



Klamath Community College
PRFR Report

Submitted: May 3 2024

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The PRFR Panel has completed its initial review of your Spring 2024 report. The following information is requested by the panel so they may complete their evaluation of the report. Please have these materials uploaded to your portal no later than May 10th.

2A2 – Please discuss the recent cabinet turnover

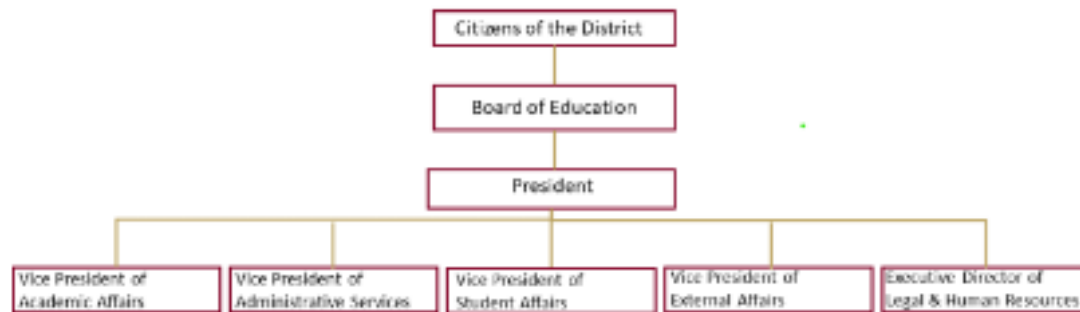


Figure 2.A.2: Governance Leadership—Executive Cabinet Reporting Structure

EXECUTIVE TEAM

1. Robert Gutierrez 13 years at KCC
13 years as President Chief Executive Officer
2. Jamie Jennings 23 years at KCC
11 years as Vice President of Academic Affairs and Chief Academic Officer
3. Charles Massie 8 years at KCC
5 years as Vice President of External Programs
4. Gail Schull 3 years at KCC
3 years as Vice President of Student Affairs
5. Denise Reid 2 years at KCC; 6 years Klamath County School District
Interim Vice President of Administrative Services
Previous VPAS Geoff LaHaie and his wife Jeanne LaHaie (former Dean of Instruction) were a two-career couple. Jeanne applied for and was appointed as Dean of Humanities and Social Sciences at Jackson State Community College in Tennessee. This is a significantly larger institution that also is conveniently located in the same town as their two daughters and grandchild. Geoff enjoyed his position at KCC and was doing an exemplary job as the CFO but resigned his position to join his wife and family in Tennessee.
6. Joshua Guest 2 years KCC
2 years as Legal Counsel and Executive Director of Human Resources
Our previous Legal Counsel resigned his position due to health issues.

2D1 - Provide any policy or evidence of student academic freedom

There are several policies and procedures that support student academic freedom.

[BP 5500 Standards of Student Conduct](#)

[AP 5500 Standards of Student Conduct](#)

[BP 3900 Speech: Time, Place, and Manner](#)

[AP 3900 Speech: Time, Place and Manner](#)

[BP 4030 Academic Freedom](#)

[AP 4030 Academic Freedom](#)

[Student Policies](#)

Students have freedom of inquiry. This right is discussed in the student handbook and college catalog.

[Freedom of Inquiry](#)

The instructor, in the classroom and other educational settings, provides for free discussion, inquiry, and expression related to course content. Student academic performance shall be evaluated solely on an academic basis, not on opinions or conduct unrelated to curricular standards. **Students are free to disagree with course material or views at an appropriate time and in a non-disruptive manner, and are expected to reserve judgment regarding others' opinions.**

2C1 - Please fix broken links.

All the links have been checked and appear to be intact.

The college prioritizes work that provides seamless transfer for our students. The college articulates transfer of credits from high school through our accelerated learning programs. The college also has created on-roads and off-ramps to our academic programs with our community education and workforce programming. The college has adopted student friendly credit for prior learning (CPL) procedures and processes that align well with our Guided Pathways work. The college actively participates in statewide transfer work and articulates transfer directly with OIT, SOU, EOU, and OSU. Our badger to Owl program encourages efficient transfer and incentivizes transfer by offering students an opportunity to receive two terms tuition free at OIT.

[Accelerated Learning](#)

[BP 4235 Credit by Examination/Credit for Prior Learning](#)

[AP 4235 Credit by Examination/Credit for Prior Learning](#)

[AP 4235 Transfer Credit Acceptance Procedure](#)

[Oregon Transfer Tools](#)

[Transfer Programs](#)

[Badger to Owl](#)

2C4 – Please provide the policy or evidence of how student records are secured.

KCC's Registrar is responsible for the safekeeping and confidentiality of information contained in student records. Policies and procedures established at KCC are informed by applicable federal and state regulations as well as standards established by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Student record information is stored primarily in three locations: paper copies locked in file cabinets, scanned to an archiving system, or stored in KCC's student information system (Jenzabar). Records stored in the archiving system and Jenzabar are backed up on a nightly basis and delivered to an off-campus site weekly to ensure accessibility in case a disaster makes on-campus accessibility of records impossible. Provisions for retrievable backup of these records are maintained by the Information Services department. Paper forms with student record information that are not scanned and imaged are stored in locked and fireproof file cabinets for the time period established by state archiving regulations.

[BP 5040 Education Records, Directory Information, and Privacy](#)

[AP 5040 Education Records, Directory Information and Privacy](#)

[BP 3310 Records Retention and Destruction](#)

[AP 3310 Records Retention and Destruction](#)

[BP 5800 Prevention of Identity Theft in Student Financial Transactions](#)

[AP 5800 Prevention of Identity Theft in Student Financial Transactions](#)

[Multi-Factor Authentication](#)

2D1 – Provide evidence of regular review of publications, if any.

The College Catalog and Student Handbook are reviewed annually.

Procedure for the regular review of the catalog and student handbook.

Every year before March 1st, the previous contents of the catalog are copied into a new catalog. The sections of the catalog are identified and sent to the appropriate staff or administration that are responsible for that portion of the documents, e.g., the financial aid section is emailed to the Financial Aid director, the Faculty credential section is sent to Human Resources. These documents and the experts' responses are tracked in a spreadsheet to verify completion. Once these sections are reviewed by the subject matter experts, the edited sections are placed on SharePoint and the edits are made in the catalog software. Once all the edits are complete, the sections of the catalog are compiled into a single document that can be printed or viewed. When tuition and fee changes are made by the college's Board, those changes are made in the catalog. The whole catalog is reviewed by the Chief Academic Officer, her assistant, the Assessment Coordinator, and others at the college. The catalog is usually published before Summer and Fall registration begin. The Assessment Coordinator works with the college's webmaster to verify the upload is correct. Once the catalog is completed, reviewed, and published on KCC's catalog webpages, the schedule for the student handbook begins.

The student handbook's schedule and review follow that of the catalog. Sections of the catalog are emailed to the relevant expert, they make changes, and then those changes are updated in the new student handbook. The completed student handbook is reviewed by the VP of Student Affairs and others that are chosen. The deadline for the student handbook is before the first day of the Fall term.

The term schedule is reviewed each term.

The term schedule is updated each term and includes collaboration between academic affairs, marketing, student affairs, community education and workforce development and our GED, ESL, KCET, HEP, programming staff.

2E1 – Please provide more detail about reserve strategy. What is meant by “conservative”?

Klamath Community College has a strong commitment to financial sustainability. As defined by [Board Policy 6250](#), “Budget Management,” requires that the institution maintain at least 90 days of operating cash in the general fund throughout the year. This requirement to have 25% of annual expenses on-hand shows a **conservative** approach to maintaining the institution’s financial stability and sustainability.

Conservative, in the context of our budgetary practices, refers to the colleges practice of being cautious and limit the risk to the institution. The CFO prepares our budget based on reliable revenue projections and attempts to not overestimate income or underestimate expenses.

Board policy requires 90 days of cash within the General and Reserve Funds. Each year in the budget, unappropriated funds are budgeted to ensure at least 90 days of funding in the subsequent fiscal year. An Unappropriated Fund Balance provides the College with funds which are to be used to begin the following fiscal year. No appropriations may be made from an Unappropriated Fund Balance, once the budget has been adopted. The Government Finance Officers Association recommends, at a minimum, that general purpose governments, regardless of size, maintain unreserved fund balances in their general fund of no less than 5 to 15 percent of regular general fund operating revenues.

Administration has developed and continues to update a multi-year planning/forecast model. This model reflects historical revenues and expenditures and currently permits forecasting through FY2026-27. The model also incorporates the State of Oregon’s current estimate of state support based on the proposed distribution model. This model also tracks the projected cumulative fund balance and corresponding number of days operating cash.

2F3 – Please provide an academic organization chart

This link will provide access to the college organization chart. It is updated annually and placed on the web for public review. An additional Academic Affairs Organization chart is provided for reference. This chart provides more detail and includes all full-time employees.

[Academic Organizational Chart](#)

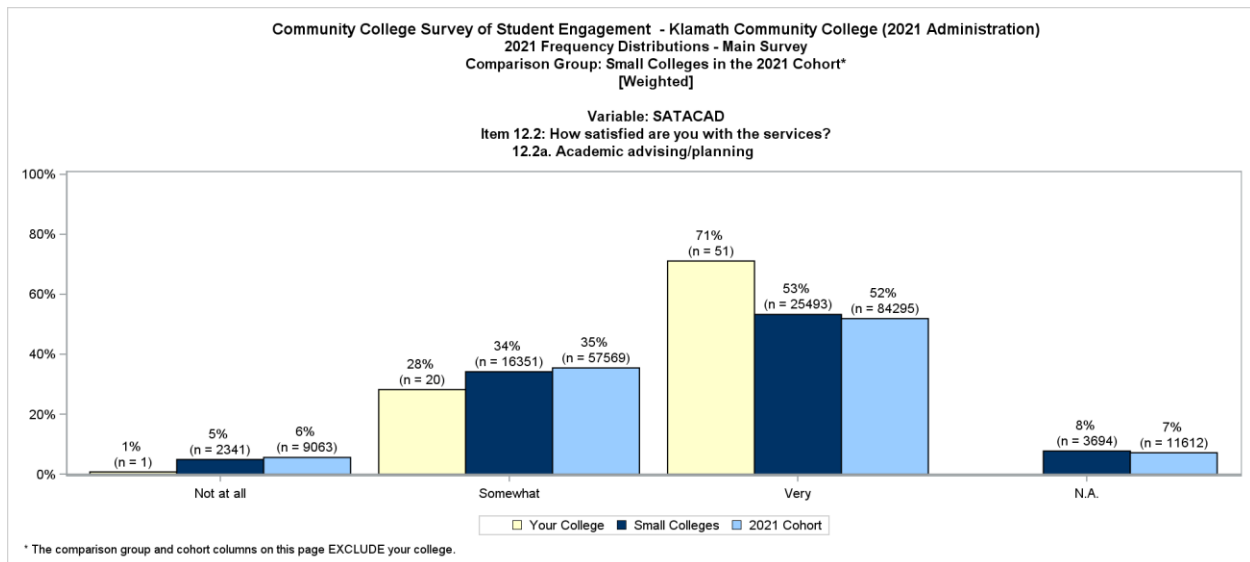
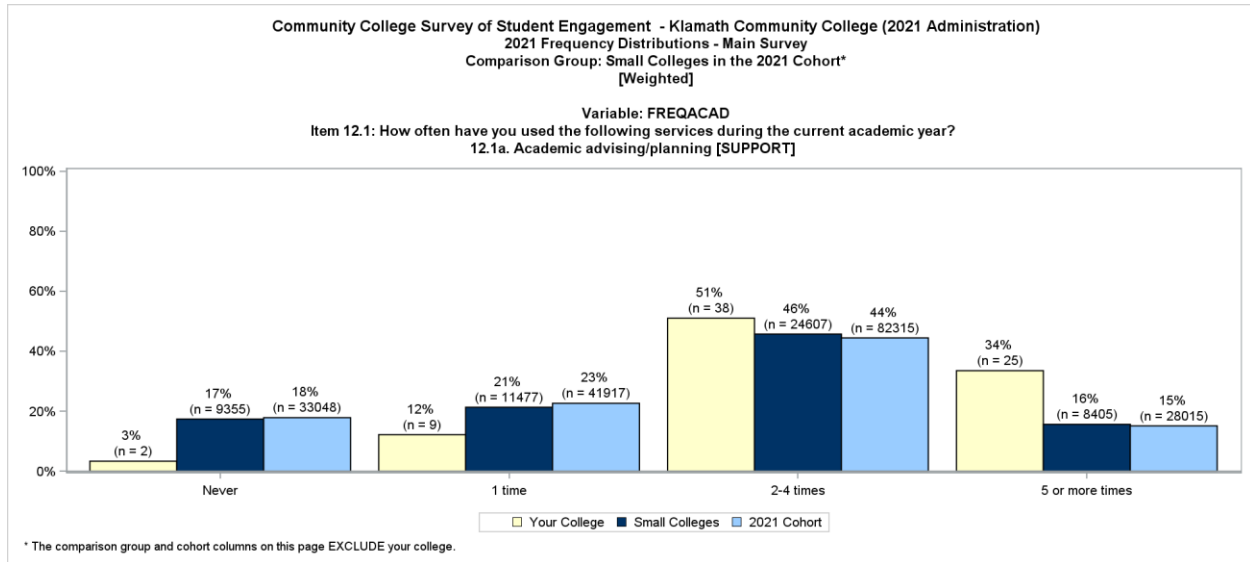
Example 1: Academic Affairs Organization chart

