "Fresh Start", to maintain the former Even Start educational and parenting services that were offered in the northeast section of Centralia. Consequently, the new Fresh Start Program is housed free of charge in the extra-curricular facilities of the Senior Executive Apartments of the Marion County Housing Authority.

Instructional services associated with Fresh Start are offered Tuesday thru Thursday between the hours of 10:00 a.m. and 2:00 p.m. As of December 1, eight adult learners are enrolled in the program. Participants range in age from 17 to 76 years. Spring Thomas, former Even Start Coordinator, serves as the Fresh Start Instructor and the new coordinator of the Family Success Programs of KC-AEFL.

Family Success Programs

The Family Success Programs provides library services, adult education, children's education, parenting education, and Parent and Child Together (PACT) activities to eligible families. Two grant awards were received by the KC-AEFL Department to offer Family Success programs in Centralia and Sandoval during FY12. Currently, 19 parents and 33 children are enrolled in the Family Success Programs.

During the months of September and October, KC-AEFL partnered with "Family Voices" to offer parenting services to the Family Success adult participants. The mission of Family Voices is to assist parents in strengthening their leadership skills and their involvement in their school and community through their participation in leadership training and parent community groups. Upon the conclusion of the training, Family Success adults that participated in the leadership training received a cash gift from Family Voices.

"Family Reading Night" was held on Thursday, November 17 and was featured as a front-page event of the Centralia Sentinel. The evening activities were hosted in collaboration with the Centralia Public Library and consisted of family participation from both Family Success Programs. Correspondence featuring the event has been forwarded to the Secretary of State's Illinois State Library Division for consideration for publication in the statewide newsletter.

TANF Program

The TANF Program provides job skills and placement services to TANF recipients of Marion, Clinton, and Fayette counties. As of December 1, the program has served 110 TANF recipients. Currently, 22 TANF recipients are receiving job skills and placement services. 19 (86%) of the 22 TANF recipients are assigned to worksites. On average, the program maintains an active enrollment of 22 customers.

According to the grant agreement for the TANF Program, as a provider, KC-AEFL is eligible to earn retention bonuses for each TANF recipient 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 \$6300 for the current fiscal year (July 2011 – June 2012).

YouthBuild and CiviCorp Programs

KC-AEFL partnered with the United Methodist Children's Home (UMCH) to offer adult education services to Marion County youth, ages 17 to 24, who are enrolled in their YouthBuild and CiviCorps Programs. Each program is a community development initiative that simultaneously addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development.

KC-AEFL provides GED® Review classes two days per week for the shared programs. Enrollment consists of the establishment of cohort groups by UMCH. Currently, 10 youth are enrolled in the programs. On-site counseling and program incentives are offered by UMCH to retain students. As of December 1, the persistence rate for students was 79%.

The YouthBuild and CiviCorps Programs are housed at the former Centralia High School vocational building which was remodeled by the YouthBuild students. In December, five students are scheduled to test in hopes of earning their GED® Credentials. Currently, UMCH is recruiting new enrollees for the programs.

Partnership with Continuing Education

KC-AEFL has partnered with the KC Continuing and Community Education Department to offer beginning and intermediate computer literacy instruction to adult education students. Through this collaborative effort, adult education students will have the opportunity to request enrollment in computer literacy classes hosted by KC Continuing and Community Education in which there are vacant seats. This initiative will assist KC-AEFL in meeting ICCB's demand to properly prepare adult education students for computer-based GED® Testing.

GED® Testing Services has become a profit organization as a result of their recent partnership with Pearson-VUE Publishing Company. According to ICCB, all states will be required to administer

computer-based testing by the end of 2013. In addition, the cost of GED® Testing will increase from \$50 to \$120 by 2014. New performance levels are being proposed, as well as new testing centers that could possibly eliminate the testing services of Regional Offices of Education. Additional information is forthcoming regarding the future services associated with the partnership of GED® Testing Services and Pearson-VUE.

Funding Resources

The Kaskaskia College Adult Education and Literacy Department has received the following grant funding for FY12 in comparison to FY11:

GRANT	FY 12 FUNDING	FY11 FUNDING
ICCB Public Aid	\$44,365.00	\$44,080.00
ICCB State Basic	\$85,959.00	\$79,438.00
ICCB Federal	\$83,605.00	\$76,279.00
ICCB State Performance	\$84,146.00	\$74,325.00
Even Start Program		\$95,700.00
Reading Link Program	\$65,000.00	\$65,000.00
Family Success – Central City	\$29,750.00	\$31,100.00
Family Success – North Wamac		\$31,100.00
Family Success - Sandoval	\$25,000.00	
ICCB Student Success Grant		\$32,524.00
TANF	\$69,300.00	\$97,022.00
GRAND TOTAL	\$487,125.00	\$629,568.00

New grant opportunities and partnerships are being sought to maintain the growing need for adult education and literacy services in our college district.

Community Education

In August the Community Education department completed another exciting summer kids program. This summer's schedule included Tie Dye, Garbage Pail Science, Study Skills, Pre-Algebra, Arts and Crafts, and a host of other topics. Classes were held at the Education Centers, and various community sites. The Kids in College at Kaskaskia program added several new offerings for summer 2011. These included Beekeeping for Kids, Pet Care, Community Works, and Get up and Get Outside, as well as others. The Vandalia Campus partnered with the YMCA to offer Basketball and Karate at the YMCA facility. Duplicated headcount for summer KICK classes was 265 children.

The Department completed the Fall 2011 semester with many new adult classes, including several Zumba exercise classes and a writing workshop entitled "A Novel Idea". In addition to the new offerings, the Department continued to offer technology classes, personal enrichment, and online courses. Courses continue to be offered at all the Education Centers, the Workforce Center, and several community sites across the Kaskaskia College district. Community Education generated 131 credit hours for fall and summer 2011. Fall 2011 semester is on track to show 900 students, based on duplicated headcount in both credit and non- credit courses.

The Community Education Department continued our partnership with the Centralia Area Historical Society. This program has greatly benefited both the museum and the College. The goal is to bring historical presentations to the people of our area. The program has been very successful both for the museum and the College. This program provides a service to the community as well as a social atmosphere for the Department to network with area citizens. Programs for the last half of 2011 are listed below:

- July- Mark Twain impersonator, Warren R. Brown
- August – Civil War Artifacts and music, Bob Eversgerd
- September – Auschwitz survivor, Hilda Lebedun
- October- Crime Detection in Centralia, Rich Simer
- November- Strategic Fighters of WWI, Mr. Jim Woods

The Community Education Department Director was elected to the Board of Directors for the Illinois Council for Continuing Education and Training (ICCET). This new appointment as secretary begins in January of 2012 and will continue through December.

The Department participated in the Kaskaskia College Alumni and Friends reunion. A departmental display was placed in the HB hallway to highlight offerings and talk to the visiting public about our programs.

