

**Lord Fairfax Community College**  
**ACCOMPLISHMENT OF**  
**2004-05 Goals in Support of Achieving Dateline 2009**  
**Report Date: June 2005**

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

**LFCC will:**

1. Conduct quantitative studies to determine new programs, effective delivery methods, and flexible schedules.
  - Current students and recent graduates were surveyed to determine better scheduling. The results from the research were incorporated into the fall 2005 class schedule. Additionally, an institutional researcher was hired in June 2005 to begin program reviews and assessment process.
2. Identify and contract off-site classrooms and facilities in our service region.
  - LFCC has secured funding from the Luray Town Council and Page County Board of Supervisors to renovate a facility for the LFCC Page County Center. This outreach site will open fall 2005. The addition of the Page County Center continues the push to making LFCC accessible to more students. Other off-site facilities include Winchester's Timbrook Annex Building and Winchester Building; the Frederick Hart Studio in Hume; and, the Triplett Tech in Mt. Jackson.
3. Increase the number of courses offered through and the number of students served in dual enrollment offerings.
  - College faculty and staff collaborated with high school personnel to improve recruitment, registration, and payment processes; select programs were evaluated through observation to monitor consistency of curricula; and, revised memorandums of agreement and credential standards were incorporated. A dual enrollment brochure was developed as an information tool for students, parents, and counselors.
4. Develop a comprehensive annual retention plan to assist students to set and attain their educational goals.
  - An institutional researcher was hired in June 2005 and will establish benchmarks.
5. Develop an efficient and effective advising system to assist students in setting and attaining their educational goals.

- A College-wide academic advising committee was established to develop a plan. In conjunction, an advising center was instituted at both campuses. Research is now being conducted to develop an online program.
6. Evaluate, develop, and/or enhance support services that are responsive to the needs of at-risk, developmental, and ESL students.
    - A full-time faculty position for ESL students was established and a College-wide committee was charged with the establishment of the first Learning Community to be offered to at risk students, beginning fall 2005. Additionally, LFCC was awarded \$235,689 for each of the next four years for the continuation of the TRIO program.
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    - LFCC continued to seek ways of effectively supporting distance learners this year. An online business degree will roll out beginning fall 2005 due to a \$40,000 VCCS grant; the number of compressed video classes between campuses increased by 29% from spring 2004 to spring 2005; the first three-way bridge course between Middletown campus, Fauquier campus, and Handley High School (Winchester) will be provided; and, expanded recruitment efforts will be used to identify qualified endorsed faculty to teach online. A collaborative effort between VCCS, Sprint and Verizon has made significant improvements to the broadcast and reception quality of distance classes.
  9. Form structured learning communities on campus and online to assist students to set and attain their educational goals.
    - A College-wide committee was charged with establishing Learning Communities and will offer the first Learning Community for at-risk students in fall 2005.
  10. Hire a full-time student activities coordinator to enhance and develop a wide array of student activities that promote academic, cultural and wellness opportunities.

- A full-time student activities coordinator position was established and filled at the Middletown Campus.
11. Evaluate the need for child care services of current and prospective students to enhance educational access.
    - This continues to be a topic of discussion. Research will be conducted to evaluate what kind of barrier this creates for our students.
  12. Establish a student success center with the necessary personnel and technology to assist students in attaining their educational goals.
    - With the new cyber center at the Middletown campus, we are making strides in creating a “one-stop shop.” Planning, development and assessment continue on this goal at both campuses.
  13. Enhance the college’s website, develop publications, and public relations efforts to improve the college’s image and recruit additional students.
    - The Office of College Advancement has developed and implemented three-year marketing and public relations plan for the College and College Foundation. Vendor selection has started for the Web site redesign. New quarterly newsletters, class schedules, registration and recruitment postcards, recruitment and program brochures and newspaper and radio ads, as well as the distribution of news releases are part of the LFCC marketing efforts. Additionally, a general PowerPoint presentation was developed and will be used by College employees for recruitment and community outreach purposes.

