

2010 Institutional Academic Plan
Connors State College
Submitted September 24, 2009

Part I. Annual Report

A. 1. Technology

1. Courses offered through ITV continue to increase at Connors State College, increasing from 62 in 2007-2008 to 80 in 2008-2009. The ITV enrollment increased to 2,100 from 1,554 in 2007-2008. Enrollment also increased in the online and blended courses to 1,525 from 921 in 2007-2008.

For the 2008-2009 academic year (not including summer), the summary of ITV, blended, and online courses, sections, and enrollments (duplicated) includes the following:

- 80 ITV Courses
- 163 ITV sections
- 9 ITV sections went to area high schools for concurrent enrollments
- 2,100 duplicated enrollments in ITV courses
- 489 hours in ITV courses, or 6,300 man hours
- 80 online and blended courses
- 84 sections of online and blended courses
- 1,525 duplicated enrollments in online and blended courses
- 240 hours in online and blended courses

Our Distance Education program is comprised of our ITV and online course offerings. ITV consists of five (05) fully functional rooms at the Warner campus paired with five (05) fully functional rooms at the Muskogee Port Campus. These ten (10) rooms are our primary ITV rooms and are used to connect courses between campus as well as off-campus sites such as high schools and other institutions with which we coordinate to offer classes. We added two (02) ITV rooms in 2008-2009. In addition, all ITV rooms have been updated with new equipment and furniture.

Our ITV program has four (04) conference rooms available. Two (02) are located in the Library on the Warner Campus. Of these two (02), one (01) is for student use. This conference unit is usually located for visiting students from other institutions but can be utilized by some of our courses with smaller enrollments. Students taking courses from institutions such as Southwestern Oklahoma State University have utilized this room in the past. This other unit located in the Library is actually located in the Presidential wing in the President's conference room. This is primarily used as a conferencing device with other state institutions and entities but can be used, in an emergency, as a

classroom device. The last unit on the Warner Campus is located in the office of the Director of IT Systems. This unit can be used as a conferencing device with other state institutions and entities as well. Also, if needed, this device can be requisitioned for use as a classroom device in an emergency. The fourth unit is located in the Muskogee Downtown Campus in the Library Conference room. This is used as a conferencing device with other state institutions and entities and to our other campus locations. This year, we purchased new video conference units for all of our ten (10) ITV classrooms. The equipment located in these rooms includes:

Warner Campus

- LLC ITV – Tandberg MXP3000, PC, Document Camera, 2 HD TVs
- EDB 108 – Tandberg MXP3000, PC, Document Camera, 2 HD TVs
- EDB 207 – Tandberg MXP3000, PC, Document Camera, 2 HD TVs
- EDB 208 – Tandberg MXP3000, PC, Document Camera, 2 HD TVs
- EDB 209 – Tandberg MXP3000, PC, Document Camera, 2 HD TVs
- LLC Conference Room – Polycom VS 128, TV
- LLC Presidential Conference Room – Tandberg Edge 95 MXP, TV
- IT Systems Conference Room – Polycom V500, TV

Muskogee Downtown Campus

- Library Conference Room – Polycom VSX5000, TV

Muskogee Port Campus

- MNE 7 – Tandberg MXP3000, PC, Document Camera, 2 HD TVs
- MNE 16 – Tandberg MXP3000, PC, Document Camera, 2 HD TVs
- MNE 17 – Tandberg MXP3000, PC, Document Camera, 2 HD TVs
- MNE 18 – Tandberg MXP3000, PC, Document Camera, 2 HD TVs
- MNE 19 – Tandberg MXP3000, PC, Document Camera, 2 HD TVs

For the 2008 – 2009 academic year, we had ITV course partnerships with the following high schools and institutions: Hilldale High School, Stigler High School, Stillwell Indian Capital Technology Center, Wagoner High School and Southwestern Oklahoma State University.

Currently, we are offering six (06) extension courses to area high schools and other institutions through ITV. We are also providing 34 ITV courses at the Warner Campus and 33 at the Muskogee Port Campus. We are providing 13 blended courses and 31 online courses.