Workforce Center

The Workforce Center continues to serve as a recruiting location for several businesses and employment agencies. Several local agencies hold recruiting events in the classrooms at the Center every month.

The building is host to approximately 30 hours a month of one-on-one tutoring through the Family Literacy Program. The tutors and students appreciate the convenient and inviting atmosphere the Center provides for learning.

The Kaskaskia College Adult Education Department continues to hold GED evening classes at the Workforce Center. The downtown location provides easy access to students who do not drive to class.

Several social service agencies schedule time in the Center to meet with clients or conduct trainings.

Distance Education/ Online Programs

Training opportunities for both full-time and adjunct faculty have increased and are being tracked. Several workshops and one-on-one training have been offered to instructors of the newly redesigned GUID 109, primarily for the sections taken by student athletes. Additionally, face-to-face training has been offered to students in GUID 109 to help them complete GUID 103 Online Orientation (a co-requisite for GUID 109). The Distance Learning Specialist and the Curriculum Learning Specialist for Title III are currently developing an online Softchalk course to be offered to both full-time and adjunct instructors starting in spring 2011.

Live Chat is now being piloted as an additional option for online student support. A link to online chat is now available on the Blackboard login page.

Blackboard Learn has been installed on a test server. In November, the Distance Learning staff completed the administrator training course offered by Blackboard. The migration process will start in summer 2012 and continue during the fall 2012 term. A small number of courses will be piloted in fall 2012, and piloting will continue during the spring 2012 and summer 2012 terms.

The AQIP Online Learning Committee has met periodically throughout the year. The online course review process has been implemented and several online courses have been reviewed and approved. Full-time faculty members are actively participating in the course review process. KC currently offers 210 online courses, and the number of online offerings continues to grow. The review of online courses has been tentatively scheduled on a five-year cycle.

The Success Center web site was re-designed by Distance Learning Director, Steve Jerden, to make it more intuitive, clarifying access to services such as tutoring, placement testing, test proctoring, staff, and other services. The Student Success Center staff was directly involved in the re-design of their web site. This process is ongoing, and it involves the Distance Learning Office, Student Services, and Information Technology staff, with the purpose of improving the college web site and the availability and quality of student services at a distance.

The annual fall online student satisfaction survey has been deployed and is presently being taken by students. The yearly student satisfaction survey is used to track student satisfaction with their online experience from year to year.

The AQIP Accrediting Online Degrees and Certificates (Phase II of the Online Learning Action Project) is ahead of schedule with respect to accrediting KC online certificates and degrees. The Request for Change Application to seek approval to offer online degrees and certificates has been completed and submitted. It was scheduled for review and approval at the December meeting of

the IAC Review Panel. The College is awaiting a decision regarding the approval of the Request for Change.

Dual Credit

Registration of dual credit courses for the Fall 2011 semester took place during the month of August at 14 high schools. This was the first semester the withdrawal and drop procedure became effective. A letter was mailed to the homes of all students who had enrolled in a dual credit class during the 2010-2011 school year. It detailed the new procedure and provided them with a sample of the form.

During registration, College staff explained the withdrawal and drop procedures and how the change is different from years past. Students were made aware of the dates for both and the consequences of not taking action according to these dates. Any grade received in the class will appear on the student's official college transcript.

This semester we also began obtaining parent signatures for those students taking dual credit classes and we were pleased with the results - just over 90% were returned.

A dual credit update was provided at the KC Area Superintendent's meeting on November 7, 2011. Updates regarding the faculty credentialing policy were shared, along with professional development and growth opportunities for their high school faculty. The results of the first Dual Credit Faculty Survey administered in the spring of 2010 were shared with those in attendance. Also, there was a brief presentation on the Common Core Standards, college readiness efforts that have been undertaken by area K-12 administrators and faculty, and plans for KC to partner with the school districts in efforts to ensure that high school graduates are college ready.

College representatives attended an ICCB sponsored workshop regarding dual credit policies, and updates were provided on the rules and regulations as well as the Dual Credit Quality Act.

Education Centers

Salem Education Center

Objective: To continue to show an increase in enrollments.

- The Salem Education Center continues to offer Weekend College courses. Salem had students enrolled in each of the weekend classes offered during the Fall 2011 semester. This is consistent with the College goal of offering programming at times and places convenient for the learner.
- The Salem Education Center has offered distance learning opportunities in the areas of business, child care, English, education, math, and history, and has hosted late starting courses each semester.
- The Salem Center continues to show strong enrollments in courses for general studies, including in math, science, English, philosophy, social and behavioral sciences, health, and life science. Fall 2011 registration at the beginning of the semester was 747 students, (duplicated head count). This is an increase from 688 in Fall 2010. The Center offered three Certified Nursing Assistant classes and began the first semester of the newly revised Paramedicine degree program.
- Fall 2011 class offerings at the Salem Education Center totaled 65 classes, up from 56 in Fall 2010.

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.

- The Salem Education Center Director, Janice Eischens, is involved in the AQIP process, which culminated in a successful visit from the Higher Learning Commission.
- The Salem Director is a member of the AQIP Adjunct Faculty Communication Team.
- The Salem Education Center actively recruits qualified adjunct instructors.
- The Salem Education Center has increased the offerings in a number of subject areas, including history, political science, business, accounting, sociology, and psychology.
- The Salem Director completed 4 instructor observations and administered five classroom student evaluations this year for identified faculty.
- The Salem Center serves as a proctor site for students attending classes at Pellissippi State and Northwest-Shoals Community Colleges.

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

The Salem Education Center has become a vital part of the community since moving to its new location. The community is proud of this Education Center, which is evident by the number of groups and organizations asking to use the facility for meetings and events. The community recognizes the desire that the College has to bring higher education to everyone, regardless of age- to promote lifelong learning.

- The Salem Education Center serves students and community needs through the open computer labs.
- The Salem Education Center Director and staff participate in community events, including fairs, open houses, the Seniors Health Expo, and home shows.
- The Director has recently been elected to a two-year term on the Salem Chamber of Commerce Board.
- The Salem Education Center hosted meetings for outside agencies such as Avon, Modern Woodmen of America, Representative John Cavaletto, Rural Emergency Medical Services, and two Red Cross Blood Drives.
- The Salem Center provided space for Reading Link Tutor Training, DORS (Department of Rehabilitative Service) counseling, TRiO seminars, and for representatives from Southern Illinois University to meet with prospective students.
- The Salem Center hosted an Advisory Board Meeting.
- ISBDC has offices at the Salem Center, meeting with prospective clients and holding their meetings and trainings on a regular basis.
- Community Education (non-credit) offerings at the center have grown. The Center has offered more computer college classes, Internet and email, two quilting classes, and a very successful creative writing class this year.
- Two GED courses, as well as a GED class focusing strictly on math, were taught in the fall.
- The Education Centers participated in the KC Family Reunion and Open House by setting up a table at the event to promote and share our opportunities for lifelong learning with the public.
- Staff and instructors in the Paramedicine program, as well as the Director, were responsible for bringing an ambulance and crew to the KC Family Reunion and Open House to promote the EMS program that is taught primarily at the Salem Center.