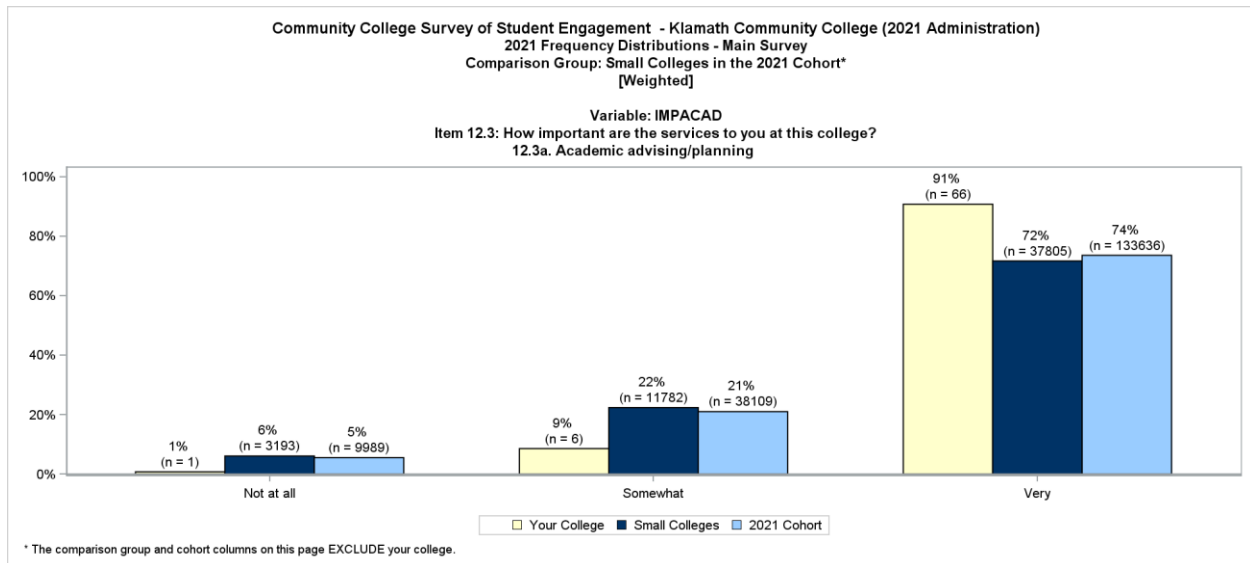
2G6 – Please provide evidence of the assessment of academic advising

KCC assesses advisement regularly. Two regular assessment tools the college uses are the CCSSE and SENSE (see tables below). Longitudinal data regarding assessment of advising can also be found in the Mission Fulfillment Report.

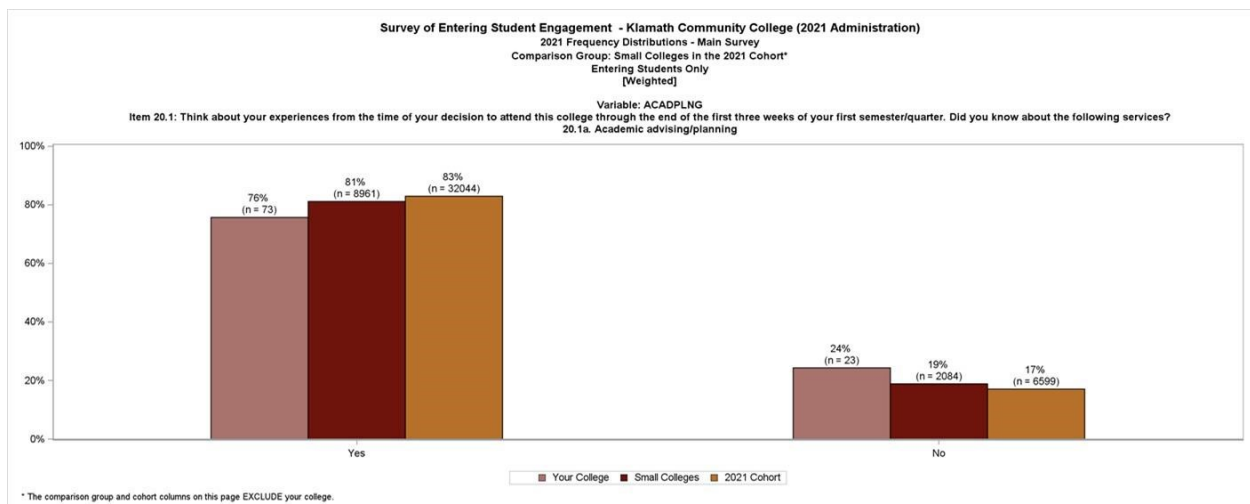
[Mission Fulfillment Report](#)

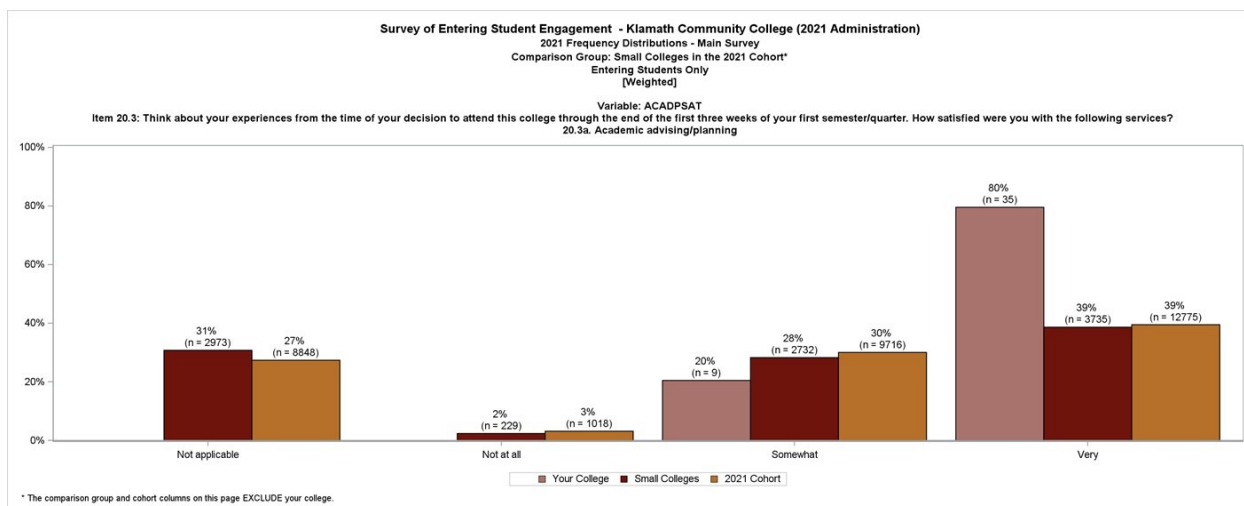
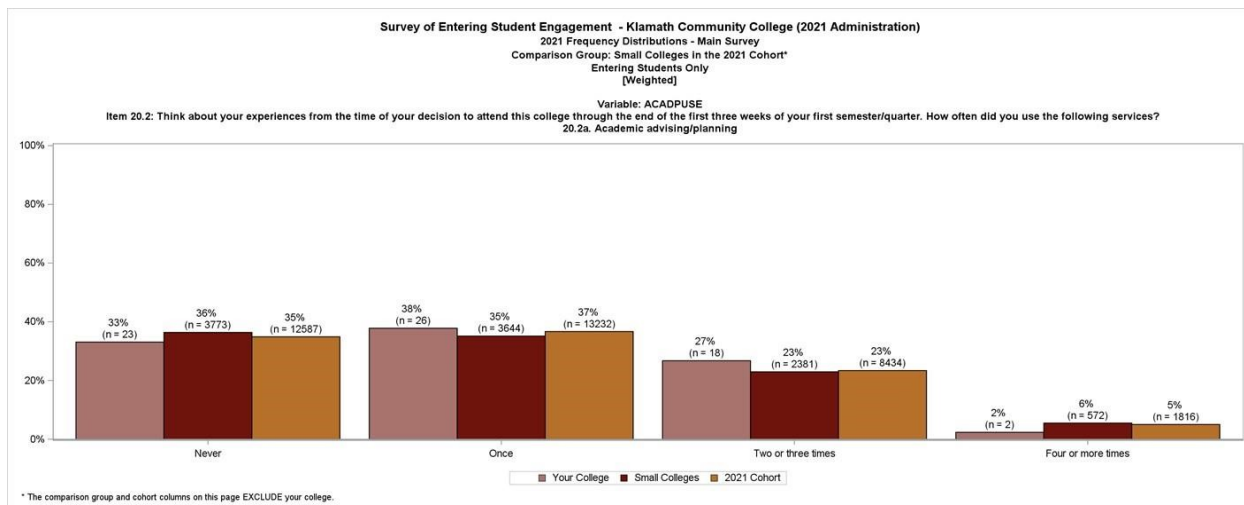
CCSSE Spring 2021 results:





Fall 2021 SENSE results





2G7 – Please provide evidence of the notification of changes of policy or procedure around RSI

Academic policies/procedures for instructors to implement requirements for *regular and substantive interaction* in distance education courses/programs ____

KCC has three processes in place to address RSI in on-line courses: onboarding, instructional design standards, and on-line course evaluation.

1. Faculty that are onboarded complete module 8 on RSI

Faculty Onboarding	Regular and Substantive Interactions (RSI)
Unit	
Resource	

? What is Regular and Substantive Interactions ?

Regular Substantive Interaction (RSI) refers to consistent and meaningful engagement between instructors and students over the course of a term. It encompasses both the frequency of interaction and the depth of engagement, emphasizing sustained communication and meaningful exchanges that contribute to student engagement, retention, and completion.

Key characteristics of regular substantive interactions include:

1. **Consistency:** Interaction occurs regularly and consistently over time, rather than sporadically or infrequently.
2. **Meaningful Engagement:** Meaningful exchanges of information, ideas, feedback, or resources that contribute to the achieving learning objectives and outcomes.
3. **Two-Way Communication:** Interaction is characterized by active participation and dialogue which encourages understanding, clarification, and collaboration for student to instructor and instructor to student interaction.
4. **Purposeful:** Interactions are meeting the stated objectives and outcomes of a course through learning, problem-solving, decision-making, or relationship-building.
5. **Feedback and Reflection:** Interaction includes opportunities for feedback, reflection, and evaluation, enabling continuous improvement and growth for instructor to student and student to instructor communications.

[Resource: Regular and Substantive Interactions \(RSI\)](#)

2. The college's course design and course redesign standards

Example 2 KCC CANVAS course design and course redesign standards require RSI.

3. The Dean on-line course evaluation tools

On-line classes are also reviewed by Deans and assessed for faculty and student engagement

Example 3 Dean On-line Course Evaluation

2H1 – Provide actual policy and examples of evidence, not just descriptions of them

- Procedures for assessing adequacy of library collections ____
- Library planning committee and procedures for planning and collection development ____
- Library instruction plan; policies/procedures related to the use of library and information resources ____

- Library staffing information; policies/procedures that explains faculty/library partnership for assuring library and information resources are integrated into the learning process __

The actual policies and procedures for the library services can be found on the KCC web,

Board Policies and

[Administrative Procedures Chapter 4 Academic Affairs](#)

- [BP 4040 Library and Learning Support Services](#)
- [AP 4040 Library and Learning Support Services](#)

In addition, evidence of policies, procedures and practices can be found on the LRC web Page. administrative procedures are located:

[Learning Resource Center](#)

- [LRC Policies and Procedures](#)

Library guides have been developed to assist students with navigating the myriad of resources available to support their academic work

[Library Guides](#)

The LRC procedures are reviewed as part of the instructional and non-instructional KCC program review cycle, which occurs every five years. The next review is scheduled for 2027.