Our online offerings are delivered through the use of WebCT. Currently, we are hosting 118 online courses, of which, only 31 are conducted solely online. The remaining courses are considered blended since they utilize the traditional classroom lecture course delivery method accompanied by the online delivery method.

2. Focus continues on expansion of multimedia and computer equipment.
 - Another technique for expanding availability of multimedia equipment is the use of Instructional Television laboratories for onsite classes when ITV rooms are available. However, with the current extensive offerings, all classrooms are “booked” during the daytime hours.
3. Upgrading and expansion of technology was achieved.
 - Replace multiple labs.
 - EDB 103 – 30 PCs added - 20 Old PCs moved to LLC 117.
 - CLB 201 – 20 PCs added (10 additional pending)
 - Haskell Bldg. 405 – 30 PCs order in process
 - EDB 203 – 30 PCs order in process
 - Issue newer PCs (from labs) to faculty and staff.
 - In process – LLC 117 – 20 PCs pending
 - Broaden the reach and coverage of our wireless infrastructure.
 - Wireless access point added in Horticulture Building
 - Extended wireless coverage to the Agriculture Barn
 - Added coverage in McClarren Hall
 - Other changes in process
 - Upgrade backup equipment and process to facilitate a more effective Disaster Recovery Plan (DRP).
 - In process.
 - Dell EqualLogic solution being investigated.
 - Re-implement Cisco SmartNet warranty service on all equipment.
 - In process.
 - Campus-wide coverage of all networking equipment.
 - Replacement is free if any hardware fails under the SmartNet agreement.
 - Replace file server (CSC group drive storage).
 - Completed.
 - Currently hosting group drive access.
 - Integrate update servers on all campuses.
 - Completed.
 - WSUS automatic update system now in place for all PCs.

- Integrate internet filtering servers on all campuses.
 - Partially completed.
 - Open-source solution found and installed for lab regulation: Untangle.
 - TippingPoint devices installed at Downtown and Warner.
 - Purchase of multimedia and other technology continued through the Capitol Bond Project.

A.2. Academic Efficiencies

1. Review of curriculum costs and benefits are a focus as Connors continually assesses student learning.
 - The most recent statistical analysis completed in 2005 (the last one was completed in 2000) of Instructional Television courses between the Warner and Muskogee Campuses indicated that student learning and retention results were equivalent between ITV and onsite classes. Connors has continued to expand courses offered between the campuses. This has allowed classes that would have enrollment sufficient for only one class (such as Statistics) to be offered at both sites. This has saved instructional costs and also boosted overall enrollment, by one to two students for each class. This also saves students money and time in travel for students.
 - Connors also has expanded the number of online and blended classes/sections offered, also saving money and time in travel for students. We have not included any additional costs/fees for online classes so the online courses so the savings in travel funds for students are not offset by additional online costs.

2. Connors continues to seek external funding for projects.
 - Funding for the federal TRIO Programs of Student Support Services, Upward Bound, and Veterans Upward Bound programs continued.
 - State funding for the Scholars for Excellence in Child Care, the FOCUS Program (for TANFF clients), and the summer science academies (three camps were funded) continued.
 - Carl Perkins federal funding was utilized in a collaboration with Indian Capital Technology Center and Eastern Oklahoma State College.
 - Connors continues to participate in the Council for Resource Development. The Council is an excellent resource for the area of fund raising, either through grants or through private giving. Existing administrative personnel continue to work on grant applications without adding personnel costs. We are also utilizing the print and web resources provided by the Council.