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

Customer service is a critical function of each of the Education Centers. They provide all services that are found on Main Campus. This includes, but is not limited to COMPASS testing, tutoring, advising, registration, financial aid assistance, tuition payment, textbook sales, and all other student service functions including issuing student ID cards, and hosting student activities, including

Student Congress voting. It is the responsibility of each center to provide students off campus with a true “college experience”. The Polycom system allows the centers to connect to the Main Campus for advising, instructor meetings, and tutoring. It has also served as a way for the Director to “attend” meetings and workshops without traveling to campus.

- The Salem Education Center administered 200 COMPASS tests for the Fall 2011 semester, to date, proctored approximately 30 tests for math and biology, and served as a proctored testing site for Pellissippi State and Northwest-Shoals Community Colleges.
- This Fall 2011 semester, the academic needs of approximately 500 students were served-this includes registrations, applications, add/drops, withdrawals, and tuition payments.
- Approximately 150 students made payments for tuition, books, etc. during the fall semester.
- Student Congress elections were held and our representative, Anthony Webster, was voted the Most Outstanding Chapter Member of Phi Theta Kappa.
- The Polycom system is used for tutoring and advising sessions as well as financial aid advising such as loan counseling
- Student activities included; Welcome Back Celebrations, a Fall Picnic and pumpkin decorating, a Thanksgiving Celebration, an Ice Cream Social and snacks for finals.
- Textbook sales were again provided for the students so they would not have to drive to campus.
- The College has recently hired a part-time academic advisor who will be on site at the Salem Center during peak registration periods.
- Financial aid loan counseling is offered through the distance learning program. The center also offers assistance with FAFSA applications and verification packets.

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.

- The Salem Education Center continues to offer classes in the mornings, afternoons, evenings and weekends to meet the needs of the students.
- The Salem Center successfully offered Friday evening and Saturday weekend classes this fall semester. Each class offered had between two and five participants.
- We offered math, sociology, and food service and sanitation courses on Saturdays. We also held non-credit classes on Saturday in addition to the Weekend College.

Community Education Classes

Non-Credit course offerings continued to grow at the Salem Center. We have drawn students not only from Salem, but from surrounding communities. The Center continues to see growth in the computer college classes, and we expect more computer classes in the future to engage even more residents of the KC district. Some of the other offerings that continue to be popular are Genealogy, Quilting, Internet and Email, Microsoft Office classes, and our creative writing class, A Novel Idea.

Trenton Education Center

Some of the many offerings, services, and events available at the Trenton Education Center this fall are as follows:

- Classes continue to fill to capacity at the Trenton Education Center and Breese Central H. S. Extension Center.
- Academic advisement and registration were provided daily.
- Scott Holst of TRiO set up an information site at the Trenton Education Center for possible TRiO students.
- Identified students meeting TRiO qualifications and coordinated with the TRiO staff to provide services to KC students.
- Set up and provided Polycom tutoring, financial aid interviews and academic advisement sessions for students with Main Campus staff.
- Provided financial aid interviews utilizing distance learning equipment to connect students with financial aid staff to complete the required interview process.
- Scheduled and provided student loan interview sessions for Trenton, Breese and East St. Louis CCC students via distance learning equipment. Provided a pre-screening process for potential student loan applicants.
- Offered community education courses for seniors (Computer College, How to Buy and Sell on eBay', digital photography) throughout the semester. The courses were full, with a waitlist.
- KICK classes (arts & crafts and All About Webpages were well attended).
- Provided space for Xtra Help employment services.
- Offered Customer Service Training for local businesses and Small Business Seminars on Saturdays at the Trenton Center at times that were convenient for the client.
- Attended LPN registration and orientation at the East St. Louis Community College Center (ESLCCC). Provided information to East St. Louis students concerning student services available through the Trenton Education Center. Informed students of the Trenton Center Directors role as the KC Representative on the ESLCCC campus.
- Held a KC Registration Day at the Trenton Center in coordination with the Main Campus registration day. Three students received information and services onsite.
- Held TRiO workshops.
- Provided COMPASS testing daily for Wesclin, Central and Mater Dei students for dual credit classes.
- Fall registration is on-going. Trenton/Breese class enrollments were very strong.
- Provided updated training and information to all fall instructors teaching in Breese and Trenton.
- Held Welcome Back student activities (provided KC information, drawings and door prizes).
- Weekend College classes went well and students completed each section.
- Supported Trenton Community Fall festival and parade.
- Provided computer lab space for Clinton County Senior Services - well attended by local residents from Carlyle, Breese, Aviston, Trenton and New Baden.

- Hosted the Trenton Education Center Advisory Committee luncheon at the Trenton House Restaurant. The meeting was well attended and productive. The Trenton Mayor, High School Administrators, Chamber of Commerce members, area business representatives, local community organization members, and supportive residents attended the meeting.
- Held TRiO workshops through the Polycom system.
- Added new Advisory Board members to the Trenton Advisory Committee.
- Planned New Student Orientation.
- Two students ran for Student Congress representative from the Trenton Center.
- Prepared a large wall display for PTK and provided information on “Commit 2 Complete”. Several students inquired about the program and about Phi Theta Kappa. Information was provided to each student.
- Provided students with information on additional KC resources, including services offered at the Success Center, Adult Education, Career Services, Foundation Scholarships, the Perkins Grant, and Title III services.
- The Trenton Center staff actively identified and recruited students for WYSE, Speech and Honors programming in coordination with instructors.
- An informational table is provided in the entrance of the Center and in the lobby area with updated information on KC programming and services.
- The Center provides information and reminders to students concerning KC activities, by providing student handbooks and placing flyers throughout the facility.
- The Center provides GED classes and has had many students graduate over the past year. Several students are now enrolled in college courses at the Trenton Center and on the Main Campus.
- The Trenton Education Center has been successful in recruiting new student populations and serving students that attend other colleges and universities including McKendree, SIU-C and SIU-E through summer offerings.

Community Education Classes

- Offered new courses, including digital photography and eBay, which have filled to capacity.
- Continued success with computers for senior’s series, Internet, and email classes. Added Microsoft Word, Excel and PowerPoint sections.
- Offered classes on Saturdays with strong enrollments.
- The Cisco Networking Program is experiencing stable enrollments and continued interest.
- Business Management courses are offered throughout the semester and through the Weekend College.
- In the future, we are planning to offer the Pharmacy Tech and Nursing Assistant Programs (TBD).
- Community Education offerings available in Trenton include Social Networking, Computer Virus Protection, and Kick - Study Skills.