Example 4 LRC Program Review

KCC Program Review

All KCC programs and departments are required to conduct a program review at least once every five years.

Programs present their program review report findings to the Continuous Improvement and Innovation Committee. Members of the CIIC will take an online survey containing thirteen questions regarding the program evaluation and strengths and weaknesses of the report. Two-thirds of the committee members must complete the survey and two-thirds of the survey responses must approve the program review. If one-third or more of the survey respondents do not approve the program review, the report will go back to the appropriate program or department for revision. Once the CIIC approves the report, the program or department can use the feedback gained from the CIIC, and the program lead/department manager will create and implement an action plan based on this feedback.

The LRC program review includes the library, tutoring, and testing center programs. To date the LRC has had two comprehensive program reviews. An example LRC program review will be uploaded to the portal for reference.

In addition to having established policies, procedures, and processes to review the **library collection, the library holdings and resources are also reviewed when the college adds new programs and when the college review all academic programs and disciplines as part of our college wide 5-year program review process.**

Example 5: Cyber Security Program Review

The KCC Library offers in-class information literacy instruction to all faculty that requests such instruction for their students. Information literacy instruction includes topics such as locating and qualifying the information needed for an assignment and/or research, effectively using and presenting the information, and evaluating the success of the completed work. The library uses [LibGuides](#) to organize course and subject-specific information.

2I1 - Provide actual policy and examples of evidence, not just descriptions of them

2.I Physical and Technology Infrastructure

Facilities master plan, including:

- Equipment replacement policies/procedures __
- Procedures for assessing sufficiency of physical facilities __
- Policies and procedures for ensuring accessible, safe, and secure facilities __
- Policies/procedures for the use, storage, and disposal of hazardous waste __
- Technology master plan and planning processes __

The policies and procedures related to physical and technology infrastructure are provided below.

[BP 6800 Occupational Safety](#)

[BP 3250 Institutional Planning](#)

[AP 3250 Facilities Master Planning](#)

[AP 3250 Technology Planning](#)

[BP 3500 Campus Safety](#)

[BP 3501 Campus Security and Access](#)

[AP 3501 Campus Security and Access](#)

[BP 3720 Computer and Network Use](#)

[BP 3800 Personal Data Protection](#)

The college provides a variety of scheduled activities to regularly collect and assess facilities and technology infrastructure to address current and future needs.

Annually, in budget presentations and every 5 years as part of the program review process, all programs are asked to assess their current and future needs regarding technology, equipment, and facilities infrastructure. These needs are prioritized as a function of the budgetary process.

Example 6 Information Systems Technology Priorities

Example 7 2024-2025 Approved Facilities Projects

Academic Affairs- Organization Chart

<p>JENNINGS</p> <p>6239</p> <p>541-880-2228</p> <p>jennings@klamathcc.edu</p>	<p>JAMIE</p>	<p>CAO/Vice President of Academic Affairs</p> <p>Academic Calendar, Accreditation, Advisement, Budget, Center for Teaching and Learning (CTL), Career Services Center, Curriculum Alignment, Faculty Excellence Program, KCCFA contract/labor relations, New Programs, Term Schedule; LRC, Tutoring, Testing Center; Title III Grant;</p> <p>Committees:</p> <p>Oregon Association of Chief Academic Officer (CAO)</p> <p>Accreditation Liaison Officer (ALO)</p> <p>Southern Oregon Higher Education Consortium (SOHEC)</p> <p>Guided Pathways Cohort 2 (Lead)</p> <p>President's Council (PC)</p> <p>Continuous Improvement and Innovation Committee (CIIC)</p> <p>Academic Council (AC)</p>
VP JENNINGS' DIRECT REPORTS		
<p>BALL</p> <p>9217</p> <p>541-880-2256</p> <p>ball@klamathcc.edu</p>	<p>RICK</p>	<p>LRC Director</p> <p>Supervises: LRC, Tutoring & Testing Center</p> <p>Committees:</p> <p>President's Council (PC)</p> <p>Continuous Improvement and Innovation Committee (CIIC)</p> <p>Library Advisory Committee</p> <p>CARES Committee</p>
<p>BILKA</p> <p>506</p> <p>541-880-2231</p> <p>Bilka@klamathcc.edu</p>	<p>DR. MONIKA</p>	<p>Dean of Instruction</p> <p>Supervises general education, college success and survival, communication, mathematics, arts and letters, social sciences, developmental education, College Now and K-12 alignment, Digital Media Design, Education</p> <p>Grant work: ELPD Grant</p> <p>Transfer articulations and Dual credit support</p> <p>Committees:</p> <p>Continuous Improvement and Innovation Committee (CIIC)</p> <p>Academic Council</p> <p>General Education Committee Chair</p> <p>Program and Discipline Advisory Committees</p> <p>Oregon Council of Instructional Administrator (CIA)</p>
<p>EDGEELL</p> <p>6237</p> <p>541-880 -2242</p> <p>edgell@klamathcc.edu</p>	<p>DAVID</p>	<p>Assessment/Curriculum Coordinator</p> <p>Catalog Revision, curriculum assessment</p> <p>Committees:</p> <p>Continuous Improvement and Innovation Committee (CIIC)</p> <p>Assessment Committee</p> <p>Academic Council</p> <p>Curriculum Committee</p> <p>General Education Committee</p> <p>Oregon Comm College Distance Learning Assoc. (OCCDLA)</p> <p>Open Education Resources Committee (state)</p>

<p>SANSOM</p> <p>6234 541-880-2223 sansom@klamathcc.edu</p> <p>(position will become Dean of Allied Health and Science)</p>	<p>ALLISON</p>	<p>Dean of Nursing, Health, and Sciences Supervises: general education science, health sciences, EMT, HIM, RN, LPN, CNA, Lab Tech, Cosmetology, AAOE Exercise Science, Surgical Technology Supervises: Career Services Center Grant work: Title III and Department of Labor Grant Dual credit support Committees: OSBN State Meetings OCAP Meetings Academic Council Continuous Improvement and Innovation Committee (CIIC) Curriculum Council (chair) Nursing Advisory Committee Program Advisory Committees Discipline Advisory Committees</p>
<p>STICKLES</p> <p>505 541-880-2240 stickles@klamathcc.edu</p>	<p>CHRIS</p>	<p>Dean of Career Technical Education Supervises: general education computer science, apprenticeships, auto, diesel, welding, manufacturing, business technology, business management, accounting, cybersecurity, computer engineering technology, fire science, criminal justice Supervises: Community and Workforce Education Grant work: Perkins, Department of Labor Grant, National Forest Service Capacity Building Grant, Future Ready Oregon Workforce Round II Grant Committees: Academic Council Student Affairs and Enrollment Management Council Workforce Council Continuous Improvement and Innovation Committee (CIIC) Program Advisory Committees Southern Oregon Career Technical Education Council Central Oregon Pathway Alliance Oregon Community College Apprenticeship Consortium Career Technical Education Leadership</p>
<p>WORDEN</p> <p>353 541-880-2340 worden@klamathcc.edu</p>	<p>EDIS</p>	<p>Director of the Center for Teaching and Learning Title III Project Manager Committees: Academic Council Information and Technology Council Continuous Improvement and Innovation Committee (CIIC) Guided Pathways Oregon Comm College Distance Learning Assoc. (OCCDLA) Open Education Resources Committee (state)</p>
SUPPORT STAFF		
<p>JONES</p> <p>6238 541-880-2220 jones@klamathcc.edu</p>	<p>ANNETTE</p>	<p>Curriculum and Scheduling Specialist, Admin Assist. for Academic Affairs Academic calendar, advisement, Webforms, Master schedule, Curriculum maps, articulations, accreditation docs Committees: Academic Council (recorder) Curriculum Committee</p>

<p>ELLIS</p> <p>6236</p> <p>971-380-5150</p> <p>tawni.ellis@klamathcc.edu</p>	<p>TAWNI</p>	<p>Administrative Assistant to Academic Affairs</p> <p>Assists with third-party accreditation compliance paperwork and supporting documentation. Grant coordination and tracking.</p> <p>Committees:</p> <p>Finance and Facilities Council</p> <p>Grant team meetings</p>
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<p>GRAVLEY</p> <p>311</p> <p>541-880-2245</p> <p>gravley@klamathcc.edu</p>	<p>JAMES</p>	<p>Faculty, Program Lead: Criminal Justice</p> <p>Faculty Senate President (2023)</p> <p>Committees:</p> <p>Advisory Committee: Criminal Justice</p> <p>President's Council</p> <p>Human Resource Council</p>
<p>GRIFFITH</p> <p>1012</p> <p>541-880-2261</p> <p>griffithm@klamathcc.edu</p>	<p>MARK</p>	<p>Director of Apprenticeships</p> <p>Committees:</p> <p>Safety Committee</p> <p>Workforce Council</p> <p>Oregon Community College Apprenticeship Consortium</p>
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<p>HAMMOND</p> <p>316</p> <p>541-880-2258</p> <p>hammond@klamathcc.edu</p>	<p>LACEY</p>	<p>Faculty, Program Lead: Accounting</p> <p>Dual credit: Accounting and Finance</p> <p>Committees:</p> <p>Finance and Facilities Council</p> <p>Advisory Committee: Accounting</p>

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WILLIAMSON 853 541-880-2241 williamson@klamathcc.edu	LINDA	Faculty, Program Lead: Business Administration Faculty Advisor Mentor Dual Credit: Business Administration Committees: Advisory Committee: Business Administration Continuous Improvement Innovation Committee (CIIC)
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HUSTON 310 541-880-2369 huston@klamathcc.edu	DR. JEREMY	Faculty, Communication (Writing) KCCFA President (2022) Committees: President's Council Information and Technology Council
KANDRA 414D 541-880-2337 kandra@klamathcc.edu kccdualcredit@klamathcc.edu	KELLY	Director of Accelerated Learning Accelerated Learning Opportunities: Dual credit; Dual enrollment, College NOW
NEJELY 314 541-880-2230 nejely@klamathcc.edu	THOMAS	Faculty, Social Science (History and Geography) Strategic Planning Faculty Senate At-large Senator (2023) Committees: Continuous Improvement and Innovation Committee
RUSSELL 313 541-880-2293 russell@klamathcc.edu	DENISE	Faculty, Social Science, Program Lead: Psychology AGS Committees: Student Affairs and Enrollment Management Council
SHRONTZ 307 541-880-2324 shrontz@klamathcc.edu	DR. JASON	Faculty, Communication (Writing); Arts and Letters Dual Credit: Arts and Letters KCCFA Secretary (2022) Committees: Curriculum Committee
WOGAN 317 541-880-2227 wogan@klamathcc.edu	MARY LOU	Faculty, Mathematics Discipline lead Dev Ed Math Committees: Advisory Committee: Mathematics Student Affairs & Enrollment Management Council

DEAN OF NURSING, HEALTH, AND SCIENCES –ALLISON SANSOM’S DIRECT REPORTS		
QUIMBAYA 6235 541-880-2397 quimbaya@klamathcc.edu	DEBORA	Administrative Assistant to the Dean of Health and Sciences Committees: Curriculum Committee (recorder)
ALLISON 6221 541-880-2348 michelle.allison@klamathcc.edu	MICHELLE	Sim Lab Assistant Committees: Advisory Committee: Nursing
BRISCOE 848 541-880-2322 briscoe@klamathcc.edu	JENNIFER	Faculty, Program Lead: Health Information Mgmnt Dual Credit: Health Sciences Advisor: Wellness Health Club Committees: Academic Council (AC) General Education Committee (GEC) Advisory Committee: Health Information Management
VACANT 6125 541-880-2287 email		Faculty, Science A&P Committees: General Education Committee (GEC)
CULP 6223 541-880-2271 culp@klamathcc.edu	MARYLIN	Faculty, Program Lead: Certified Nursing Assistant (CNA) Dual credit: CNA Committees: Advisory Committee: CNA Advisory Committee: Nursing Advisory Committee: Health Sciences OSBN CNA/CMA State Advisory Group
FOWLER 6230 541-880-2302 fowler@klamathcc.edu	LESLIE (LES)	Faculty, Surgical Technology Committees: Workforce Council
GUTIERREZ 6121 541-880-2218 gutierreze@klamathcc.edu	ELEAZAR	Faculty, Program Lead: Lab Technician Advisor: Astronomy Club Committees:
HORNE 415B 541-880-2217 horne@klamathcc.edu	MICHELLE	Career Counselor Grant work: Title III Committees: Human Resource Council Workforce Council Student Affairs and Enrollment Management Council Academic Council
JONES 850 Phone jonesd@klamathcc.edu	DAWN	Faculty, HIM Committees: Information and Technology Council

