

Lord Fairfax Community College 2005-2006 Activities As They Address Dateline 2009 Goals

Enrollment - The VCCS must serve at least 16,000 new students by 2009.

LFCC will:

1. Increase full-time equivalent enrollment by at least 5%.
 - Enrollment increased by 3.3%.
2. Access high demand programs (e.g. health technologies, building technologies, teacher education, etc.) through partnerships with regional high schools, colleges, and universities.
 - Articulation agreements were signed with
 - Shenandoah University (college-wide)
 - James Madison University (education)
 - George Washington University (pharmacogenomics)
 - Art Institute of Washington (art)
 - Frederick County Public Schools (building technologies).
 - Agreements in information technology with Radford University and George Mason are in process.
 - A college-wide agreement with Mary Baldwin is in process.
 - Allied health and paralegal administrative support degree programs were approved to meet growing area workforce needs.
3. Increase enrollment of qualified high school students in appropriate dual enrollment or concurrent enrollment classes.
 - Increased the number of qualified high school students in appropriate dual enrollment classes by 23.3%.
 - Employed two student outreach coordinators who visited area high schools throughout the year regarding enrollment at LFCC.
 - Facilitated the planning and opening of Mountain Vista Governor's School at both of our campuses.

4. Increase the percent of high school graduates enrolling in LFCC.
 - In Fall of 2003, there were 450 entrants who graduated from high school that year. By Fall 2005, the number increased to 465. (Source: LFCC Office of Institutional Effectiveness)
 - Two student success counselors were employed to visit high schools and meet with students regarding enrollment at LFCC.
 - A career coach at James Wood High School was hired in May to work with students in identifying career pathways and postsecondary education opportunities.
 - All 1,400 Dual Enrollment students were sent letters in Spring 2005 regarding transitioning from high school to LFCC.
 - A new student orientation program was initiated to assist high school students in beginning their studies at LFCC.

5. Increase the use of technology to support student success initiatives and programs.
 - From Fall 2004 to Fall 2005, LFCC added eight online courses, and enrollment in online courses grew by 178 (from 882 in Fall 2004 to 1060 in Fall 2005). (Source: SIS)
 - Standards for quality web-based instruction were developed and approved for implementation.
 - A career center web site was developed to promote career pathway information, work-based learning opportunities, employer job postings, and a “web crawler” to link students to employment/career data.
 - At both campuses, walk-up plasma screens were installed for students to access information about cultural and student activities as well as registration.
 - All faculty received training in how to access the Student Information System (SIS) to assist students in registering and monitoring degree progress.
 - Academic advising was promoted and a task force was established to make recommendations for an improved advising mode.

- Training in the “Blackboard” course management system was provided.
 - A “help desk” was established to assist students and faculty in the use of technology.
 - Implemented a technology module in College Success classes to introduce students to college resources and services (Student Information System, Blackboard, Student E-mail, and Library Resources).
 - Working directly with Student Success personnel to develop an SDV 100 course specifically designed for distance learning.
 - Plans for a totally on-line degree program in Business Administration and a completely on-line certificate program in Technical Writing were initiated.
 - At the Luray-Page County Center, a distance education classroom for compressed video transmission was established; a computer laboratory classroom was installed; and, a “Cyber Center” for student registration was built.
 - At the Middletown Campus, all distance education (compressed video) equipment was upgraded.
 - A public wireless access network was installed on both campuses to assist in student research.
 - 15 classrooms were equipped for multi-media, technology rich instruction, including overhead document camera projection, VCR/DVD capability, and PowerPoint presentation software.
 - Ongoing improvements continue to be made to the College’s web page to promote student success resources and information.
6. Evaluate, revise (as needed), and promote the current academic honors program.
- The English honors seminar continued to expand and receive acclaim.
 - An honors seminar for PTK students was held.
 - The PTK chapter and program received national recognition, and Dr. Brent Kendrick was named outstanding PTK Chapter Advisor nationally.

- The Adjunct Academy, which provides professional development orientation for new adjunct faculty, held a workshop on implementing honors projects throughout the curriculum.
7. Increase student access to financial aid assistance.
 - LFCC increased financial aid awards by over \$350,000. LFCC served over 1,400 students; 300 more students than 2004-2005.

Workforce Training - By 2009, the VCCS will provide workforce training programs for 225,000 individuals annually, an increase of nearly 80 percent—from 125,000 to 225,000.