3. Capital Bond funds have been utilized to renovate laboratories, classrooms, multimedia equipment, and other instructional resources. Projects completed include:
 - Moving and totally renovating the chemistry laboratory with updated multimedia equipment and new furnishings
 - Moving and totally renovating the physics laboratory with updated multimedia equipment and new furnishings
 - Renovating the biology/horticulture laboratory with updated multimedia equipment and new furnishings.
 - Moving and totally renovating the Agriculture Equine classroom, offices, and conference room with updated multimedia equipment and new furnishings
 - Moving and totally renovating the Agriculture classroom, offices, and conference room with updated multimedia equipment and new furnishings
 - Adding SmartBoards for classrooms
 - Adding mobile multimedia carts for classrooms
 - Moving and expanding one of the computer classroom/laboratories
 - Moving the mathematics computer-mediated laboratory classroom at the Warner Campus
 - Adding a mathematics computer-mediated laboratory classroom at the Muskogee Campus
 - Adding a computer laboratory for the Nursing Program at the Warner Campus
 - New stage lighting and a sound system were added in the Fine Arts Building auditorium.
 - Adding a computer laboratory for the English classes at the Warner Campus
 - Constructing a second greenhouse for the Horticulture Program
 - Adding ADA room signage and additional automatic door openers in various buildings

4. Low or no-cost opportunities for faculty and student development continue to be developed.
 - Integrating global education into the general education curriculum is one of the objectives of the general education curriculum. Throughout the year, there was a sharing of teaching materials, library displays, lectures and meetings on a variety of countries designed not only for the students, faculty and staff of CSC but also for the surrounding communities in eastern Oklahoma. The Global Education Committee and the Library Learning Center sponsored most activities. All activities were either low-cost or required no outlay of funds.
 - CSC administrators and faculty continue to participate in the Oklahoma Distance Learning Association, another low cost resource for training
 - Two (02) faculty/staff members attended the Northeastern State University Broken Arrow Campus regional conference on learning and teaching. All could drive to the conference without overnight stays and per diem expenses. Only the registrations were the costs for participating in the conference. One of Connors State College's faculty members was honored as CSC "Most Creative Teacher" at the conference.

- CSC administrators and faculty also attend another low-cost state conference, the Oklahoma Association of Community Colleges annual conference. One of the CSC faculty members was selected as one (01) of the GIFT winners.
- Numerous faculty and staff members attended workshops, such as the Cooperative Alliance Workshop and the Academic Policy Workshop, sponsored by the Oklahoma State Regents for Higher Education, another lower cost opportunity with travel in the state.
- Connors administrators and faculty members continue to present professional development onsite for their colleagues, thus saving conference and travel costs. At the fall 2008 in-service, one of the administrators (who had attended the HLC self-study session) presented a workshop on preparing for the 2009-2010 accreditation visit. Another administrator who serves as a team chair/consultant/evaluator for HLC has also presented workshops on the criteria and assessment. Others presented workshops on distance education.

5. In terms of partnership collaborations, there were several initiatives.

- Connors State College continues collaboration with two (02) area correctional centers, Dr. Eddie Warrior Correctional Center and Jess Dunn Correctional Center, in offering courses and programs. Both sites are approved degree sites by the Higher Learning Commission. In fall 2008 there were 185 enrollments at the two (02) sites. We have continued to increase courses offered and enrollments at the sites.
- Connors continues to participate in TechPrep activities with Indian Capital Technology Center and area schools.
- Connors continues to participate in a Carl Perkins consortium with Indian Capital Technology Center and Eastern Oklahoma State College. These shared grant funds provide the salary for an advisor at Connors.
- The Cooperative Alliance between Connors State College and Indian Capital Technology Center was approved, with implementation beginning fall 2006. The alliance offers time and cost savings for students enrolled in Indian Capital, since they can obtain college credit for specified technical programs. Also, Connors does not offer the technical programs in the alliance so there is no duplication of program areas. Connors will continue to expand this alliance adding other appropriate programs. Four (04) were added for 2007-2008. The enrollment for fall 2006 was 147; it was 281 for fall 2007, an increase of 91%. Enrollment was 295 for fall 2008.
- Connors has formed a consortium with two of the largest libraries in the Eastern Oklahoma District Library System to reduce database costs and provide additional resources. The Director of the CSC Library Learning Center, Ms. Margaret Rigney, serves as a member of the Eastern Oklahoma District Library Board and is active in promoting joint activities and sharing resources.
- Connors also participates in the consortium pricing arrangements offered by the Oklahoma Council of Academic Library Directors (OCALD) for additional cost savings. Connors continues to participate in the statewide database agreement for reducing library costs and expanding resources. Costs for databases would be approximately five times as much without this agreement. Connors would not be able to afford all the databases now offered.