MOSLEY (last day June 14, 2024) 6224 541-880-2313 mosley@klamathcc.edu	LINDSEY	Faculty, Nursing Committees: Advisory Committee: Nursing Michael Pruner will replace Lindsey
NELSON KCC Cosmetology 971-380-5317 nelson@klamathcc.edu	RONI	Cosmetology Manager Committees: Cosmetology Advisory Committee
NEUFELD 6230 phone neufeld@klamathcc.edu	DOROTHY	Faculty, Nursing Committees: Advisory Committee: Nursing
PETERSON KCC Cosmetology 971-380-5310 petersonc@klamathcc.edu	CHERRILYNN (Cherri)	Faculty, Cosmetology Committees: Cosmetology Advisory Committee
PETTY KCC Cosmetology 541-882-6644 nicki.petty@klamathcc.edu	NICKI	Cosmetology Lab Assistant Committees: Cosmetology Advisory Committee
PRUNER 6225 971-380-5126 pruner@klamathcc.edu	MICHAEL	Faculty, Nursing Committees: Advisory Committee: Nursing
SALAS KCC Cosmetology 971-380-5311 valerie.salad@klamathcc.edu	VALERIE (Val)	Cosmetology Lab Assistant Committees: Cosmetology Advisory Committee
SANCHEZ KCC Cosmetology 971-380-5316 sanchezr@klamathcc.edu	VERLIE (RAE)	Faculty Program Lead: Cosmetology Committees: Cosmetology Advisory Committee
VACANT room 541-880-2268 email		ERO Coordinator – EMT Committees: EMT Advisory Committee
THOMAS KCC Cosmetology 971-380-5314 thomasj@klamathcc.edu	JOHNNA	Faculty, Cosmetology Committees: Cosmetology Advisory Committee

WEST 541-880-2257 west@klamathcc.edu	MICHAEL	Science Lab Coordinator/Chemical Hygiene Officer KCCFA Vice President of Adjunct Faculty (2022) Rainbow Club advisor
WILSON 6127 541-880-2332 wilsond@klamathcc.edu	DODI	Faculty, Science Committees: Curriculum Committee
VACANT room phone email		Faculty, Nursing Committees: Nursing Advisory Committee 9-month clinical faculty – to replace Wendy Sullivan
VACANT room phone email		Director of Nursing Committees: OSBN State Meetings OCAP Meetings Nursing Advisory Committee

ASSOCIATE DEAN OF WORKFORCE DEVELOPMENT MARIA PEREZ'S DIRECT REPORTS

MARTINEZ 821 541-880-2243 martinez@klamathcc.edu	DENISE	Community Education Coordinator Committees:
VACANT Location 971-380-5121 email		CPR Coordinator (0.5 FTE) Committees:

DIRECTOR OF THE CENTER FOR TEACHING AND LEARNING –EDIS WORDEN'S DIRECT REPORTS

OSTRANDER 349 541-880-2774 ostrander@klamathcc.edu	DEBBIE	CTL Administrative Assistant Committees: Information and Technology Council (recorder)
KAUFFMAN (last day April 26, 2024) 347 541-880-2294 kauffman@klamathcc.edu	SAM	Instructional Designer – GenEd programs Committees: Continuous Improvement and Innovation Committee General Education Committee
YASUKOCHI 345 541-880-2328 yasukochi@klamathcc.edu	ROBERT	Instructional Designer – CTE programs Committees: Curriculum Committee

CAREER CENTER –MICHELLE HORNE’S DIRECT REPORTS		
VACANT 415 phone email		Administrative Assistant to CSC Committees:
ASPELL-WALL 415C 541-880-2353 aspell@klamathcc.edu	LAUREN	Career Success Coach Committees: Curriculum Committee
FOX (previously Lawrence) 415A 541-880-2344 fox@klamathcc.edu	AMY	Career Advisor Committees: All Advisory Committees Workforce Council

LRC DIRECTOR RICK BALL’S DIRECT REPORTS		
VACANT 356 Testing Center 541-880-2238 email		Testing Center Manager Schedule, administer, proctor and score tests Committees: Student Affairs and Enrollment Management Council Library Advisory Committee
BROWDER Tutoring Center 541-880-2282 brown.browder@klamathcc.edu	BOWEN	Tutor (0.50 no benefits)
EARNEST Tutoring Center 541-880-2282 matthew.earnest@klamathcc.edu	MATTHEW	Tutor (0.50 no benefits)
MATHLIN Tutoring Center 541-880-2282 elizabeth.mathlin@klamathcc.edu	ELIZABETH	Tutor (Full Time) Biology, Math (below 112), Aviation
MCKILLIP Tutoring Center 541-880-2282 george.mckillip@klamathcc.edu	GEORGE	Tutor (Full Time) Accounting, Business, Economics, Computers, Math (111 and below)
PAGAN 9216 541-880-2233 pagan@klamathcc.edu	MARIBEL	Librarian Supervises and manages library operations Supervises library staff Committees: Library Advisory Committee Academic Council Human Resource Council

PROGRAM DIRECTOR OF AVIATION (VACANT) DIRECT REPORTS		
POSTMA 421 971-380-5129 postma@klamathcc.edu	ANDDREA	Aviation Coordinator (Interim Aviation Director) Committees:
SCHIRMAN-FERRE 421 971-380-5141 marshall.ferre@klamathcc.edu	MARSHALL	Interim Aviation Coordinator

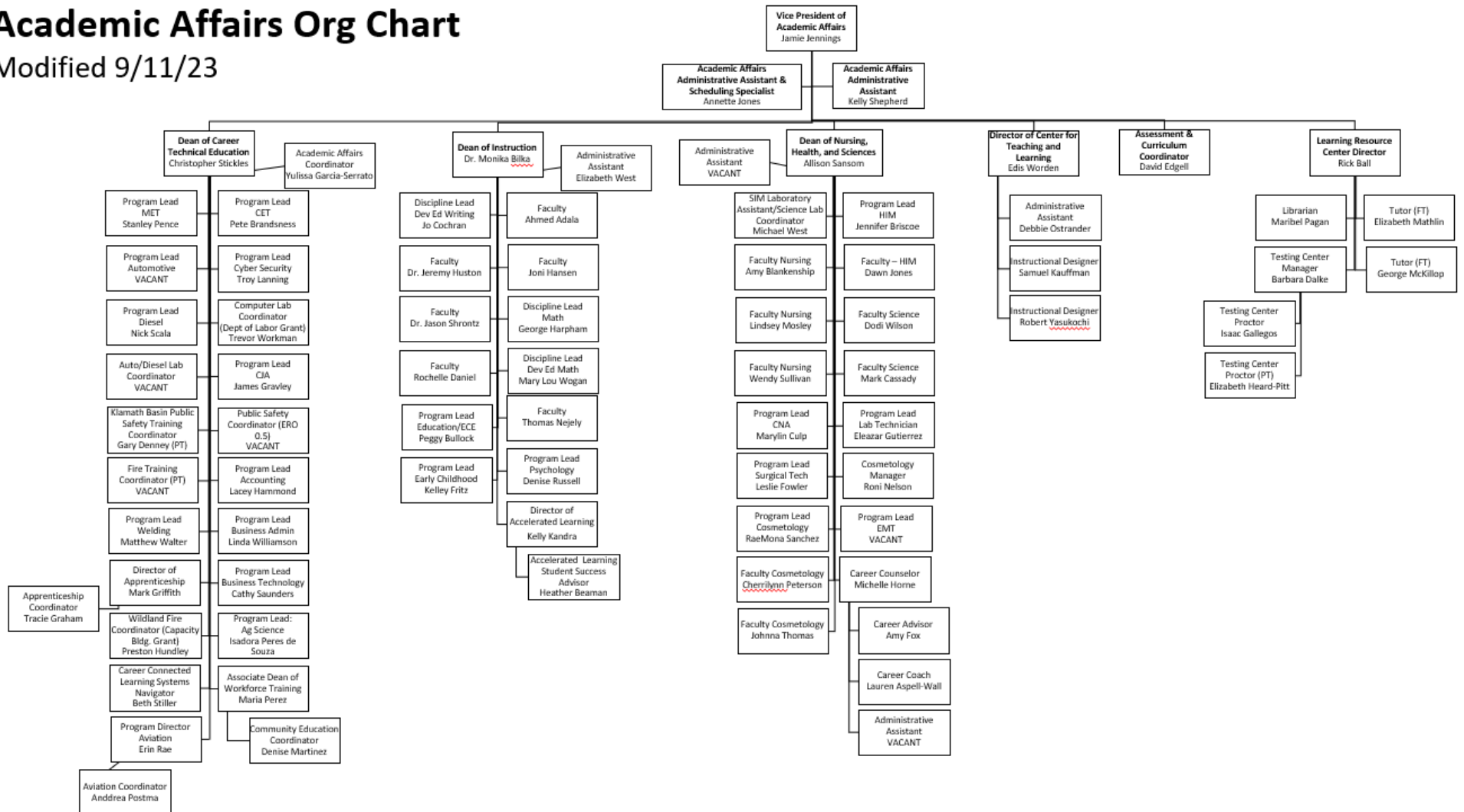
DIRECTOR OF ACCELERATED LEARNING KELLY KANDRA'S DIRECT REPORTS		
BEAMAN 414E 971-380-5132 beaman@klamathcc.edu	HEATHER	Accelerated Learning Student Success Advisor Committees: Academic Council

TESTING CENTER COORDINATOR BARBARA DALKE'S DIRECT REPORTS		
GALLEGOS 355 541-880-2334 gallegos@klamathcc.edu	ISAAC	Testing Center Proctor (Full-Time)
HEARD-PITT 355 541-880-2334 heardpitt@klamathcc.edu	ELIZABETH	Testing Center Proctor (0.75)

DIRECTOR OF APPRENTICESHIPS MARK GRIFFITH'S DIRECT REPORTS		
GRAHAM 1011 971-380-5139 Graham@klamathcc.edu	TRACIE	Apprenticeship Coordinator Committees:

Academic Affairs Org Chart

Modified 9/11/23



KCC Course Design Standards

Note: Highlighted elements are required. All other elements are recommended best practices but are not required at this time. Please contact the Center for Teaching and Learning if you need assistance with implementing these standards. Email: ctlsupport@klamathcc.edu. Phone: 541-880-2374.

1. Structure, Organization, and Development

Characteristic	Annotation
1.1 Module Sequence	Modules are arranged chronologically and consistently.
1.2 Logical Content Sequence	Content is sequenced in a logical manner that enables learners to achieve the stated objectives. Each module is internally organized in a manner that is intuitive and consistent.
1.3 Chunking	Information is “chunked” or grouped to help students achieve the stated learning objectives.
1.4 Navigation & Labels	<p>It is clear where students should go to begin the course. The course organization allows most students to tell where to go to find the information that they need. (Preferred: an orientation/training video is provided to help students get started.)</p> <p>Labels on the left side will be included at the top in this order:</p> <ol style="list-style-type: none"> 1. Home 2. Modules 3. Announcements 4. Syllabus 5. Grades <p>If used in the course, LTIs should be included near the top of the navigation. <i>(Editing note: we need to collectively decide on the best order for these labels for consistency.)</i></p>
1.5 Course Development	Course content abides by copyright and fair use laws. Proper citations are provided as needed.
1.6 Landing Page	The landing page is set to either the Home Page or the Modules Page.