**Workforce Training - By 2009, the VCCS will increase annual participation in workforce programs and services from 125,000 to 225,000 individuals – expanding its reach by 80%.**

**LFCC will:**

1. Conduct environmental scans to determine the education and training needs of our employers.
  - The workforce development staff, along with the College president, completed environmental scans in June and July 2005. These included focus groups with the largest employers and economic developers in the LFCC service region. Results of these events have been compiled and will be distributed.
2. Develop, market, and deliver courses identified from environmental scan.

- The results from the environmental scans will be used to develop and implement new courses.
3. Increase customized training programs offered to businesses.
    - The number of customized training programs increased 29% from the previous year.
  4. Increase number of participants in our customized training programs.
    - The number of participants in customized training programs increased 15% from 2003-04.
  5. Attract at least two additional businesses to participate in our apprenticeship programs at the Middletown and Fauquier Campuses.
    - M.E. Flow (HVAC) and Marsh & Legg (Surveying) have agreed to participate in LFCC's apprenticeship programs.
  6. Expand efforts to become the trainer of choice in the Northern Shenandoah Valley.
    - Two part-time business & industry coordinator positions were filled.
  7. Continue to strengthen our relationship with corporate and business organizations in Virginia, serving an additional 200 employers with contract training and workforce development services.
    - The workforce development staff continued efforts to strengthen partnerships with businesses and industries in our service area have resulted in the addition of 70 companies for FY05.
  8. Create a library of internet and other technology-based career and professional development courses/programs.
    - A central listing of online courses is available on the LFCC Web site. Real estate and appraisal courses are available online as well as a link for Ed2Go.
  9. Develop and implement, in collaboration with Virginia Economic Development Partnership and other State agencies, a multi-year economic development blueprint for Virginia.
    - Collaboration efforts are currently in progress.

10. Expand “Path to Industry” certification program.

- LFCC is currently in the beginning stages of the expansion process.

**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. Increase retention and graduation rates.

- LFCC has established a College-wide retention committee to develop a comprehensive retention plan; select members attended a national conference on best practices for professional development and training. Additionally, an institutional researcher was hired in June 2005 to begin benchmarking rates and to develop research methodologies to extract qualitative and quantitative data for further evaluation.

2. Increase job placement rates.

- LFCC was awarded a \$30,000 Tech Prep Grant to establish a job placement coordinator position, which was filled August 2005.

3. Evaluate, enhance, and develop support services that are responsive to the needs of at-risk, developmental, and ESL students, and distance learners.

- LFCC was awarded funding for the second cycle of the TRIO program. The grant totals \$942,756, an award of \$235,689 for each of the next four years.

4. Establish an academic advising task force to identify and implement an efficient and effective advising system.

- The College-wide academic advising committee was established.

5. Provide a comprehensive program of student activities that promotes academic, cultural and wellness opportunities.

- Our program continues to build through the efforts of our new full-time student activities coordinator. Many new activities and a soccer club sports programs have been added at the College.

**Transfer to 4-Year Colleges and Universities - The VCCS will triple the number of graduates who successfully transfer to four-year colleges and universities by 2009.**

**LFCC will:**

1. Continue efforts to build appropriate transfer and articulation agreements with four-year institutions including Shenandoah University, James Madison University, Mary Washington College, George Mason University and Old Dominion University.
  - New articulation agreements were established with Averett University, Longwood University and George Washington University while existing agreements with Shenandoah University, James Madison University and University of Mary Washington were revised.
2. Market community college transfer to students and parents as the best way to the four-year institutions.
  - This key message was featured in the fall 2005 class schedule, registration postcards, newspaper ads and radio ads, and a PowerPoint presentation was created to reiterate this message. News releases about articulation agreements and partnerships with four-year institutions were written and distributed. An articulation and transfer guide is under development.
3. Investigate the possibility of developing RN to BSN options with Old Dominion University.
  - Two pathways are now available to students interested in a RN to a BSN through ODU: the teletechnet system and a newly implemented online program.
4. Identify disciplines where additional transfer opportunities are needed.
  - An institutional researcher has been hired to evaluate and assess prospects.
5. Participate appropriately in the development and approval process for another legislative transfer initiative.
  - The VP of Learning is working with the System's Office to pursue guaranteed admissions status with all four-year public institutions.
6. Provide faculty advisors, college employees, and our service region with current transfer information, and conduct semi-annual training sessions for advisors and counselors.