- Connors Library Learning Center also partners with the Oklahoma Department of Libraries in providing facilities for professional development for the regional librarians, both public and school/college staff. Connors' library staff and interested faculty have also participated in these sessions, at no charge. During spring 2007 the session presented included "Health Data and Data from the CDC."
- Connors continues to participate in the Oklahoma State University A&M library system agreement to reduce costs and to expand resources available for students and faculty members.

B. Learning Site Report

The Vice President of Enrollment Services and the Distance Education Specialist coordinate with area high schools to plan semester schedules, determining what Connors State College classes are needed at a specific school.

Courses offered between campuses and to area high schools were described in the first section. Courses have included general education such as history, government, humanities, sociology, college algebra, and psychology. During the 2008-2009 academic year, nine (09) ITV sections went to area high schools for concurrent enrollments.

Student requests for specific higher education courses/programs are coordinated between the Vice President of Enrollment Services and the Distance Education Specialist. The Distance Education Specialist then contacts the state higher education institution offering the courses/programs requested by the student. Institutions may also request to offer specific courses/programs at Connors State College; this is the typical mode of request.

In addition to student and higher education institutional requests, the Vice President of Enrollment Services also contacts area high schools and local businesses/industries to determine needs. A combination of informal contacts and surveys has been utilized for identifying potential ITV offerings.

The duplicated headcount for 2007-2008 was 41, all for classes from Southwestern Oklahoma State University. The number, again for Southwestern Oklahoma State College, was more than doubled for 2008-2009, totaling 88. There were 18 classes offered in 2008-2009. Table 1 lists the specific classes offered through ITV, dates, and enrollments in each class, as well as the total enrollment for the year.

Table 1: ITV Courses - Southwestern Oklahoma State University to Connors State College

Semester	Class	Dates	Enrollment
Fall 2008	Public School Finance Education Administration Theory	10/15 - 12/10	3 7
January 2009 Intersession	School Community Relations School Personnel Administration	1/2 - 1/5	6 2
Spring 2009	Ethical, Legal, Professional Standards Adv. Tests and Measurements	1/8 - 5/6	3 3
Spring 2009 (<i>first 8 weeks</i>)	Intro to Research (Admin)	1/8 - 3/4	8
Spring 2009 (<i>second 8 weeks</i>)	Advanced Psychology of Learning School Community Relations	3/11 - 4/29	2 6
May 2009 Intersession	Advanced Psychology of Learning Supervision of Instruction	5/28 - 5/31	4 10
Summer 2009	Developing a School Guidance Program Theories of Counseling	6/2 - 7/30	5 3
Summer 2009 (<i>first 2 weeks</i>)	Public School Law	6/2 - 6/11	8
Summer 2009 (<i>second 2 weeks</i>)	School Personnel Administration	6/15 - 6/25	7
Summer 2009 (<i>third 2 weeks</i>)	The Principalship Supervision of Instruction	6/29 - 7/9	5 1
August Intersession	Public School Finance	7/31 - 8/3	5
2008 - 2009 Total			88
2009 - 2010 (Current)			
Fall 2009	Advanced Psychology of Learning	8/16 - 12/16	2
Fall 2009 (<i>first 8 weeks</i>)	Fundamentals of Curriculum Learning	8/19 - 10/7	5
2009 - 2010 Total			7

For the Learning Site Budget the primary expenditures for both FY2008 and FY2009 were in salaries/wages, with approximately 25 percent utilized for property and equipment. One full-time staff person, a Distance Education Specialist, is hired through this budget. The budget is detailed in Table 2.