2. Syllabus and Introductory Content

Characteristic	Annotation
2.1 Syllabus	<p>Syllabus includes each of the following:</p> <ol style="list-style-type: none"> 1. Course Description 2. Credit Hours 3. Instructor Contact Information: Includes information about how to reach the instructor, including in-person and/or virtual office hours. A statement is provided explaining that Canvas Inbox is the preferred communication between students and instructors. 4. Course Materials: Students are provided with a list of supplies such as textbooks and other instructional materials needed for the course. 5. Course Learning Outcomes (CLOs): List the current CLOs for the course. (Note: If you would like to update the outcomes for a course or are unable to locate them, please contact the Assessment and Curriculum Coordinator at Assessment@klamathcc.edu.) 6. Grading Policy: Grading and late submission policy is provided, including a grading scale that defines letter grades and/or weights, if applicable. 7. Technical Competencies: A list of technical competencies (e.g., digital literacy) necessary for course completion is provided. 8. Technical Requirements: A list of technical requirements such as connection speed, hardware, and software is provided. <p>Both the course syllabus and institutional syllabus are included in the syllabus navigational link. They are up-to-date and follow KCC formatting expectations.</p>
2.2 Instructor Presence	Instructor information provided, including contact information, communication expectations, biography, availability information, and picture/video.
2.3 Module 1/Intro to the Course	Week one includes an assignment to establish participation in the course (preferably, a syllabus quiz and/or ice breaker activity is provided).
2.4 Module Overviews, Introductions, or Agendas	Module Learning Objectives/Outcomes (MLOs) are clearly presented to the learner and are aligned with the CLOs.

	A clear, concise list of learning activities and assessments for each module is provided. (Preferred: all learning activities and assessments are linked for easy access.)
2.5 Learner Support	<p>Students are provided with links to the institution's library, tutoring center, counseling services, ADA Support, technical support, Canvas support, and other helpful resources. (Editing note: Consider a single "Student Resources" link to ensure students have more consistent access.)</p> <p>If technologies outside of Canvas are used, instructions for how to access the technology are provided in the introductory module. Instructions should include a URL, account creation, and instructions for completing the assignment with the tool.</p>

3. Assessments and Learning Activities

Characteristic	Annotation
3.1 Assessment Alignment	Alignment of module learning objectives with all assessments is accurate and clearly communicated. Assessments are provided consistently throughout the course.
3.2 Learning Activity Alignment	Alignment of module learning objectives with all learning activities is accurate and clearly communicated. Learning activities are provided consistently throughout the course.
3.3 Purpose	Purpose of assessments/learning activities is clearly presented.
3.4 Submission Instructions	Clear and logical instructions for completion and submission are provided. A statement indicating whether the assessment can be retaken is provided.
3.5 Student Interactions	Opportunities are consistently provided throughout the course to promote student to student, student to instructor, and student to content interactions. Whenever appropriate, students are separated into groups for better community building.
3.6 Multimodal Instruction	A variety of instructional delivery methods, accommodating multiple learning styles, are available throughout the course.
3.7 Knowledge Demonstration	A variety of ways for learners to demonstrate knowledge is provided. Assessments use multiple methods, such as quizzes, tests, discussion, essay, projects, and surveys.
3.8 Tools	Tools are appropriate for and help students to achieve stated outcomes.

3.9 Academic Integrity	Assessments and evaluations are designed and administered to uphold academic integrity.
3.10 Time	A statement of the time allocated for each assessment and learning activity is provided.
3.11 Availability & Deadlines	A date/time when each assessment will be available is provided, including a due date.
3.12 Rubrics/Grading Expectations	Explicit rubric, rationale, and/or characteristics are provided for each graded assignment. Penalties assessed to grades, if applicable, are provided.
3.13 Instructor Feedback	A statement is provided explaining when students should receive feedback, what type of feedback students will receive, and how feedback will be given.

4. Text and Use of Color

Characteristic	Annotation
4.1 Readability & Consistency	Font type, size, and color are readable and consistent throughout the site. See WCAG 1.4.3 for guidance.
4.2 Convey Information	Color alone is not used to convey information. Information conveyed with color is also available without color. See WCAG 1.4.1 for guidance.
4.3 Heading Levels	Heading levels are used consistently and accurately reflect visual reading order.

5. Non-text Content (When Present)

Characteristic	Annotation
5.1 Alignment	Content is contextually relevant and contributes to achieving the learning objectives.
5.2 Text Alternatives	A text equivalent is provided for every non-text element (including photographs, charts, and graphs) in the course. See WCAG 1.11 for guidance.
5.3 Captions/Transcripts	Captions and/or text transcripts are used to provide an equivalent experience for students. Note: if audio corresponds to video to convey meaning, then captions (not transcripts) should be provided. See WCAG 1.2 for guidance.

5.4 User Controls	Player controls are keyboard accessible (students can play, pause, etc. without using a computer mouse). Students can control the timing of content changes (no auto-play).
5.5 Table Titles	Tables have titles (e.g., a heading used to introduce table, or table caption in Word or HTML), are properly formatted using table headers and scope (where applicable).
5.6 Headers	Row and column headers are identified in data tables.
5.7 Quality	<p>All content meets these standards:</p> <ul style="list-style-type: none"> • Clear: Quality is clear. • Concise: Meets the goals of the activity without adding unnecessary information. • Compatible & Affordable: Can be accessed with various devices at no additional cost to the student (unless otherwise stated in the course syllabus).

6. Mobility and Ease of Use

Characteristic	Annotation
6.1 Link Identification	Hyperlinks contain meaningful text (i.e., does not just provide the URL and avoids phrases such as "click here" or "read more"). Links use standard cues such as color and underlining. Note: underlined text should only be used for navigation purposes. See WCAG 2.4.9 for guidance.
6.2 Link Function	All links are validated to ensure the course contains no broken links.
6.3 Scrolling	Scrolling is minimized or facilitated with anchors to improve usability for desktop and mobile devices.
6.4 Mobile Compatibility	Content is readable on mobile devices.
6.5 Student Feedback Opportunities	<p>In addition to the end-of-course evaluation, students are provided opportunities throughout the course to provide feedback about these areas:</p> <ul style="list-style-type: none"> • Course Physical Structure/Design (e.g., spelling mistakes, navigation, dead links, etc.) • Course content • Instructional strategies

Title	Faculty Observation and Evaluation - 01-17-2024 10:04:45
Faculty Observed	
Date	1/17/2024
Course	BIO 102
Topic	Module 1
Instructor Organization	The instructor responds in a timely manner to students' concerns and questions, The instructor locates pertinent class materials and includes them in the appropriate course module, The instructor posts an outline of the organization of the module or lesson, The instructor follows the present course structure
Variety and Pacing of Instruction	More than one form of instruction is used, The instructor was able to complete the topics scheduled for the class
Instructional Strategies	The instructor's choice of teaching techniques is appropriate for the course or lesson goals, The instructor uses effective questioning skills, The instructor raises stimulating and challenging questions, The class schedule proceeds at an appropriate pace, The instructor uses course materials such as multimedia effectively, Course documents are used effectively, The instructor helps students to learn from each other, The instructor effectively engages the class in the learning process, The instructor provides an effective range of challenges
Instruction in Laboratories, Studios, of Field Settings	
Content Knowledge	The instructor's statements are accurate according to the standards of the field, The instructor incorporates current research in the field
Instructional Technology Usage	The instructor knows how to use the educational technology needed for the class, The instructor uses interactive media or multimedia (flash cards, video recordings, virtual labs, etc.), The instructor's use of media is appropriate for the content, The instructor uses visual media to illustrate key concepts and material, The instructor includes learning resources with graphics (images, charts, tables)
Rapport with Students	The instructor addresses students by name, The instructor attends to student comprehension or puzzlement, The instructor provides timely feedback to students, The instructor uses positive reinforcement in posts, assignments and other interactions
Clarity	The instructor defines new terms or concepts, The instructor uses examples to explain content, The instructor provides sufficient time and opportunity for students to ask questions
Overview	
Commendations	Nice touch to combine the lab course in the didactic course shell. Chunking content into 3 modules with a due date but allowance to go at your own pace - students seem to love this and comment positively in their end of course evaluation (past terms). OER for texts and no lab kit which allows for a DE course without extra fees. Enthusiastic welcome video. Response rate to students via the Canvas inbox is 24-72 hours (over weekend) is consistent.
Recommendations	
This form was completed on	1/17/2024
This form was reviewed and comments (if any) entered on	1/17/2024
This form was reviewed on	1/17/2024

Labels on the left side have Home, Modules, Announcements, Syllabus, and Grades as the top 5.

Modules are arranged chronologically and consistently.

The landing page is deliberately and thoughtfully set to the Home Page.

Using the standard syllabus templates, both the course syllabus and institutional syllabus are included in the syllabus tab and in the week 1 module.

Week one includes a graded assignment.

Instructions for all graded assignments are included in the module, and are in Canvas in order to populate the syllabus and automatically create calendar reminders for students. Reminder for students to use Canvas inbox (rather than email) is clearly evident. Responses to students via the Canvas inbox are consistently sent within 24-72 hours.

The first module/first week is clearly marked START HERE

Cidilabs is utilized to ensure accessibility. Modules are chunked together into three units for the term with an evident due date, but allow for a go at your own pace format.

The modules include: an overview of the unit, list of assignments due during the week, and student learning outcomes assessed. Weekly requirements include Youtube lectures/PPT and videos, etext readings, homework assignments, focus assignments and a discussion board.

Materials go beyond publishing company provided videos and PowerPoint.

A variety of content - video, PowerPoint, etc., is used. Content is "chunked" into useable pieces.

Graded assignments are in place with correct dates before the term begins in order to populate the syllabus and create calendar reminders for students.

Weekly announcements are posted with a delayed release date so that the content will be released weekly.

An instructor bio with a video is present.

Course content abides by copyright and fair use laws.

Content within the introduction to each week is hyperlinked.

An icebreaker activity, i.e. introduction discussion post is required for students.

Instructional delivery methods are multimodal and accommodate multiple learning styles. The course includes a variety of ways to demonstrate knowledge.

Discussions clearly facilitate student learning. Discussions promote student to student and student to content interactions, however, Instructor moderation of the discussion is not evident.

The instructor includes a training video on how to use the specific technology for the course.




Moderate the discussion boards.

Check assessability score (CTL can assist with this - this was not available to this observer).

Consider adding comments to quiz results for further evidence of instructor presence.

Keep up the great work! The amount of work to develop this course shell is obviously extensive - very interactive.

Name of Evaluator	Allison Sansom
Instructor Organization - Evaluation	3
Variety and Pacing of Instructor - Evaluation	4
Instructional Strategies - Evaluation	3
Content Knowledge - Evaluation	4
Presentation Skills - Evaluation	3
Rapport with Students - Evaluation	3

Clarity - Evaluation	3
Overall evaluation of faculty member's teaching effectiveness	3
Employee's Signature	
Evaluator's Signature	 Allison Sansom 1/17/2024 10:33 AM
VP's Signature	
ID	3
Version	7.0
Attachments	False
Created	1/17/2024 10:32 AM
Created By	Allison Sansom
Modified	1/18/2024 10:05 PM
Modified By	



KLAMATH
Community College

2020-21

Department Review

Learning Resource Center
(Library)

Angela Thierolf and Rick Ball

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1. SUPPORT OF THE COLLEGE MISSION

1A. SUMMARIZE DEPARTMENT IN TERMS OF KEY FUNCTIONS AND RESPONSIBILITIES.

The Learning Resource Center (LRC) supports our students, faculty and staff by meeting them at their point of need and assisting them to their point of success. The LRC is an integral part of Klamath Community College (KCC) and facilitates the Colleges' mission by direct and indirect support:

Key Functions and Responsibilities:

- Provide KCC stakeholders access to library materials and instruction in support of student academic success;
- By collaborating with instructors, students, the bookstore and student services, maintain current and relevant information and assessment aids.

1B. DESCRIBE HOW THE DEPARTMENT SUPPORTS THE OVERALL MISSION OF THE COLLEGE AS ADOPTED BY THE BOARD OF EDUCATION.

The library supports our campus and community stakeholders by meeting them at their point of need and assisting them to their point of success. The library provides access to high-quality information, instruction and other resources, to support the mission, goals and curriculum of Klamath Community College.

1C. DESCRIBE THE POPULATION SERVED BY THE DEPARTMENT

The LRC primarily serves Klamath County, Oregon. According to City-Data (2021), the population per square mile is 11.2 and the land area, in square miles, encompasses 5,941.05 (square miles). Klamath County residents are a diverse socio-economic population. The population reported on the 2020 US Census was 69,413. (United States Census Bureau, 2021). The population breakdown, according to Census.gov (2021) is as follows:

White	77.9% (not Hispanic or Latino)
Hispanic	13.8%
American Indian	5.0%
Two or more races	4.3%
Native Hawaiian/Pacific Islander	0.2%
Asian	1.1%

According to US Census Data (2021), education within the Klamath showed that those who were high school graduates or higher, the percent of the population 25 years+ (2015 – 2019) was 88.1%. Those with a Bachelor's degree or higher, the percent of persons age 25 years + (2015 – 2019) was 20.0% (United States Census Bureau, 2021).