- Transfer training sessions are planned for the 2005-06 academic year. The LFCC Web site has been upgraded with updates to the transfer page.
7. Develop a Transfer Center with appropriate resources.
- A Transfer Center has been established at both campuses.

**Affordable Tuition – VCCS tuition will not exceed half of the average cost to attend a public four-year institution in the Commonwealth.**

**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.
  - Overall, more than 100 credits were added in FY05 and more courses will be added as LFCC continues to strengthen its dual enrollment program.
2. Promote and strengthen partnerships with public schools in our service region by facilitating group meetings for high school coordinators, teachers, and parents.
  - LFCC held three group meetings with high school coordinators to improve recruitment, registration and payment processes. Two faculty members visited all public schools and some private schools in the LFCC service region to observe and to monitor consistency with on-campus curricula and to serve the needs of the high school instructors.
3. Enhance communication with public school personnel regarding dual enrollment.
  - Group meetings and institution visits were used to communicate between College and school personnel. A dual enrollment brochure was developed as an informational tool for counselors.
4. Develop a dual enrollment process manual.
  - New procedures put in place for this fiscal year will be evaluated. The results will be incorporated into the new manual, which is expected to be available by March 2006.

5. Include dual enrollment faculty in general adjunct faculty meetings, training sessions, and orientation programs.
  - Dual enrollment faculty is included in fall and spring opening activities. Two LFCC faculty members visited each school division during the 2004-05 school year to meet with teachers and address questions and concerns.
6. Conduct orientation sessions for dual enrollment parents.
  - Presentations have been given in three of LFCC's area high schools for dual enrollment students and parents. A dual enrollment brochure has also been developed to be used as an informational tool for parents and students.
7. Develop a system to establish release time for LFCC faculty to monitor dual enrollment programs.
  - A system was developed in the fall of 2004. Two faculty members received release time to visit each school division, meet with all dual enrollment teachers, and assist them with curriculum, syllabi development, and learning objectives.
8. Establish a mechanism to provide feedback to each high school on dual enrollment student performance.
  - An orientation has been planned for high school instructors in August 2005. It will include instruction on how to electronically check instructors' rosters and input grades. Additionally, a faculty handbook will be given to the instructors.
9. Provide course content summaries to all dual enrollment faculty.
  - All area high schools have at least one copy of the LFCC catalog which list course content summaries. Dual enrollment instructors submit their course syllabi to LFCC by school division and they are reviewed by LFCC faculty for appropriateness before being assigned dual enrollment credit.

**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. Secure \$2 million in Congressional Earmarks.

- LFCC participated in two VCCS “Every Day is Community College Days” in January and February 2005. Additionally, College personnel met with the legislative aides of congressional leaders in May. A legislative appreciation breakfast is planned for August 2005, where local, state, and Congressional elected officials are invited.
2. Develop and implement a strategic plan to include establishing a fully-integrated fundraising plan that includes a variety of programs (i.e. annual, corporate, in-kind, planned giving, capital, grant writing, and political action).
    - Created a case for support and profiles of students, alumni and donors. Created a development plan and presented it at an LFCC Educational Foundation Board retreat.
  3. Develop and conduct appropriate fundraising training programs to stakeholders.
    - A retreat and fundraising training program was held for the LFCC Educational Foundation Board.
  4. Establish an LFCC Faculty Endowment Program.
    - A faculty endowment was included in the LFCC case for support.
  5. Establish an LFCC Alumni Association.
    - An Alumni Advisory Committee was established. An alumni reunion reception has been planned to be held in October 2005; LFCC alumni, employees and retirees will be invited.