Future Plans

The following are areas of increasing activity and enrollment:

- science and business offerings during the daytime and afternoon
- basic math offerings through college algebra
- English and speech offerings
- morning and afternoon class offerings in math, English and science
- criminal justice offerings
- Saturday course offerings to include math, English and community education courses
- Computer Information Systems classes
- Weekend College offerings via distance learning
- recruitment efforts to the Scott Air force Base Community
- How to Buy & Sell on eBay
- Senior College - Part 2 and weekend offerings
- general computer classes & Welcome to the Internet/Email Classes
- Business and Industry offerings

Building Usage for Community

- quarterly tutoring training meetings
- weekly tutoring sessions
- Customer Service Training
- tutor training
- Business and Industry
- 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

In Summary, The Trenton Education Center continues to utilize its facility to its fullest potential in efforts to provide credit, noncredit and other educational opportunities for its students, customers and clients. The Trenton Center provides invaluable student services and educational resources for the Breese Central H. S. Extension and the East St. Louis Campus that improve enrollments, recruitment and retention of KC students.

We were very pleased to hear that the KC Capital Plan was approved by the Board of Trustees at its October meeting. The Plan includes an expanded Trenton Center, which will afford the

opportunity to expand offerings and services to a growing population. The Trenton Education Center will have the capability to offer expanded career and technical programming, degree programing and certificates as well as opportunities for the local communities to engage in collaborative business ventures with Kaskaskia College.

Vandalia Campus

Objective: To continue to show an increase in enrollments.

- The Vandalia Campus offered Weekend College courses. This objective fits nicely with the mission of Kaskaskia College to offer programming at times and places convenient for the learner.
- Vandalia has enhanced academic schedules with distance learning opportunities in child care, math, history, business math and late starting courses each semester.
- The Vandalia Center continues to show strong enrollments in the physical and life sciences, as well as the social and behavioral sciences. We are also having another strong year in the Administration of Justice Program and the Business and Accounting programs.
- Distance Learning in the Child Care field has increased and the Center also broadcasts to Centralia and Nashville.
- The LPN program has graduated a record 24 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.

- Vandalia plays an integral part in recruiting quality, credentialed adjunct faculty to enhance the course offerings.
- The Vandalia Campus recruited five new adjunct faculty in health education, medical terminology, accounting and biology.
- The Director performed three instructor observations and collected four student evaluations this fall semester for identified faculty.
- The Director has informed instructors of the many assets on the new Faculty Resource site on CampusNet.

Objective: To improve on community relationships thus enhancing the lifelong learning opportunities and business connections. Each center has become a natural fiber within each 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.

- The Vandalia Director serves on the Alumni and Friends Board which meets regularly.
- The Vandalia Campus serves students and community needs through the open computer labs.
- The Vandalia Director participates in community events, including festivals, community receptions, Vandalia Chamber of Commerce meetings and events and ribbon cuttings, directors

meetings, Fayette County Interagency Council meetings, FCH Health Fairs, and area home shows.

- The Vandalia Director serves on the YMCA Board of Directors as a member of the YMCA and a representative of KC. The Vandalia Center has a partnership with the YMCA, as they host KC PHED classes and are very much a vital part of KC students' lives. The Center has expanded offerings at the YMCA to include adult classes through KC's Community Education program.
- The Vandalia Campus participated in the Halloween parade, hosted various Regional Office of Education trainings and meetings including the Principals Breakaway, ROE Superintendent's Retirement, Statewide Lions Club Planning Conference, Kid's Safety Expo, Fayette County Hospital and Long Term Care Fall Health Fair, Family Violent Crime Council, CEFS Head Start Training, DCFS Foster Parent training, Girl Scout Leaders Training, Di-Kappa-Gamma (retired teachers) meetings and Red Cross Blood Drives.
- The 2011 Open Forum with the Board Chairman and President was held in the evening.
- Vandalia held various Business and Industry courses such as Quick Book Pro and Tax Accounting
- ISBDC utilizes the Vandalia Campus for meetings and trainings, such as Starting Your Own Business, on a regular basis.
- Community Education (non-credit) offerings at the Center have grown greatly this year. We have added more Computer College classes, Business Social Networking, and others.
- At least two GED courses are taught each semester.
- The Education Centers participated in the Alumni Family Reunion and Open House by setting up a table at the event to promote and share our opportunities for lifelong learning with the public.
- The Campus partnered with the YMCA to offer a YOGA class which was very successful.
- The Vandalia KICK Program was very successful with 9 classes this year and over 85 students.

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.

- The Vandalia Campus administered 148 COMPASS tests.
- Staff proctored at least 22 tests for math and biology, and provided a testing site and proctoring for Franklin University and SIU-Edwardsville students.

- Between July and November, 847 students received for academic assistance for registration, applications, add/drops withdrawals, etc.
- Over 283 students have placed book orders to be delivered and picked up at the Vandalia Campus this fall.
- Three hundred and sixty students made deposits for tuition, books or clothing.
- Student Congress elections were held at the Vandalia Education Center.
- The Polycom system was used for tutoring and advising sessions as well as financial aid advising (including loan counseling).
- Student activities this summer and fall included Freedom Celebrations, Welcome Back Celebrations, the Fall Picnic and pumpkin decorating, finals comfort food, and the Halloween Parade
- Fall textbook sales in Vandalia totaled over \$36,500 in cash - this figure does not include the thousands covered by financial aid.
 - *Vandalia Campus also sells swag items (clothing, etc.). Sales of those items totaled over \$600.*
- Regular face-to-face advising sessions were held at each Center.
- The TRiO program held student conference and offer their workshops here through the Polycom.

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 classes in the mornings, afternoons and evenings to meet the needs of the students.
- Vandalia offered Friday evening and Saturday weekend classes this Fall. The Center will continue to promote the Weekend College by collaborating with the other Education Centers through Interactive TV to make opportunities available to more students in more communities.
- Both credit and noncredit courses are offered on Saturday morning.

Community Education Classes at the Vandalia Campus

Both adult and childrens 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. The Center continues to see growth in the Computer College classes, and we expect more computer classes in the future to engage even more residents of the KC district. Some of the other offerings that continue to be popular Understanding Computers, Quilting, Cake Decorating, Writing Your own Life Story, Beekeeping, Computer College In the summer, the children in the KICK program enjoyed Kids in the Kitchen, Arts and Crafts, Tie Dying, Scrapbooking, Bugs Life, Garbage Pail Science and Digital Photography.

The Albert O'Neil Home The Albert O'Neil Home at the Vandalia Lake could not be used as a retreat for the College due to the residential zoning in the area. Therefore, the property was sold and the money will be used for the Vandalia Campus Phase II project. Materials purchased for the facility are being used at the Vandalia Campus.