In 2019, the median household income was \$46,491. The per capita income reported in the last 12 months, for 2015 – 2019 was \$25,880(United States Census Bureau, 2021). According to US Census Data

(2021), in 2019, there were 19.7% of Klamath County families living in poverty. These rates may be higher due to the current inflation rate.

The November, 2021 Employment and Unemployment release from the State of Oregon Employment Department (2021) reported that in Klamath County the seasonally adjusted unemployment rate for November 2021 was 6.0 % – down from the reported 7.2% in June 2021. (State of Oregon Employment Department, 2021)

1D. DESCRIBE DEPARTMENT RESOURCES INCLUDING USAGE METRICS.

The Library is located in Building 9, Room 9214. It is comprised of a reception/ circulation area, computer classroom/lab, one storage room and two offices. As a member of the Sage Library System, the KCC library provides students and faculty access to the holdings more than 70 libraries in 15 counties of eastern and central Oregon. The library is also a member of the Orbis Cascade Alliance courier system, which provides students additional access to the holdings of more than 35 academic libraries in Oregon and Washington. The electronic collection provides access to more than 15,000 magazines and journals, as well as e-books, newspapers, films, audio files and other documents.

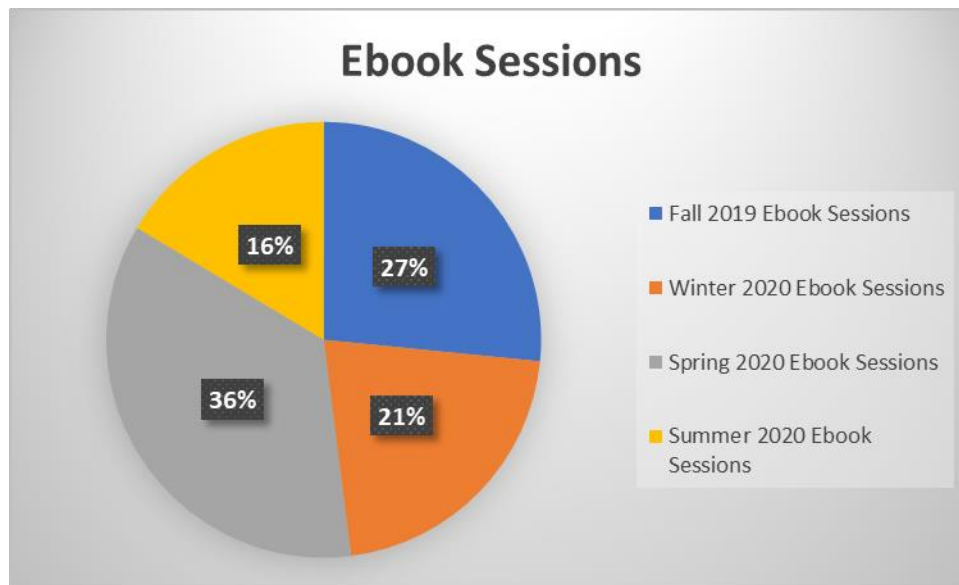
Library: circulation desk area with two staff computers, after hours book drop, copy machine/printer, ten student use tables, six student use computers and a physical collection of 7,000 items;

Computer Classroom/Lab: twenty-four student use computers, instructor's station, smartboard and whiteboard;

Storage Room: room for materials/supply storage and shelving for reserve collection materials;

Office(s): two offices, each with a staff computer, staff telephone, desk, file cabinets and shelving.

Sample Usage Metrics:



Fall Term 2020		Winter Term 2021	
Library Materials:	1216	Library Materials:	993
Ebooks:		Ebooks:	
Sessions	5132	Sessions	3884
Searches	15432	Searches	12723
Databases:	136533	Databases:	117500
Instructional Events:		Instructional Events:	
Information Literacy	7	Information Literacy	6
Computer Lab	25	Computer Lab	11
User Assistance:		User Assistance:	
Directional	17	Directional	16
Informational	271	Informational	145
Procedural	330	Procedural	352
People Count:		People Count:	
Study Area	771	Study Area	508
Computer Lab	690	Computer Lab	466
Total	160424	Total	136604

*Please see a detailed, monthly sample of usage metrics in the appendices.

2. DEPARTMENT MISSION/GOALS AND LINK TO STRATEGIC PLAN

2A. DESCRIBE PROGRESS TOWARD GOALS SET IN PREVIOUS REVIEW, ANNUAL BUDGET PRESENTATIONS, AND/OR STRATEGIC BUDGET PLANNING.

Goal 1- Evaluate and update library-specific policies and procedures.

Goal 2- Explore and evaluate ways of improving services that may have a positive effect on student retention and success.

Goal 3- Improve access to and quality of materials, trainings, and services for online and remote students.

These goals have been met since the last review.

- The library has updated policies and procedures.
- Through industry best practices, instructor feedback, collaboration with the bookstore and data driven metrics, the library collection (physical and electronic) is continually evaluated and adjusted to best support the students and faculty.
- The library management system is now cloud based. This allows easier access to our collections and makes it easier for patrons to acquire materials from all consortium member libraries. KCC library databases are also able to be remotely accessed. This allows students and faculty to access the materials they need for assignments from any location with an internet connection. The library has also made instructional videos that can be inserted in Canvas courses for online and remote students.

***Please see “*collection development and management*” policies and procedures in the appendices.**

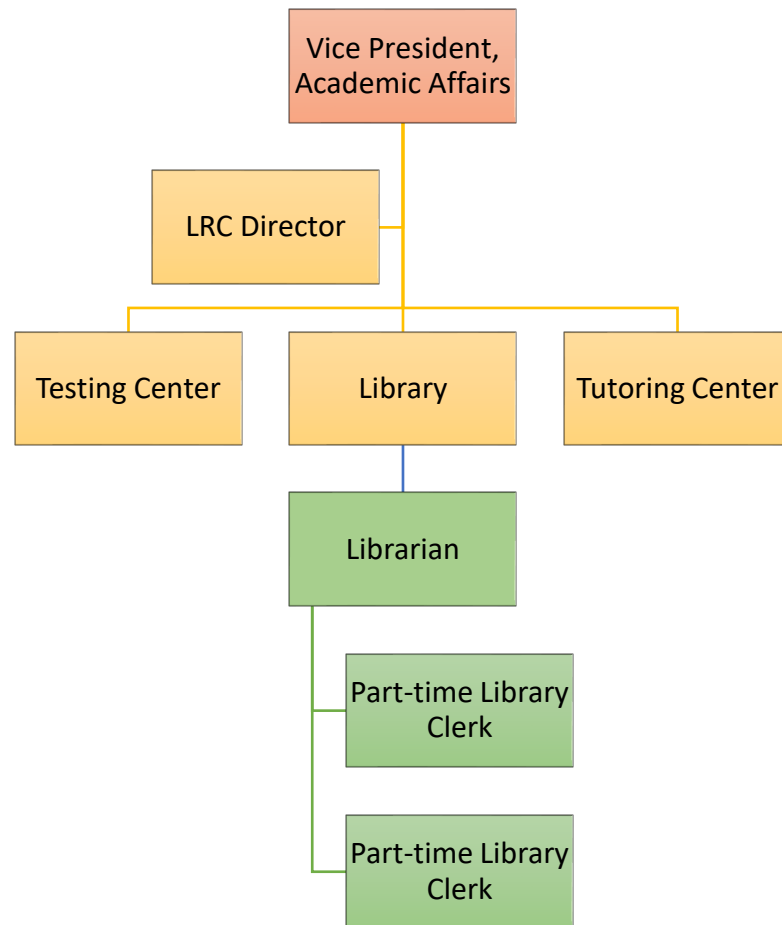
2B. HAVE YOU MET YOUR PREVIOUSLY SET GOALS? IF NOT, HOW DO YOU PLAN TO MEET THEM?

☒ Yes

☐ No

3. PERSONNEL SUMMARY

3A. PROVIDE AN ORGANIZATIONAL CHART OF THE DEPARTMENT.



3B. ARE CURRENT MANAGEMENT AND STAFF ADEQUATE TO PERFORM FUNCTIONS AND RESPONSIBILITIES SATISFACTORILY TO ACHIEVE DEPARTMENT GOALS? EXPLAIN THE JOB FUNCTIONS OF EACH POSITION.

☒ Yes

☐ No

☐ Somewhat

Librarian: responsible for the management of the library, library collection (physical and electronic), and supervision of library staff. The librarian provides library services to all KCC stakeholders. The librarian provides original and copy cataloging of library materials, assigning Library of Congress subject headings as needed. The librarian is responsible for collection evaluation and ensuring the collection aligns with academic programs. The librarian administers the library guides for students and faculty. The librarian is responsible for building and maintaining mutually beneficial relationships with other libraries, consortia, institutions and agencies. The librarian collaborates with faculty and staff to provide library and research

skills instruction as well as information literacy instruction campus-wide. The librarian provides in-person and online reference services to students, faculty and staff. The librarian collects and maintains statistical data for the evaluation of services, accreditation, state and federal reports. The librarian participates in college committees and professional local/state and national organizations.

Library Clerk: Responsible for assisting students, faculty and staff in the use of library resources such as the online catalog, databases, computers and copy machine/printer. Clerks are responsible for answering telephones, checking materials in and out and processing interlibrary loans. Clerks are also responsible collecting library and computer lab statistics and for the general upkeep of the library and computer lab.

3C. DESCRIBE ORGANIZATIONAL CHANGES THAT WILL IMPROVE DEPARTMENT PERFORMANCE, PROVIDE TIMELINESS FOR THE ACHIEVEMENT OF SUCH CHANGES, AND DESCRIBE MEASURES THAT WILL ASSESS THE EFFECTIVENESS OF SUCH CHANGES.

Since the last review, organizational changes were made that improved department performance and reduced turnover. Library clerks used to be student workers that were hired term to term. Now clerks are permanent part-time staff.

4. STAFF DEVELOPMENT

4A. DESCRIBE SPECIFIC PROFESSIONAL DEVELOPMENT ACTIVITIES IN WHICH DEPARTMENT MEMBERS PARTICIPATE, AND EXPLAIN HOW SUCH ACTIVITIES BENEFIT OR ENHANCE THE DEPARTMENT.

LRC personnel hold degrees and experience that contribute to their being able to provide quality services and instruction to students, faculty and staff. Further, the professional development activities that each member participates in, contributes to their ability to remain current in industry trends and best practices.

Ongoing training offered by Klamath Community College:

- First Aid, CPR and AED
- Chemical Spills
- Coronavirus Awareness and Health emergencies
- Child Abuse: Mandatory Reporting (Oregon)
- FERPA
- Hazard Communication
- Bloodborne Pathogen Exposure Prevention
- Fire Extinguisher Safety
- Safety Data Sheets
- Title IX and Sexual Misconduct
- Equipment and software training (Zoom and Smartboards)

Professional Development Activities:

- The LRC hosted a “Learning Express” training seminar that included representatives from KCC, OIT and the State Library. Learning Express provides educators the tools they need to help students explore careers, prepare for their GED, prepare for college admission exams, review math and writing skills and many other tools to help students be academically successful. Collaborative training with our community partners reinforces our shared commitment to student success.
- The LRC became a member of the Orbis Cascade Alliance. Orbis is a consortium of academic libraries in Oregon and Washington. As a member of Orbis, KCC is now able to share library resources with thirty-eight colleges and universities. This increases the amount of partner libraries to one hundred and eight, academic, public and school libraries. This partnership increases the resources our stakeholders can access for homework and research.
- The LRC Director was the Association of College & Research Libraries (ACRL-Oregon) liaison to the State Library of Oregon. This appointment provided KCC a direct voice at the State level. This access allowed KCC to participate in the decisions that affect all libraries across the State.
- As a member of the ACRL Oregon scholarship committee, the LRC Director awarded scholarships for leadership training to eleven Oregon Academic Librarians. Being a member of the ACRL scholarship committee, provided KCC the opportunity to actively support and participate in the development of future library leaders across Oregon.