LFCC will:

1. Conduct a region-wide survey to determine educational and training needs of employers.
 - Facilitated seven “Staying a Step Ahead Meetings” with over 100 companies represented. Developed and implemented many programs because of these meetings.
2. Increase the number of individuals served through traditional and non-traditional workforce programs by 20%.
 - Certificate programs in leadership, customer service, computer training and technical training have increased enrollments in this area. Career studies certificates for residential schools as the Vet Assistant programs have added to the traditional enrollments.
3. Provide customized training to at least 20 new organizations annually and retain 85% of current organizations.
 - Twenty-one new organizations contracted with LFCC over the past year including Sysco-Baugh, Annandale Millworks, Marathon and First Banks, and Schenck Foods. Approximately 75% of current organizations maintained a business relationship with LFCC.
4. Identify and develop programs that address the learning needs of our expanding minority and retiree communities.
 - More than a half dozen Intercultural Seminars were conducted for over 200 participants from at least 15 companies interested in attracting and retaining minority employees. The newly created Civil War Institute provided a dozen non-credit learning activities for 293 participants.

Graduation, Retention, Placement Rates - To expand its capacity and provide greater economic opportunity so that, by 2009, the VCCS will rank in the top ten percent in the nation with respect to graduation rates, retention, and job placement.

LFCC will:

1. Continue to enhance electronic services to promote student success, including on-line tutoring and advising, and completed implementation of a new library system.
 - Distance learning has been more clearly defined to be aligned with VCCS and industry standards. Personnel are making efforts to educate the LFCC learning community on the types of skills/knowledge/abilities students need in order to be successful in distance learning courses.
 - Face-to-face training sessions hosted by the Office of Instructional Technology (OIT) on the use of technology for students as a part of any course.
 - Worked with VCCS personnel to update SIS so students could more easily locate distance learning courses in LFCC's implementation of SIS.
 - The College's distance learning Web site was redesigned/redeveloped so as to make student resources more accessible/available to students seeking information relating to distance learning.
 - Developed a student resource center containing simulations to demonstrate how to perform common tasks in Blackboard from the student perspective.
 - Working with personnel to develop ways to provide online advising for students.
 - A total of 76 faculty members have completed one Blackboard training session. Over 107 students have completed Blackboard training.

(See additional items listed above under #5 in the Enrollment section)

2. Develop an in-house professional development unit.
 - Faculty professional development workshops for adjuncts increased.

- LFCC established a faculty committee on teaching excellence.
 - Faculty professional development workshops on critical thinking were offered to all faculty.
3. Continue efforts to improve retention.
- A committee to review CCSSE data was established.
 - LFCC developed and began a new student orientation program.
 - An enrollment task force was created to review practices relating to scheduling, registration, and marketing, and make recommendations for change.
 - New Student Orientation program pilot began Spring 2006. Space identified to establish a comprehensive Student Learning Services program to include Math, English, Foreign Languages, and ESL learning labs. Promoted academic advising and assigned a task force to recommend improvements.
4. Evaluate and enhance adjunct mentoring program.
- A new system of Program Leaders was implemented to provide increased quality control for courses taught by adjuncts, and to mentor adjuncts.
 - Faculty professional development workshops for adjuncts were expanded.
5. Continually evaluate organizational structure and staffing to ensure students are realizing quality instruction and support services.
- Organizational changes needed to accommodate enrollment shifts (health professions counselor, dual enrollment monitor/coordinator, career center coordinator) were identified.
 - Various student satisfaction surveys (CCSSE, Noel Levitz, and LFCC) were distributed throughout the year. At least four focus groups were held by the President determining ways to enhance the instruction and student success experience at LFCC.

Transfer to 4-Year Colleges and Universities - The VCCS will triple the number of graduates who successfully transfer to four-year colleges and universities.

LFCC will:

1. Complete guaranteed admission agreements with Longwood University, Shenandoah University, and George Mason University.
 - A college-wide agreement was completed with Shenandoah University.
 - Agreements with Longwood and Shenandoah in pre-teacher preparation were finalized.
2. Develop additional transfer opportunities for LFCC graduates.
 - Plans are underway to continue to explore agreements with Mary Baldwin College, Shepherd University, Bridgewater College, and Christopher Newport College.
3. Identify disciplines where additional transfer opportunities are needed.
 - LFCC will explore and enhance career program area transfer opportunities for graduates.
 - Exploration of transfer opportunities in performing arts is underway.
4. Increase transfer rates by 5%.
 - Implement a comprehensive approach to increasing transfer rates, by providing faculty training for advising, exploring additional transfer agreements, and ongoing meetings to enhance communication internally and externally about transfer opportunities.
 - At this time, this number is unavailable. However, LFCC has recently joined the National Clearinghouse to learn more about their transfer rates. LFCC will actively utilize SCHEV's new information about transfer rates as well.

Dual Enrollment with High Schools – The VCCS will triple the number of high school students who take college courses and receive college credits, raising the number from 14,000 to 45,000.