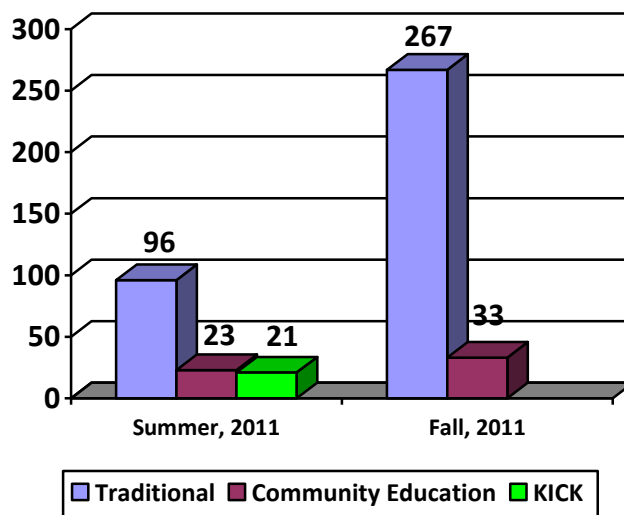
In the new year, we are looking forward to proceeding with the design of Phase II at the Vandalia Campus. The Capital Development Board has approved BLDD as the architect for the project and a design team will be meeting soon. Phase II will greatly increase not only our space, but our offerings and services to students and the greater community.

Nashville Education Center

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

As the accompanying graph portrays, a total of 140 students were served in the summer of 2011; the total for the fall was 300. Statistics for walk-ins show that of the overall total, 75% were KC students. Usage data for walk-in traffic reveals that 43% of the users are seeking educational assistance or services, 27% have personal needs, and more than 20% are at the Center for other reasons.

Student Enrollments



Services offered at the Nashville Education Center include the following:

- COMPASS Tests are offered to students on a regular basis
- Advising is available to students by both in person and by Polycom
- Tutoring is available to students through the distance 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 77-78 hours per week, while the Weekend College is meeting
- traditional classes
- KICK classes
- Reading Link tutors
- Success Center tutors

- Business & Industry specialized training
- Hosted a successful New Student Orientation
- Developed fliers advertising fall classes and posted them 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 evenings and Saturdays
- Provided candy for the students as a student activity throughout the summer and fall semesters
- KICK classes
 - Digging for Dinosaurs, a new course, was offered at the Nashville Education Center
- Study Skills Workshop
- The maintenance staff installed a wall literature rack which allows patrons ready access and easy perusal of College offerings
- 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
- Expanded program offerings to include EMT; political science; economics, business; and education. EMT is currently being held at the Washington County Emergency Center, as there are already more students enrolled than the Center can handle
- Added an adjunct faculty member
- Several adjunct faculty from Nashville were trained on use of the Blackboard
- Initiated a Weekend College initiative for a Supervisory Management Certificate in cooperation with other KC Education Centers
- An advertisement was generated for spring classes. Several students came in carrying the ad and requesting a hard copy of the total schedule
- The Nashville Extension Center participated in the annual Fall Festival by setting up a booth displaying various offerings at the Center
- The Nashville Education Center is utilized twice per week for Reading Link tutoring
- IT upgraded all computers with Microsoft, Java, Adobe Flash, Auto Cad, and Quick Books
- Computers I and II were offered at the Nashville Education Center for community members
- Participated in the Washington County WIA Youth Program.
- Successfully published a human interest story on adjunct faculty member, Connie Wiese
- On October 7, the Nashville Center had a successful advisory meeting with excellent attendance –approximately 25 members attended. As a result of this meeting, the Center Director will be meeting with Nashville Superintendent O’Daniel to discuss the possible use of the Middle School for additional classes
- Courses on E Mai, Internet and knitting were successfully offered
- We continue to partner with IECC for the coal mining program
- The Director and Assistant Director were trained on the iClicker, one instructor was also trained, and we received one set of the iClickers
- A contract for a custodian was reissued for July 1st– January 1st

- Provided meeting space for the Small Business & Development Center and their clients
- Provided meeting space for the Department of Rehabilitation
- Provide clerical assistance to adjunct faculty as well as students doing research
- Successfully submitted the Summer/Fall 2012 Course Schedule which includes enhanced Weekend College offerings in cooperation with other Centers
- Successfully submitted additional DL classes in cooperation with other Centers
- Recommended to Steve Groner and Cathy Karrick another human interest story for Kenneth Harris from Nashville
- The Director's desktop was upgraded for desktop banking

Student Activity

- A Halloween Celebration was held for Students. Costume competition was held and staff members also dressed for the occasion.
- Candy was also provided at Halloween for trick-or-treat throughout the week
- December Finals Week – refreshments available
- Gift bags of hot chocolate given to students and staff

The staff at the Nashville Center is excited about the approval of the Capital Plan by the Board of Trustees at its October meeting. One of the projects included in the Plan is an expanded Center in Nashville. The much needed expansion will permit us to increase the number and variety of course offerings and will greatly enhance our service to Nashville, Washington County, and surrounding communities.

Greenville Education Center

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

- The addition of new sections of Community Education programs is sure to boost enrollments in the lifelong learning opportunities for the surrounding Bond County communities.
- The new building continues to provide more space and technology to house new class sections. A duplicated total of 1,216 student and community members utilized the open computer lab from July to November. Two Saturday classes made in the January - May time frame, and two Weekend College classes made (BUSN 103, ACCT 100).

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

- The Greenville Center continues to provide onsite advising as well as Polycom counseling appointments as needed by the students.
- The Director continues to serve on the Adjunct Faculty Advisory Board, the Planning Committee, the Resource 25 Committee, and the Enrollment Management Team.
- Greenville Center Director, Jerri Davenport, continues to attend the Greenville Chamber meetings and to participate on a planning committee for the Gerald Turley annual leadership award.
- The Greenville Director attended Greenville Women's Club meetings and After Hours Chamber events.
- The Greenville Center hosted meetings for the City of Greenville.
- Susan Bryant, Adult Education Recruitment/Retention Specialist, held GED registration at the Center.
- The Center Director administered eight instructor observations this quarter; four student evaluations were administered.
- Greenville College held a Master's class on Saturdays.
- Reading Link personnel and tutoring meetings were held.
- The Greenville Director participated in the "I Remember Mama" event.
- The Greenville Director participated in the Kaskaskia College graduation ceremony.
- New adjunct faculty prospects have been identified for sociology, accounting, office technologies, math, and community education.
- The Greenville Center continues to be used by other KC staff members; the Business and Industry Field Representative, the Small Business Development Center, and TRiO.