Professional Development Memberships:

- Southern Oregon Library Federation
- Oregon Library Association
- Association of College & Research Libraries – Oregon
- Association of College & Research Libraries – National
- American Library Association
- Association for Library Collections and Technical Services
- Public Library Association
- REFORMA – National association to promote library & information services to Latinos and the Spanish speaking

Degrees and Certificates

Maribel Pagan	BA Creative Writing & Literature, MS Library Information Services
Rick Ball	BA fine and Applied Art, M.Ed. Teaching Licensure: K-12 Art, K-12 Library, MS Library Science

4B. DESCRIBE AREAS OF UNMET PROFESSIONAL DEVELOPMENT NEEDS AMONG PERSONNEL IN THIS DEPARTMENT AND OUTLINE PLANS TO ADDRESS THOSE NEEDS.

- **Basic catalog processing training for part-time library clerks:**

This training would allow library clerks to assist the librarian in cataloging collection materials.

- **Basic Inventory training for part-time library clerks:**

This training would allow library clerks to assist the librarian during inventory.

Both of these needs will be met through in-house training by the librarian.

5. FACILITIES AND EQUIPMENT

5A. ARE CURRENT FACILITIES, SUCH AS CLASSROOMS, OFFICES AND EQUIPMENT, ADEQUATE TO SUPPORT THE DEPARTMENT? EXPLAIN.

☐ Yes

☐ No

☒ Somewhat

A laptop cart, laptop and software is needed for inventory and off-site new student registration. Being able to use a mobile inventory station will reduce the amount of time it takes to perform yearly inventories. It increases efficiency and reduces labor costs. Being able to register students at new student orientation and other campus sponsored events that are not in the library, would increase the efficiency of patron support. It cuts down on the time a student needs to spend in the library checking out books if the student is already in the system.

5B. IS AVAILABLE EQUIPMENT ADEQUATE TO SUPPORT THE DEPARTMENT? EXPLAIN.

☐ Yes

☐ No

☒ Somewhat

Laptop Cart with laptop and software to expedite inventory and new student registration.

5C. DESCRIBE PLANS FOR FUTURE CHANGES IN SUPPORT FACILITIES OR EQUIPMENT.

Future plans for needed facilities and/or equipment support will be part of future budgets as those needs materialize.

6. BUDGET

6A. PROVIDE A FINANCIAL REPORT. EXPLAIN DEVIATIONS FROM BUDGET EXCEEDING 10% OF ANY LINE ITEM.

KLAMATH COMMUNITY COLLEGE DISTRICT

Fiscal Year 2021-2022

2002 - Learning Resources Center

Acct#	Account Description	Proposed Amount	Approved Amount	Adopted Amount
6600	Administrative Salaries	112,637	112,637	112,637
6700	Full Time Support Staff	0	0	0
6800	Part Time Support Staff	146,000	146,000	146,000
6900	Student Wages	0	0	0
1	FICA	19,786	19,786	19,786
2	Worker's Compensation	255	255	255
3	Unemployment	2,586	2,586	2,586
4	PERS	43,832	43,832	43,832
5	Life Insurance	222	222	222
6	Accident/Disability Insurance	108	108	108
7	Health Insurance	70,800	70,800	70,800
	Total Personnel Services	396,227	396,227	396,227
7050	Supplies	2,500	2,500	2,500
7060	Books	15,000	15,000	15,000
7061	Multi-media	500	500	500
7100	Printing	100	100	100
7150	Marketing	1,000	1,000	1,000
7240	Travel	500	500	500
7250	Training & Continuing Education	500	500	500
7350	Dues / Memberships	5,513	5,513	5,513
7360	Subscriptions	66,150	66,150	66,150
7400	Contracted Services	10,000	10,000	10,000
7925	Tools & Equipment < \$5,000	0	0	0
7935	Software < \$5,000	250	250	250
7940	Furniture < \$5,000	500	500	500
	Total Materials & Services	102,513	102,513	102,513
8000	Equipment	2,500	2,500	2,500
	Total Capital Outlay	2,500	2,500	2,500
	Total Expenditures	501,240	501,240	501,240

Contracted Services was \$3,610 over budget. However, the LRC was \$53,713 under budget

6D. DESCRIBE BUDGETARY CHALLENGES.

Not Applicable

7. CONCLUSION

7A. DESCRIBE DEPARTMENT STRENGTHS.

The department is well organized and efficient. The staff is support orientated and takes a proactive approach to their work. The staff creates an environment conducive to study and is committed to student success.

7B. DESCRIBE DEPARTMENT WEAKNESSES.

Prior to the campus prioritizing distance learning because of Covid-19, the library was a popular study and activity area. During Covid, safety measures were put into place which severely restricted in-person use of the library and the physical collection. The library is working to restore the level of in-person usage. For example, the library is partnering with ASKCC to sponsor library events for students. The library is also placing banner ads in Canvas in order to increase awareness.

***Please see “Covid” statistics in appendices**

7C. DESCRIBE SUPPORT NEEDED.

As stated in 5A, and 5B, a laptop cart with a laptop and software to aid in inventory and student library registration.

7D. OUTLINE NEW GOALS INCLUDING TIMELINESS FOR COMPLETION, MEASURES FOR EVALUATING ACHIEVEMENT OF SUCH GOALS, AND A PROCESS FOR IMPLEMENTING IMPROVEMENTS.

- Improve inventory process – Summer Term 2022 (purchase laptop cart & laptop w/ inventory software);
- Improve student library registrations – Summer Term 2022 orientation (use laptop at student events i.e. new student orientation);
- Update instructional videos for Canvas & remote students – Summer Term 2022 (collaborate with the Center for Teaching and Learning).

8. APPENDICES

8A. SAMPLE USAGE METRICS FROM SECTION 1D.

Klamath Community College		
Learning Resource Center		
Statistics		
October 2019		
Library Materials		
	Class Sets	67
	Equipment	0
	ESL	0
	Graphic Novel	23
	High School Textbooks	37
	Magazines	0
	Main Collection	57
	Oversize	0
	Reserves	371
	Staff Development	2
	Videos	43
	Spanish	1
	In House Use	33
	Renewals	104
	ILL Sent	38
	ILL Received	10
	from outside Sage	5
	TOTAL	791
Ebooks		
Sessions = 2463		
Searches = 7819		

Databases		
CQ Researcher	Searches	199
Credo	Searches	350
Ebsco	Sessions	15050
	Searches	46500
Films on Demand	Views	2801
Gale	Sessions	3798
	Searches	10691
Learning Express Library	Sessions	35
	Registrations	14
	Page Hits	2048
	Number of Tests	13
	Number of Tutorials	0
	Number of eBooks	7
Job & Career Accelerator	Sessions	15
	Registrations	3

People Count - Study Area	2394		
People Count - Computer Area	1067		
Instructional Events	see below		
Computer Lab Use - By Classes	see below		
User Assistance	632	Directional=22	
		Informational=156	
		Procedural=454	

October 2019																			
Instructional Events - Library Tours																			
Tuesday, October 3, 2019		9:30 AM		18															
		4:30 PM		19															
Monday, October 7, 2019		8:30 AM		2															
Wednesday, October 9, 2019		10:30 AM	ESL	6															
Wednesday, October 16, 2019		1:00 PM	GED	17															
Monday, October 28, 2019		11:00 AM	BUS 101	12	***Marsha - Library/Business Resources														
		12:00 PM	GED	13															
Tuesday, October 29, 2019		1:00 PM	WRI 121	8	*** Marsha (in Lakeview) - Mid-level Info. Literacy, Research skills + Internet & Databases														
				95															
					Total of 8 events/95 people														
Computer Lab																			
Tuesday, October 1, 2019	10:00 AM	NSG 210	9	*** Marsha - Nursing Resources, Databases Beg. Information Literacy															
Thursday, October 3, 2019	12:30 PM	WRI 227	18																
	2:00 PM	HIM 104	19																
Tuesday, October 8, 2019	11:00 AM	WRI 95	24																
Wednesday, October 9, 2019	12:30 PM	SPE 111	9																
Thursday, October 10, 2019	10:00 AM	SPE 111	13																
	12:30 PM	WRI 227	15																
	2:00 PM	HIM 104	8																
Monday, October 14, 2019	8:00 AM	CGS 100	27	*** Marsha - Library Overview, Beg. Information Literacy + Database Overview															
	9:00 AM	CGS 100	5																
	1:00 PM	MTH 98	8																
Tuesday, October 15, 2019	11:00 AM	WRI 95	no show																
	1:00 PM	MTH 98	10																
	2:00 PM	HIM 104	7																
	3:00 PM	SPE 111	8	*** Marsha - selecting topic/sources+ searching databases															
Wednesday, October 16, 2019	8:00 AM	CGS 100	25																
Thursday, October 17, 2019	12:30 PM	WRI 227	12																
	2:00 PM	HIM 104	7																
Friday, October 18, 2019	8:00 AM	CGS 100	25																
Monday, October 21, 2019	11:00 AM	CGS 100	20																
Tuesday, October 22, 2019	8:30 AM	CGS 100	26																
	10:00 AM	SPE 111	13	*** Marsha - Research skills + some database info.															
	11:00 AM	WRI 95	15																
Wednesday, October 23, 2019	11:00 AM	CGS 100	25																
	12:30 PM	SPE 111	10	*** Marsha - Research skills + some database info.															
Thursday, October 24, 2019	8:30 AM	CGS 100	23																
	12:30 PM	WRI 227	13																
	2:00 PM	HIM 104	9																
Friday, October 25, 2019	11:00 AM	CGS 100	20																
Monday, October 28, 2019	8:00 AM	WRI 90	6	*** Marsha - Library/tutoring center orientation, beg. information literacy + database overview															
	1:00 PM	WRI 90	6	*** Marsha - Library/tutoring center orientation, beg. information literacy + database overview															
Tuesday, October 29, 2019	11:00 AM	WRI 95	no show																
	2:00 PM	HIM 104	8																
Wednesday, October 30, 2019	11:00 AM	WRI 121	19	*** Marsha - Mid-level Information. Literacy, Research skills + Internet & Databases															
	12:30 PM	SPE 111	10																
	2:00 PM	CTL Training	no show																
Thursday, October 31, 2019	10:00 AM	SPE 111	no show																
	12:30 PM	WRI 227	11																
	2:00 PM	HIM 104	7																
	4:00 PM	WRI 121	17	*** Marsha - Mid-level Information. Literacy, Research skills + Internet & Databases															
					Total of 40 scheduled classes/507 people														

8B. COLLECTION DEVELOPMENT AND MANAGEMENT FROM SECTION 2A.

Library Collection Assessment Procedures

Collection Evaluation

Collection evaluation procedures provide the guidelines that help ensure the library maintains an appropriate level of currency, depth and breadth to support KCC's mission, core themes, programs and services, wherever offered and however delivered. Collection evaluation shall be continuous. Library staff will use needs assessment best practices.

Needs Assessment Aids

- Acquire course text lists from the bookstore at the beginning of each term
- Review KCC Student Inter Library Loans (ILL) and hold requests each month
- Review circulation and database statistics each year

General Selection Criteria

- The general criteria when selecting collection materials includes:
- Relevancy to KCC courses of instruction
- Quality of content and scope of subject
- Balance of collection
- Format and ease of accessibility
- Currency of material
- Library space and cost

Donations

The KCC Library does not actively seek donations to augment the collection. All donation offers are considered and the item(s) evaluated according to the needs of the library. Any donated item(s) anonymously left at the library will be recycled if not selected to augment the collection.

Cataloging

The library's physical collection shall be cataloged according to the Sage library system standards using the Library of Congress Classification System.

Library of Congress Classifications

Class A – General Works

Class B – Philosophy, Psychology, Religion

Class C – Auxiliary Sciences of History

Class D – World History and World History of Europe, Asia, Africa, Australia, New Zealand, etc.

Class E-F – History of Americas

Class G – Geography, Anthropology, Recreation

Class H – Social Sciences

Class J – Political Science

Class K - Law

Class L - Education

Class M – Music and Books on Music
 Class N – Fine Arts
 Class P – Language and Literature
 Class Q - Science
 Class R - Medicine
 Class S - Agriculture
 Class T - Technology
 Class U – Military Science
 Class V – Naval Science
 Class Z – Bibliography, Library Science, Information Resources (General)

Inventory

The library's physical collection shall be inventoried each year.

Deselection (Weeding)

The library's electronic (online databases) and physical collection will remain current and relevant. Library staff will follow a deselection assessment and removal schedule and follow best practices in determining which collection items are removed from the inventory.