LFCC will:

1. Expand, as feasible, dual enrollment offerings.
 - Dual enrollment offerings grew by 24 percent. LFCC expanded course offerings in the following counties: Page (from 4 to 18), Warren (from 10 to 21), and Clarke County (from 32 to 33). Outside our service area, we increased our offerings at Notre Dame Academy (Middleburg - NVCC) from 10 to 12, Massanutten Governor’s School (from 0 to 1) and Rockingham County (Harrisonburg – BRCC) from 0 to 15.
2. Enhance communication with public school personnel regarding dual enrollment.
 - Over 40 high school counselors attended our fall meeting to review our dual enrollment plan and discuss expectations for the upcoming year.
 - Over 40 high school counselors attended our spring meeting to review dual enrollment activities where we heard the need for a dual enrollment process manual for new dual enrollment representatives.
 - Over 20 horticulture/agriculture teachers participated in three LFCC faculty-led workshops focused on careers in agriculture and natural resources.
 - Over 20 Page County teachers and administrators interacted with LFCC employees regarding various programs of study: student success activities, financial aid resources and a presentation by an LFCC faculty member explaining the latest information on teaching and learning theories.
 - Over 20 Shenandoah County and Frederick County instructors participated in an LFCC Dual Enrollment/Tech Prep presentation offered in late fall on our Middletown Campus.
 - Several LFCC employees met with over 20 Rappahannock County Public School students to complete dual enrollment applications and placement tests. Over 20 students from Rappahannock County High School visited the Fauquier Campus to enroll for spring semester.

- Over a dozen Fauquier County Public School directors of guidance and central office personnel met with LFCC personnel to discuss student enrollment at the Fauquier Campus for the 2006-07 school year.
 - Members of the Dual Enrollment and Student Success units met with Winchester City Council Scholarship recipients from Handley High School to assist them transition from high school into the community college.
 - Dual Enrollment Process Manual has been developed and will be distributed to all school coordinators/counselors by July 1.
3. Include dual enrollment faculty in general adjunct faculty meetings, training sessions and orientation programs.

(Information included in #2 above.)

4. Conduct orientation sessions for dual enrollment parents.
- Over 140 parents attended orientation sessions held for Frederick County Public High Schools.
 - A Dual Enrollment Process Manual was developed and will be distributed to all parents/students as requested and will also be available on the LFCC Web site.
5. Develop a system to establish release time for LFCC faculty to manage dual enrollment programs.
- We are in the process of hiring a Dual Enrollment Coordinator/Monitor who will be visiting every high school dual enrollment class to monitor rigor and to serve as a liaison between dual enrollment adjuncts and the College.
6. Provide course content summaries to all dual enrollment faculty.
- Course content summaries have been developed and will be shared with adjunct dual enrollment instructors at an August 25 meeting.

Private Funding - The VCCS will become more proactive in securing private support to ensure its capacity to respond to the needs of the Commonwealth. Collectively, the VCCS foundations will double their holdings, moving from \$75 to \$150 million.

LFCC will:

1. Continue to ensure the fiscal stability of the College.
 - More than \$511,500 was raised in calendar year 2005. These funds supported scholarships, academic programs, facilities and professional development.
2. Initiate a major gifts campaign in conjunction with our Educational Foundation.
 - A major gifts campaign was initiated. As a result, 12 contributions over \$10,000 were received in calendar year 2005.
3. Increase the number of scholarship funds for students and faculty development by 5%.
 - During calendar year 2005, more than \$335,500 was raised for student scholarships and employee professional development.
4. Implement a fully integrated fundraising plan.
 - A fundraising plan involving all internal and external stakeholders was implemented.
5. Establish an alumni relations program.
 - An Alumni Advisory Council was established, with its first accomplishment being an alumni reunion reception that drew more than 200 people.
6. Execute an integrated LFCC marketing plan.
 - An integrated LFCC marketing plan involving all of the College's units was implemented. The plan included goals, objectives, strategies and tactics. Some of the tactics that were implemented were a new quarterly newsletter, annual report and registration postcards mailed to every household in the LFCC service area.

7. Maintain current levels of support from our local governments to fund site development activities for our Science and Community Development buildings.
 - The eight localities within the LFCC service area contributed at least the same amount of money as they have in previous years.
8. Coordinate building two new facilities on the Middletown Campus.
 - The Science and Health Professions Building groundbreaking occurred in September 2005. Architectural planning for the Corron Community Development Center is ongoing.
9. Seek and develop grant projects to support LFCC initiatives which advance our mission.
 - The grant-writing program at LFCC is new. In calendar year 2005, \$167,500 was pledged in grant funds.
10. Continue building legislative relationships.
 - A governmental relations plan was developed and implemented. The plan included several strategies, including hosting a breakfast for local, state and Congressional elected officials who represent LFCC and personally meeting with all local, state and Congressional elected officials and/or their aides. Both of these strategies were implemented.