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

- Small Business Development Center staff met with approximately 48 clients and held multiple workshops at the Greenville Education Center.
- Steve Groner rented the remaining two incubator offices to Greg Pennington for counseling and Chuck Reed, Cross Point Counseling.
- Outside agencies, such as Greenville College, the Greenville Women's Club nominating committee, the Amateur Radio Club, AM VETS, and Ares used the Center Boardroom.
- GED interviews were held.
- New Student Orientation was held at the Center.
- The October meeting of the KC Board of Trustees was held at the Greenville Education Center.

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

- The Director administered 125 COMPASS tests and proctored two nutrition tests, twenty math online tests, and five biology tests.
- The Director spoke with prospective students about the programming and financial aid opportunities available at Kaskaskia College, addressed all student inquiries, and assisted with online questions.
- The Director proctored four tests for local students from other colleges.
- The students were treated to Welcome Back snacks.
- The tutoring room Polycom was utilized by students.
- The GED classes accommodated 64 total students.
- Book sales were offered to students.
- The Greenville Center partnered with Bond County Transit to provide transportation to the Main Campus for students in specialty programs or in need of classes not available at the Greenville Education Center.

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

- The Director continued to provide classes in day, evening, and weekend time slots, as well as offering a distance learning Weekend College Supervisory Management Certificate between all Centers which began Spring 2011.
- The Center will continue to offer an Associate in Arts Degree on the weekends which also began Spring 2011.

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

- The Director will continue to work with the Success Center to provide the tutoring sessions needed for the success of Greenville Education Center students.

Challenges

- The Director will continue to learn new technology within the Center.
- The Center will continue to work on internal partnerships to better understand the needs and roles of other individuals and units.
- The Center will work on increasing enrollment numbers, despite the economy's climate. This continues to be a challenge for the Center.

Improving Access and Learning

- We need to continue the weekend offerings and be creative in regard to what we can offer this population of learners. Brainstorming sessions with Deans and Center Directors will allow a better grasp of the weekend programs needed to bolster Center enrollments.
- The added Educational Support specialist position will improve the evening customer service for our students, as they will no longer have to wait to see the Director to have their immediate needs met. Registration, financial aid information, and COMPASS testing will be available into the evening hours on a regular basis instead of being by appointment only.

Professional Growth and Development

This fall term, the Professional Growth and Development Committee (PGDC) worked in conjunction with the AQIP Adjunct Faculty Enrichment Project Committee to post training opportunities available to all faculty and staff on CampusNet. The Committee is proud to state that the Professional Growth and Development Calendar is now live on CampusNet. The purpose of this calendar is to promote to all KC faculty and staff the many training opportunities available at KC. In addition, an article in the *College Learning Times Newsletter* is forthcoming to promote access and use of this calendar by faculty and staff.

Several significant activities occurred the fall term. The PGDC facilitated AED training for essential personnel identified by security. Two successful PGD days were held as well as the August Adjunct Evening. The PGDC converted the written PGD day evaluation process to an electronic process using Survey Monkey.

Beginning in November 2011, Dean Susie Batchelor became supervising dean over the PGDC taking Dean Kellie Henegar's place after her 4.5 years of oversight. The PGDC also added faculty members Angenien Huffstutler and Jane Hermann to the Committee.

Two new online courses for faculty and staff were created this fall. Professor Susie Wurth developed an online leadership class on diversity that will be available for all faculty and staff in the spring. An additional online course was created by Title III Learning Specialist, Kathy Overstreet, and Distance Learning Instructional Designer, Irina Neuman, developed an online course on the software Softchalk, which will be available to faculty for spring 2012.

The Adjunct Advisory Committee and the AQIP Adjunct Faculty Enrichment Project Professional Growth and Development Committee will be advising the PGDC on how the Committee can best format adjunct training in services for credit capture and portfolio management.

The Adjunct Summer Academy pilot was a big success but was funded by the AQIP budget and needs to be institutionalized in future budget planning sessions.

It is important not to "silo" adjunct instructor professional development opportunities for teaching and learning professional growth away from our full-time faculty. Faculty and adjunct faculty advisors will need a venue to explore "teaching academy" models that model the Leadership academy which we currently provide. While this certificate or portfolio of training would incorporate many of the sessions offered in the Leadership Institute, a teaching academy model will assist faculty in improving teaching and learning in the community college setting. We are seeking full-

time faculty and adjunct faculty who might volunteer to explore how this might be done by serving as a subcommittee to the Professional Growth and Development Committee.

The PGDC has been working from needs assessments provided to each department in April. The PGDC recognizes the need to provide a continuous track of training opportunities targeted specifically toward supervisors or single program directors or coordinators.

AQIP Accreditation

AQIP/Accreditation - Kaskaskia College is in its fifth year as an AQIP institution and is continuing to move forward in campus-wide continuous improvement. A Quality Checkup team of two Higher Learning Commission (HLC) reviewers visited the KC camps to facilitate KC's first Quality Checkup Visit. The visit ended with several positive observations from the site team, and the final report on the site visit is, likewise, very positive. KC's next steps include the KC's formal Reaffirmation of Accreditation process that will begin August 2011 and end with KC continued Reaffirmation early in the summer of 2012. Additionally, beginning next spring, KC will begin writing a second Systems Portfolio due in 2013.

Three AQIP action projects are in place and are progressing nicely. Summaries of the three projects below 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 1) 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, 2) to identify stakeholders in need of support and/or training which may be hindering their participation, and 3) to identify new opportunities to increase online offerings, including online degrees, improve infrastructure and support for the needs of increased online enrollment, and 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. The timeline for this Project was accelerated this fall when HLC required KC to submit their Request for Change Application for accrediting KC's online degrees this November. The Change Application has been submitted and is scheduled for review by the HLC IAC December Panel.

The **Adjunct Faculty Enrichment Project** began in the summer of 2009 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 a wider range of College processes and activities in order to help them develop stronger connections as vital member of the KC culture. The Project hosted the first Adjunct Faculty Academy this past summer. Approximately sixty adjunct faculty members attended this event. Additionally, the Project launched

the Faculty Resources page on CampusNet. Plans for spring include focusing on the orientation and evaluation processes for the adjunct faculty member.

The **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 the 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. This past fall the Quality Improvement Culture Project team worked on updating the feedback from the Systems Appraisal Feedback Report in anticipation of the AQIP Quality Checkup Visit on November 2-4. In Spring 2012, next steps include clarifying the AQIP Quality Council and the AQIP Quality Program at KC. This Project's goal is to continue to incorporate quality principals into the culture at KC.

Library Resource Center (LRC)

The KC Library received a \$26,000 EDD grant for a special needs laboratory. At the time of the last report the LRC had the notification.

Specific achievements related to this grant are bulleted below.