Deselection Aids

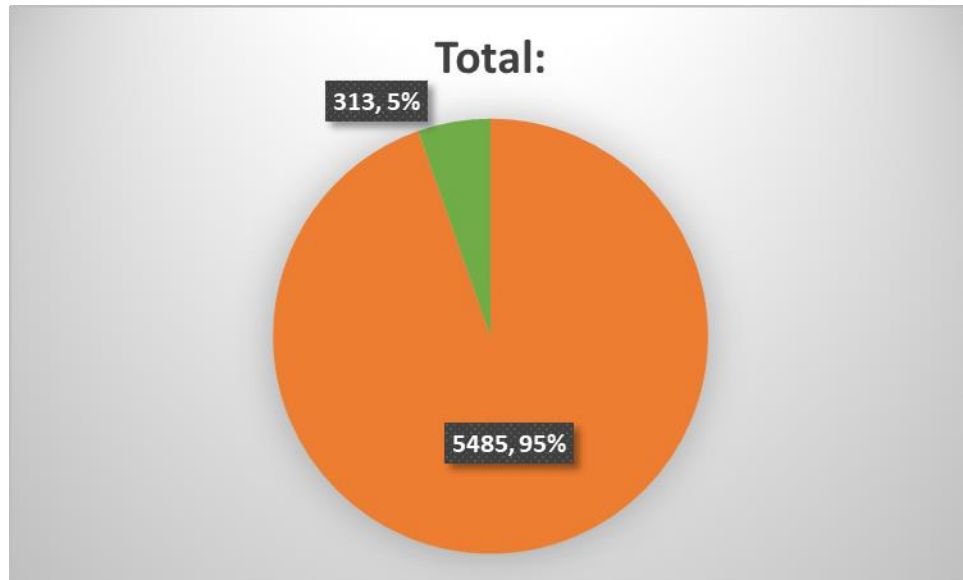
- Review course text lists from the bookstore each term.
- Review circulation statistics for each LC Class on the removal schedule

General Deselection Review Schedule

Library of Congress (LC) Classification	Frequency
Q & R	Yearly
A, S & T	Every Two Years
K & L	Every Three Years
All Other Classifications	Every Five Years

8C. COVID STATISTICS FROM 7B.

Winter Term 2020		Spring Term 2020	
People Count:		People Count:	
Study Area	3542	Study Area	52
Computer Lab	1943	Computer Lab	261
Total:	5485	Total:	313



9. NON-INSTRUCTIONAL DEPARTMENT REVIEW RUBRIC

	Highly Developed	Developed	Emerging	Initial
1—Support of the College Mission	Exhibits ongoing and systematic evidence of mission achievement.	Exhibits evidence that planning guides program and services selection that supports the College's mission.	Evidence that planning intermittently informs some selection of services to support the College's mission.	Minimal evidence that plans inform selection the of services to support the College's mission.
2—Accomplishments in Achieving Goals	Exhibits ongoing and systematic evidence of goal achievement.	Exhibits evidence that planning guides services selection that supports goal achievement.	Evidence that planning intermittently informs some selection of services to support the goal achievement.	Minimal evidence that plans inform selection of services to support goal achievement.
3—Personnel Summary	Employs a sufficient number of qualified personnel to maintain its support and operations functions, and job duties accurately reflect duties, responsibilities and authority of the position.	Employs an adequate number of qualified personnel to maintain its support and operations functions, and job duties accurately reflect the majority of job duties, responsibilities and authority of the position.	Has a plan to employ an adequate number of qualified personnel to maintain its support and operations functions, and job duties accurately reflect the majority of job duties, responsibilities and authority of the position.	Staffing is insufficient to meet needs.
4—Staff Development	Exhibits ongoing and systematic support of professional development opportunities.	Exhibits support of regular professional development opportunities.	Evidence of intermittent professional development opportunities.	Minimal evidence of professional development opportunities.
5—Facilities and Equipment	Facilities and resources meet	Facilities and resources meet	Evidence of a plan to have	Minimal evidence that

	current and future needs of the College.	current needs of the College	facilities and resources meet current and future needs of the College.	facilities and resources meet current and future needs of the College.
6—Budget	Financial resources meet current needs and are projected to meet future needs.	Financial resources meet current needs.	Evidence of a plan to acquire financial resources to meet current needs.	Minimal evidence that financial resources meet current needs.
7—Strengths and Weaknesses	Strengths and weaknesses are described accurately and thoroughly.	Most strengths and weaknesses are described accurately and thoroughly.	Some strengths and weaknesses are described accurately and thoroughly.	Minimal evidence that strengths and weaknesses are described accurately and thoroughly.
8—New Goals and Plan	Multiyear planning process with evidence of use of assessment data in planning.	Multiyear planning process with some assessment data.	Short-term planning process recently implemented.	Minimal evidence of planning process.
9—Overall Evaluation	Evidence of ongoing systematic use of planning in selection of programs and services.	Exhibits evidence that planning guides program and services selection that supports the College.	There is evidence that planning intermittently informs some selection of services to support the College.	Minimal evidence that plans inform selection the of services to support the College.
	Highly Developed	Developed	Emerging	Initial

EXAMPLE CYBER SECURITY LRC HOLDINGS REVIEW

DESCRIBE THE INSTRUCTIONAL SUPPORT SERVICES THE PROGRAM USES.

3C.I. REVIEW LRC HOLDINGS FOR RELEVANCY AND CURRENCY TO PROGRAM.

Consortium

The library belongs to the Sage Library System, which consists of over 70 libraries including public and academic libraries. Students can interlibrary loan materials from all of these libraries.

Electronic Database Resources:

Main

1. Gale General OneFile
2. eBook Open Access (OA) Collection (EBSCOhost)
3. Credo Reference
4. Gale eBooks
5. Gale In Context: Opposing Viewpoints
6. Fuente Academica
7. Gale OneFile: News
8. Gale OneFile: Popular Magazines
9. Gale OneFile: Computer Science
10. eBook Collection (EBSCOhost)
11. Points of View
12. DOAJ – Directory of Open Access Journals
13. Readers' Guide Full Text Mega (H.W. Wilson)

Shelf

Main Collection

1. Nine algorithms that changed the future : the ingenious ideas that drive today's computers
2. The Universal history computing : from the Abacus to the Quantum Computer
3. The career programmer : guerilla tactics for an imperfect world
4. Absolute beginner's guide to computer basics
5. Computer basics in easy steps
6. Pattern on the stone : the simple ideas that make computers work
7. Hackers
8. Code : the hidden language of computer hardware and software
9. The productive programmer
10. The pragmatic programmer : from journeyman to master
11. Masterminds of programming
12. Cracking the coding interview : 150 programming questions and solutions
13. Programming logic and design, 7e (comprehensive version)
14. Object-oriented analysis and design with applications
15. Growing object-oriented software, guided by tests
16. C++ : Learn by doing
17. Murach's C# 2015
18. Programming Logic and Design Comprehensive
19. C# 8.0 in a nutshell : the definitive reference
20. The mythical man-month : essays on software engineering

21. Compilers : principles, techniques, & tools
22. Domain-driven design : tackling complexity in the heart of software
23. Practices of an agile developer : working in the real world
24. Advanced programming in the UNIX environment
25. Software estimation : demystifying the black art
26. Mastering Kali Linux for advanced Penetration Testing : secure your network with Kali Linux 2019.1 - the ultimate white hat hacker's tool kit
27. Mastering Kali Linux for advanced Penetration Testing : secure your network with Kali Linux 2019.1 - the ultimate white hat hacker's tool kit
28. The hacker and the state : cyber attacks and the new normal of geopolitics
29. Hacking : the art of exploitation
30. The hacker playbook : practical guide to penetration testing
31. Algorithms
32. The essentials of computer organization and architecture
33. Database systems - design, implementation, and managements
34. Careers in computer support
35. Delivering world-class technical support
36. Introduction to help desk concepts and skills
37. The art of deception : controlling the human element of security

Reserves

1. Introduction to logic circuits & logic design with Verilog
2. C++ Learn by doing
3. The essentials of computer organization and architecture
4. C# 10 in a nutshell : the definitive reference
5. Responsive web design with HTML5 and CSS : build future-proof responsive websites using the latest HTML5 and CSS techniques
6. Don't make me think, revisited : a common sense approach to Web usability
7. Database systems : design, implementation, and management
8. Hands-on Microsoft Windows Server 2019
9. Hands-on Microsoft Windows Server 2016
10. Mike Meyers' CompTIA A+ Core 1 certification passport (exam 220-1101)
11. Mike Meyers' CompTIA A+ Core 1 certification passport (exam 220-1101)
12. Mike Meyers' CompTIA A+ Core 2 certification passport (Exam 220-1102)
13. Mastering Kali Linux for advanced penetration testing : apply a proactive approach to secure your cyber infrastructure and enhance your pentesting skills

2	Expiring 2023/24 Computers	\$ 1,210.00	5	\$ 6,050.00	Hardware
2	Expiring 2023/24 Laptops	\$ 2,000.00	109	\$ 218,000.00	Hardware
1		\$ -	0	\$ -	Hardware
1	Student DC Replacment	\$ 20,000.00	1	\$ 20,000.00	Hardware
1	VMWare Host Replacement Server 1	\$ 25,000.00	1	\$ 25,000.00	Hardware
1	VMWare Host Extention 1 year Server 3	\$ 2,000.00	1	\$ 2,000.00	Con. Services
2	Jenzabar Implemetation Service Hours	\$ 225.00	100	\$ 22,500.00	Con. Services
3	Conference Room Upgrades B3, B9	\$ 17,000.00	2	\$ 34,000.00	Hardware
3		\$ -	0	\$ -	Hardware
1	MPC305SPF Bld 9 room 9220 presidents	\$ 3,000.00	1	\$ 3,000.00	Hardware
2	MPC305SPF Bldg 8 Room 833 External Affairs	\$ 3,500.00	1	\$ 3,500.00	Hardware
2	MPC8000 HSB Upstairs Ricoh Copier BW	\$ 19,300.00	1	\$ 19,300.00	Hardware
1	M365 Copilot	\$ 360.00	10	\$ 3,600.00	Software
1	M365 Compliance A5	\$ 33.00	500	\$ 16,500.00	Software
2	J1Web Load Ballencing Cloudflair	\$ 200.00	12	\$ 2,400.00	Software
2	Power Bi Premium	\$ 25.00	300	\$ 7,500.00	Software
2	Professional Development	\$ -	0	\$ -	Pro Dev
2	Product Training	\$ 1,000.00	1	\$ 1,000.00	Pro Dev
2	Conferences	\$ -	0	\$ -	Pro Dev
1	Travel	\$ 6,500.00	1	\$ 6,500.00	Travel
3		\$ -	0	\$ -	Pro Dev

\$	502,151.67	1
\$	280,250.00	2
\$	34,000.00	3

Tools

1	KVM	\$ -	1	\$ -	Tools
	Step ladder AITC	\$ 200.00	1	\$ 200.00	Tools

Supplies

1	UPSs	\$ 200.00	40	\$ 8,000.00	Supplies
	AITC Network	\$ -	0	\$ -	Supplies
	Polos	\$ -	0	\$ -	Supplies

Furniture

	Chair	\$ -	0	\$ -	Supplies
	Standing Desk	\$ -	0	\$ -	Supplies

Comprehensive Facilities Department Project Report

Following the successful completion of the offices in the HSB building in January 2024, the Facilities Department has outlined the next steps for major remodels and building construction projects.

Childcare Learning Center Project The design phase of the Childcare Learning Center is currently underway. The contract for the architect was signed and approved by the board and the president on April 23, 2024. The completion of the design phase is scheduled for January 1, 2025. Upon completion, a Request for Proposal (RFP) for construction will be released for bidding. The construction is slated for completion in the fall of 2026.

Cosmetology Building Project In September 2023, the college engaged BBT Architects to design concept drawings for a new Cosmetology Building. This project is part of our ongoing commitment to providing state-of-the-art facilities for our students.

Additional Upgrades and Projects Several other upgrades and projects are also in progress to improve our campus facilities. These include:

- Restriping of the parking lots to improve visibility and safety.
- Repainting the exteriors of Buildings 4 and 8 to maintain a fresh and appealing look.
- Installing new carpeting in the common areas of Building 3 to enhance the comfort and aesthetics.
- Remodeling the restrooms in Building 4 to ensure they are modern, clean, and accessible.
- Completion of the landscaping around Buildings 5 and 10 to enhance the campus environment.
- Remodeling of room 242 in Building 4 to house the Surgical Tech program.