Table 2: FY 2009 Learning Site Budget

<u>Learning Site Budget</u>	
Salaries Wages and Benefits	
Administrative-Professional	30,596.00
Work Study	18,180.00
Fringe Benefits	15,702.00
Total	\$ 64,478.00
Travel	\$ 1,028.00
Property and Equipment	
Office Supplies and Printing	
Vide Conferencing Equipment (Codecs, monitors, vcrs, video cameras, document cameras, projectors)	
Furniture (Tables, teaching consoles, AV carts)	
Computer equipment	
Technical/Installation Services	
Total	\$ 22,283.00
Total Budgeted	\$87,789.00

Part II. Future Plans

A. Strategic Plan - (On file at the Oklahoma State Regents for Higher Education.) A copy updated September 15, 2009, is enclosed. The plan indicates additions, deletions, revisions, accomplishments, and activities in process.

B. Academic Priorities

The following objectives include those that are in the Connors State College Strategic Plan under “Academic Excellence” for the fiscal year 2008-2009 and for 2009-2010. Those that were listed for 2008-2009 are included with indication of completion or “still in progress.” Some of the 2009-2010 objectives will be finalized, and others may be continuing objectives.

Goal

Review annually existing Assessments of Student Learning and Assessment Plan.

Objective 1 – Review and revise (if needed) all program level objectives. **Most completed; some still being reviewed and revised.**

Objective 2 – Review and revise (if needed) all general education objectives. **To be completed fall 2009.**

Objective 3 -- Review and revise (if needed) measures for course level, program level, and general education level objectives, specifically exploring service learning/community service. **In process, general education, course, and program levels have most completed.**

Objective 4 -- Review and revise (if needed) the Assessment Plan. **In process; hired new Director for the Assessment of Student Learning.**

Objective 5 -- Provide professional development on assessment of student learning for faculty through HLC workshops and in-service workshops. **Completed, but will continue.**

Goal

Complete accreditation process for Child Development Program.

2008-2009 Objectives

Objective 1 – Provide additional funding for accreditation costs. **Funded and Completed.**

Objective 2 -- Have site visit 2008, with recommendation for accreditation. **Completed, with accreditation achieved.**

Goal

Maintain state approval and national accreditation for the nursing program.

2008-2009 Objectives

Objective 1 -- Self-study is written for the Oklahoma Board of Nursing; site visit is conducted with full approval granted. **Self-study is in process with visit scheduled for spring 2010.**

Objective 2 -- National Council on Licensure Exam for Registered Nurses (NCLEX-RN) success rate will be acceptable annually. **The last published pass rate was 100% for 2007-2008. The pass rate for 2008-2009 is not yet available. This is a continuing objective.**

Goal

Increase retention and success in developmental classes to national averages.

2008-2009 Objectives

Objective 1 -- Continue to review developmental mathematics program, making curricular and instructional modifications as dictated by data

- Student retention rates
- Student success rates (70% success in meeting class objectives)
- Student evaluations of course/instructor
- Instructor feedback

Objective 2 -- Expand resources for developmental education

- Relocate mathematics computer lab at Warner Campus to EDB building, expanding from 20 to 25 computers, new tables, new chairs, and refurbished lab. **Completed.**

2008-2009

- Set up an English computer lab with appropriate software for piloting at the Warner Campus. **Completed.**

Objective 3 -- Explore National Association of Developmental Education (NADE) certification for the developmental reading program.

- Reading instructor will continue attending state and national NADE conferences. **In process.**
- Reading instructor will receive training for certification if decision is made to achieve certification. **Still under consideration.**

Goal

Increase number of online courses in general education by two (02) courses per year.

Objective 1 -- Define a process for proposal and approval of online courses.

Objective 2 -- Provide workshops or external training for instructors. **Completed.**

Objective 3 -- Evaluate retention and success of students in online courses, and compare to traditional face-to-face and ITV courses. **Completed for online courses.**

Goal

Identify new programs based on demand of potential traditional and non-traditional students, including potential programs in the Cooperative Alliance with Indian Capital Technology Center. Add at least one (01) new program by 2010.