- Part of the grant included training by the Kurzweil representative on how to effectively use a major piece of software to assist *no vision, low vision and learning disabled* students.
- The LRC found that besides the *text to speech conversion* there were templates that assisted students in breaking down learning tasks, and other templates that could be used by instructors or students to master coursework.
- We showcased this lab as part of KC Family Day demonstrations.
- Classes are being planned for Professional Growth Day, with particular emphasis on how this lab may help students with special needs.
- An additional class will be coordinated with the Adult Education Department for their GED instructors and tutors.
- We will be promoting the opportunity for students to improve their typing skills in a self-paced format using the Mavis Beacon Teaches typing software.
- Other classes will be coordinated with Community Education and our Small Business Development Center to promote this lab's availability for our community residents.

Library faculty resources continue to be posted to the *Faculty Resource Handbook* or updated as needed. Copyright resources are now at this site as one of our major goals accomplished.

Our "One Campus/One College" promotion will launch in the spring with the "*This I Believe*" series. *This I believe: The Personal Philosophies of Remarkable Men and Women* was selected in hardcopy format for access by our community volunteers, faculty and staff. Many of the selections in this work are available in online format and narrated in audio by the author. The LRC staff believes that after the reflections opportunity provided by January 4 Professional Growth Day sessions, this will generate more interest.

Participation in Campus and Community Events

On KC Alumni and Friends Day, the LRC not only hosted tours showcasing our special needs lab, we also provided story hour sessions. Beth Moore assisted with these events.

The LRC participated in the “Commit to Complete” PTK program on November 21 and 22. The handout we devised may be utilized in future new student orientations. This handout asked the students to review their mastery of library and information skill competencies needed by every college freshman to succeed in college. The checklist was adapted from a list developed by the California Higher Education Board. James Kellerman assisted with coverage of this event. Students were asked to participate by searching the Internet for answers to questions asked. This interactive quiz was developed by the Illinois Math and Science Academy and rated the student’s search skills at an elementary or high school level. Many students were surprised to find out that they were not as skilled at Internet research as they thought they were.

LRC Director, Arlene Dueker, presented a session on “Understanding how different generations approach mastering new Technology” to the Centralia Sunrise Club in September. This group is primarily retired educators who are strong supporters of KC and The KC Adult Education Department.

Dueker also attended the Consortia for Academic Libraries in Illinois (CARLI) Director’s meeting on November 18 in Springfield, Illinois.

LRC staff members, Beth Moore and James Kellerman, helped host two GED student groups at the request of their instructor in mid-October. The LRC is experiencing increased interest in our GED instructors exposing their classes to the possibilities of continuing their education at KC and the different support services the College can provide them.

James Kellerman also provided sessions on research skills for several adjunct and faculty at the Main Campus and at the Education Centers.

James Kellerman and Arlene Dueker provided new student library orientation sessions coordinated by Christin Dalaviras.

Dueker provided a workshop for faculty on copyright at the October 11, 2011 Professional Growth Day and provided an article for the College *Learning Times Newsletter* in the final fall semester issue. Beth Moore submitted an article in the August issue of the newsletter.

Status of 2011-2012 Library Goals

- The LRC continues to promote the OCLC World Quick Cat.
- The LRC continues to administer the ISL/DCEO \$26,000 grant for special lab.
- The LRC continues to partner with the Art Department to host local art student work.
- The Relay for Life book sale is ongoing and continues to raise monies toward the college efforts. Special thanks to KC LRC staff member, Linda Wimberly who launched this successful venture and maintains it.

- This fall, LRC Director, Arlene Dueker, is teaching 3 sections of Research Skills - RESK 125. One of these sections is a very high risk group that is in the Title III Level I Learning Community. Dueker and the Title III staff determined that RESK 125 would be better suited to a Level II Learning Community. .

Opportunities for Library Strategic Planning Objectives and Budget Planning

Text a Librarian Services. Either chat or “Text a Librarian” services will help us address and increase student and offer better availability. Initially, it is about the same license price as the “chat/email” on our Blackboard page, but reference text service systems provide short and quick key features for faster response to students using this service.

Continued Exploration for Purchase of E-books. When Ebsco bought out one of our main providers of E-books, Netlibrary, they also permitted KC to buy individual titles. We can now investigate whether a title that KC needs to replace or update is in e-book format, purchase this as a single book, and have Ebsco E-book collection host it.

Our academic consortia is exploring whether we might be able to purchase a shared collection much like the public libraries are hosting. Currently most E-book providers are unwilling to let academic institutions partner and share their collections with public libraries.

Library Sharing of Resources Including the Online Catalog Access, Interlibrary Loan and Delivery. Kaskaskia College’s LRC is facing a decision on whether to stay with the newly merged Illinois Heartland Library System. The alternative is for the College to join the academic “I-Share” online catalog that is used by all the Illinois universities, most of the Illinois private colleges, and about 1/3 of the community college libraries. Migrating to either system will incur one-time migration costs of moving KC records to either system’s online catalog. Our delivery of items between libraries is always a three-day turn around between any academic library in the state, and up to eight days for receipt and return to libraries in the public/school regional systems. Delivery times between libraries are expected to decrease in the regional library system but expected to hold up to the three-day delivery time frames between academics. In recognition of this financial hardship, the academic consortium for Illinois is opening up membership to their online catalog system to community college libraries for a limited time. The regional library system has been facing reduced services while the academics have increased services. While it would be a higher one-time fee to migrate to the academic library, this opens up academic titles to KC students that are not found in the regional library systems. KC has petitioned the Consortium of Academic Resource Libraries in Illinois for an information session on the costs of converting to this system, so that KC can present findings to the faculty and administration for effective decision making and possible inclusion in the 2012-2013 budget. The opportunity to join was closed in 2008 and is not likely to become available again until 2015.

Possible Freedom Express Travel Exhibit LRC staff member, James Kellerman, is exploring the possibility that our College might be able to host the McCormick Foundation “Freedom Express” traveling exhibit. The Freedom Express is a 45-foot traveling museum that offers visitors an opportunity to explore their First Amendment freedoms of religion, speech, press, assembly and petition. Interactive exhibits and thought-provoking artifacts illustrate how the First Amendment enables a healthy democracy, where we can freely exchange ideas, consider multiple perspectives, and act on issues that matter to us. Exhibits explore the historical context of our constitutional freedoms, as well as their contemporary relevance. This exhibit is of interest to our community district citizens and area schools. The costs are minimal, other than the parking space and our time to host this at suitable times for access by the communities or school field trips.

Digitalizing KC Archival Records LRC staff member, Linda Wimberly, is exploring the possibility that with our photocopier, we can scan our press clippings and newspaper archives to PDF files. If we can index these files for useful retrieval we will continue to explore this further with IT and the potential of storage on a shared drive. A small pilot to test this possibility is currently being planned.

SICCM Programs

Kaskaskia College has full membership in the Southern Illinois Collegiate Common Market (SICCM), a consortium of community colleges and universities that collaborate in offering academic programs to students throughout the region. The following degree and certificate programs in the allied health fields are available to students at all participating colleges under the auspices of SICCM: the Associate of Applied Science in Health Information Technology, Medical Laboratory Technology, Occupational Therapy Assistant, and Veterinary Technology, and the Certificate in Surgical Technology.

According to the SICCM agreement, Kaskaskia College is annually allotted several slots per program. New students may enter programs of study each fall semester. In the Fall 2011 semester, five new students (the maximum number) began their studies in Surgical Technology and Veterinary Technology. Four students enrolled in the Occupational Therapy Assistant Program, and two students began the programs in Medical Laboratory Technology and Health Information Technology.

At this time, a total of fifteen Kaskaskia College students are on track to graduate from the five SICCM programs in May 2012.

In order to attract more students to these programs and to assist those who are in financial difficulty, it is anticipated that scholarships will be offered beginning Spring 2012 to help defray expenses associated with frequent student travel to Herrin, IL, where the courses are offered. WIA 23 representatives are also looking at stipends to help SICCM program students with expenses incurred for travel.

East St. Louis Community College Center

The College is committed to offering programs at the East St. Louis Community College Center (ESLCCC) in partnership with other colleges in Southern Illinois. Offerings will soon be expanding, as certificate programs in Truck Driver Training and Alcohol and Other Drug Abuse are expected to begin in the Spring 2012 semester. Information about existing and future programs follows.

Practical Nursing

The LPN Program at the East St. Louis Community College Center is continuing to meet community needs for that specialty. Twenty new students were accepted into the Fall 2011 Class.

On July 22, seventeen students received their pin at the East St. Louis Community College Center. Representatives from the KC Board of Trustees, Administration, and Faculty joined family and friends in celebrating the accomplishments of these program graduates.

A resource room is being furnished at the East St. Louis Community College Campus for student and instructor use. The room will be utilized by students for study groups and by the faculty if additional space is needed outside of the classroom to counsel with students. Tutoring is being offered via interactive television for the students who are in the College's TRiO program. The nursing department tutor establishes appointments as needed and meets the student via distance technology.

Alcohol and Other Drug Abuse

A new certificate program in Alcohol and Other Drug Abuse was developed this fall and is pending Illinois Community College Board (ICCB) approval, for those individuals who would like to work with addictions counselors to assist individuals addicted to alcohol and other drugs. The anticipated effective date is spring or summer 2012, with classes being offered at the East St. Louis Community College Center. Future plans include exploring the possibility of offering this program at other locations as well. This program was offered to Kaskaskia College by Shawnee Community College as they withdrew programming from the East St. Louis Community College Center.

Truck Driver Training

The East Louis Community College Center requested that Kaskaskia College provide truck driver training on its campus. Therefore, the program's director met with interested individuals to better explain the proposed training as well as the qualifications needed for enrollment.

The Illinois Department of Transportation is seeking Kaskaskia College's help in order to fill a large number of IDOT Highway Maintainer Positions. All of these jobs will require a Class A CDL, and officials from IDOT have identified potential students in the East St. Louis area.

ICCB is working with the Illinois Department of Transportation to help provide CDL training for minority veterans. They are currently in the process of developing an Intergovernmental Agreement with IDOT. After this is accomplished, ICCB will develop an individual grant with Kaskaskia College to cover the cost of training.

Early Childhood Education

Offerings in the Early Childhood Education Program are available through interactive television and online. This allows students at ESLCCC to complete the Program without traveling to the Main Campus, taking courses more conveniently and completing their credentials in a timely and cost-effective manner. In addition, adjunct faculty teach face-to-face courses in Early Childhood at the Center, permitting students to use a customized approach to program completion.

Centralia Correctional Center

The Centralia Correctional Center Campus has had a strong start to Fiscal Year 2012.

On August 11, 2011, the campus held the first commencement exercise in seven years inside the Centralia Correctional Center. The ceremony was a very moving experience for staff and students. One hundred and twenty-three students participated in the graduation ceremony. All participants were certificate completers from the following areas: Drafting, Construction Occupations, Commercial Cooking, and Electronics. Several of the graduates received multiple certificates from the various programs. Kaskaskia College was well represented by President Underwood, Vice President's Harris, Kinsey and Labyak, several Board of Trustees members, members of the Illinois Department of Corrections Adult and Vocational Education Department and the Kaskaskia College President's Cabinet. Mr. Maurice Turner, the student speaker, delivered an excellent speech. Following the ceremony, the guests and students were then treated to a wonderful banquet reception prepared by the Advanced Commercial Cooking class.

Career Technologies Program

The new Career Technologies program, led by Carla Loepker, kicked off in September 2011. The class is a five-week, four credit-hour class geared toward students who are approaching release. Since September, the class has produced 64 completers. The class has helped to contribute to the rising enrollment at the Correctional Center.

Commercial Cooking

Commercial Cooking instructor Jason Pauley was recognized as the Centralia Correctional Center employee of the month for August 2011. This is a considerable honor, as the employee of the month is chosen from the ENTIRE workforce population at the facility. In the past six months, Mr. Pauley and his class successfully prepared several banquets at the facility, such as the graduation ceremony, re-entry summit and volunteer banquet.

Electronics Program

The Electronics program recently resumed the practice of repairing inmate electronic devices, such as walkmans, televisions and radios. This practice is limited to the student population at the Correctional Center and is very popular with the students, as they can have their equipment repaired at a minimal cost to them. It is a very valuable learning tool for the students in Mr. Holshouser's class, because it gives the students the opportunity to work 'hands-on' with a variety of electronic devices on a daily basis.

Construction Occupations

Steve Mandrell and his Construction Occupations class continue to progress on the beautification project inside the vocational building. His class has constructed several new picture frames and wall decorations that have been hung throughout the school building. The pictures and artwork have helped to create a better learning atmosphere inside the building.

The search committee for the Commercial Custodial position recently conducted interviews, and the hire of Matt Lindow was approved by the Board of Trustees at its December meeting. We are anxiously awaiting the start of this program, as there is a popular demand for the class among the prison population. The Commercial Custodial Program is a two-month, 17 credit-hour curriculum.

Future Goals

To work with Kaskaskia College and the Illinois Department of Corrections Office of Adult Education and Vocational Services to establish a series of Distance Learning classes at the institution. Continue with the 'beautification' project of the Correctional Center Campus – to provide an up to date, modern learning atmosphere for our students.

- Continue to maintain our 90% completion rate of all programs.
- Effectively kick off the Commercial Custodial Program (anticipated start date can be estimated as January 1-February 1).
- Analyze and research the possible return of evening academic courses at the institution.
- Continue and maintain the positive energy and teamwork atmosphere among the staff at the Centralia Correctional Center, and continue to grow our positive relationship with staff and personnel on the Main Campus.