2008-2009 Objectives

Objective 1 -- Identify future workplace trends to assist in pro-actively identifying appropriate new programs. **Connors State College requested that the accredited Surgical Technology Program at Indian Capital Technology Center be added to our Cooperative Alliance agreement under the Associate of Applied Science in Applied Technology.**

Objective 2 -- Determine cost of program(s). **The Surgical Technology Program was a no cost addition.**

B. Three-Year Enrollment Projections

Connors State College is projecting modest increases in headcount and FTE over the next three (03) years. Table 3 provides the information.

Table 3: Enrollment Projections

Enrollment Projections				
Year	Fall Headcount	Spring Headcount	Fall Undergraduate FTE	Spring Undergraduate FTE
2009-2010	2317	2250	1700	1550
2010-2011	2400	2300	1750	1600
2011-2012	2450	2350	1800	1675

C.1. Technology Future Plans (From CSC Strategic Plan)

Goal

Complete Renovation of ITV Facilities

2008-2009 Objectives

Objective 1 -- Add new media projectors and/or television monitors. **Completed.**

Objective 2 -- Purchase new video conference equipment as current equipment is 5+ years old. **Completed.**

Objective 3 -- Fix heating and air conditioning in the Education Building or move the ITV classrooms out of this building as the extreme temperatures are damaging the ITV equipment. This causes major disruptions to the learning environment. **Purchase order and bid was completed, but equipment has not yet been installed.**

Goal

Increase number of online courses in general education by two (2) courses per year.

2008-2009 Objectives

Objective 1 -- Provide in-house workshops on the WebCT upgrades and concerning various software programs to enhance instructor learning. **Completed**

Objective 2 -- Conduct research comparing success/completion rates of ITV, online, and traditional face-to-face students. **Completed for online classes.**

Goal

PC Replacements

Objective 1 -- Successful completion will be obtained if a minimum of 60 PCs per year can be replaced. **Completed.**

Goal

Network Equipment Replacements

Objective 1 -- Successful completion will be obtained if a minimum amount of downtime is experienced due to equipment malfunctions.

C.2. Academic Efficiencies

1. Course redesign implementation will continue with developmental mathematics. Efficiencies will include some cost savings through reducing the number of sections offered and taught by adjuncts to be replaced by computer lab sessions. The software utilized, MyMathLab, accompanies the mathematics textbooks at no additional cost thus realizing cost savings even though software resources have been added.
2. Connors State College applied to the Higher Learning Commission Academy for the Assessment of Student Learning and was accepted for the fall 2008 class. Participation in the Academy continues. Participation has provided excellent learning activities and projects in general education and developmental education.
3. Capital Bond funds have been utilized to renovate laboratories, classrooms, multimedia equipment, and other instructional resources. Projects to be completed are:
 - Completing the renovation of the anatomy and physiology laboratory with updated multimedia equipment, new furnishings, new tiling, and other
 - Adding additional SmartBoards for classrooms
 - Adding additional mobile multimedia carts for classrooms
 - Completing renovation of the Fine Arts Building auditorium
4. Low or no-cost opportunities for faculty and student development will continue to be developed.
 - Faculty and administrators will continue to participate in the Oklahoma Global Education Consortium conference. Six (06) faculty and staff plan to attend OGEC in October, 2009, hosted by Western State College.
 - Faculty and administrators will continue to participate in the Oklahoma Association of Community Colleges (OACC) annual conference in spring 2010, with at least ten (10) participating.
 - Faculty and administrators will continue to participate in the Northeastern State University Conference on Teaching and Learning, with at least three (03) participating.
 - Faculty and administrators will continue to participate in workshops and conferences sponsored or co-sponsored by the Oklahoma State Regents for Higher Education. The number participating will vary depending upon the opportunities presented.
 - Faculty and staff who present at conferences/workshops also present at CSC in-services. Not only do they provide valuable information on teaching and learning, but also are very low cost.