

Staffing and Enrollment

- A. *Description of current full- and part-time student enrollment levels by academic program and define how the programs are accessed by the student (i.e., main or satellite campus instruction, collaboration efforts with other institutions, Internet or distance learning, etc.)*

Student Body Composition

Term	Major	Full Time	Part Time	Total
Fall 2011	Accounting	39	59	98
Fall 2011	Administrative Office Systems	13	20	33
Fall 2011	Agri-Commercial Horticulture	2	7	9
Fall 2011	Agri-Landscape Horticulture	1	1	2
Fall 2011	Agri-Viticulture	0	1	1
Fall 2011	Apprentice/Trade Related-Cert	0	6	6
Fall 2011	Art	23	33	56
Fall 2011	Assoc in General Studies	79	99	178
Fall 2011	Biology	15	20	35
Fall 2011	Business Administration	104	213	317
Fall 2011	Business Systems Supp Spec	0	1	1
Fall 2011	Chemistry	5	3	8
Fall 2011	CIS - Information Technology	20	25	45
Fall 2011	CIS - Networking	20	17	37
Fall 2011	CIS - Programming	17	7	24
Fall 2011	CIS - Web	3	3	6
Fall 2011	CIS Info Tech - Level 1 CERT	0	1	1
Fall 2011	CIS Network Tech- Level 1 CERT	2	2	4
Fall 2011	Cisco - Cert	2	3	5
Fall 2011	Communication	18	17	35
Fall 2011	Computer Science WMU	8	7	15
Fall 2011	Corrections, Probation, Parole	23	42	65
Fall 2011	Dental Assisting - Assoc	8	12	20
Fall 2011	Dental Assisting - Cert	0	5	5
Fall 2011	Dental Hygiene - Transfer	4	5	9
Fall 2011	Diagnostic Med Sonography	18	13	31
Fall 2011	Draft/Design - Level 1 CERT	0	1	1
Fall 2011	Drafting and Design	6	7	13
Fall 2011	Drafting and Design - Cert	0	2	2
Fall 2011	Early Childhood Education-AAS	19	53	72
Fall 2011	Early Childhood Education-Cert	1	8	9
Fall 2011	Education-Elementary	33	43	76
Fall 2011	Education-Secondary	18	10	28
Fall 2011	Electronics Technology	0	1	1
Fall 2011	Elem Ed WMU Southwest - AAS	14	16	30
Fall 2011	Emergency Medical Services	0	1	1
Fall 2011	Energy Prod/Crafts Intru-Ctrl	1	0	1

Fall 2011	Energy Production/Chemistry	4	2	6
Fall 2011	Energy Production/Crafts Elec	1	2	3
Fall 2011	Energy Production/Crafts Mech	4	9	13
Fall 2011	Energy Production/HPRP	6	4	10
Fall 2011	Energy Production/Power Plant	20	36	56
Fall 2011	Energy Production-Level 1CERT	0	2	2
Fall 2011	English	12	13	25
Fall 2011	Environmental Science	6	1	7
Fall 2011	Fire Science - Transfer	0	1	1
Fall 2011	Fire Science - Transfer Cert	1	0	1
Fall 2011	Foreign Language	2	9	11
Fall 2011	General Education - Cert	1	0	1
Fall 2011	General Technology	6	7	13
Fall 2011	Graphic Design	20	16	36
Fall 2011	Graphic Design - Cert	3	3	6
Fall 2011	Health	21	21	42
Fall 2011	History	6	5	11
Fall 2011	Hospitality Management	27	22	49
Fall 2011	Hospitality Management - Cert	3	4	7
Fall 2011	Humanities	1	3	4
Fall 2011	Industrial Maintenance Tech	16	11	27
Fall 2011	Law Enforcement	28	23	51
Fall 2011	Law Enforcement - Transfer	1	3	4
Fall 2011	Legal Office Assistant - Cert	1	5	6
Fall 2011	Legal Office Systems	5	7	12
Fall 2011	Liberal Arts	9	17	26
Fall 2011	Machine Tool - Level 1 CERT	0	3	3
Fall 2011	Machine Tool Technology	11	12	23
Fall 2011	Machine Tool Technology - Cert	2	1	3
Fall 2011	Machine Tool Trades	0	1	1
Fall 2011	Magnetic Resonance Image- Assoc	9	1	10
Fall 2011	Magnetic Resonance Image-Cert	0	1	1
Fall 2011	Major not listed	7	4	11
Fall 2011	Management - Level 1 CERT	1	1	2
Fall 2011	Management/Marketing	38	47	85
Fall 2011	Manufacturing Engineering-WMU	2	1	3
Fall 2011	Marketing - Level 1 CERT	1	2	3
Fall 2011	Mathematics	5	11	16
Fall 2011	Medical Assistant Technology	0	1	1
Fall 2011	Medical Office Assistant-Cert	3	11	14
Fall 2011	Medical Office Systems	22	21	43
Fall 2011	Music	15	7	22
Fall 2011	Numerical Control-Level 1 CERT	1	2	3
Fall 2011	Nursing-ADN	28	129	157
Fall 2011	Occupational Therapy Assistant	0	1	1
Fall 2011	Office Automation Spec - Cert	0	1	1
Fall 2011	Paramedic	6	5	11
Fall 2011	Personal Interest	89	979	1068

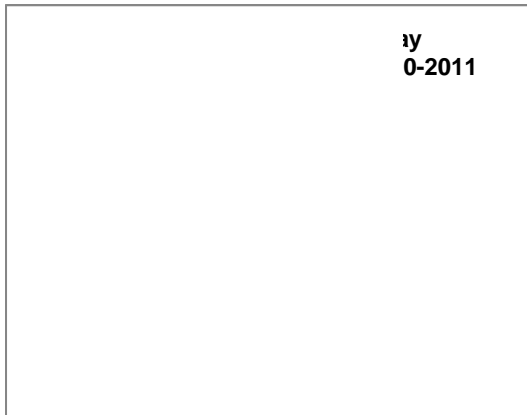
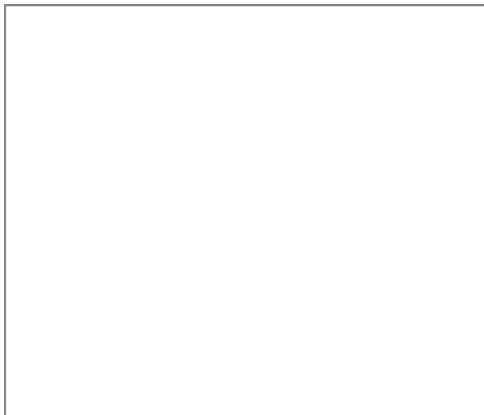
Fall 2011	Philosophy	1	2	3
Fall 2011	Physical Education & Wellness	10	6	16
Fall 2011	Physical Science	0	1	1
Fall 2011	Physics	3	0	3
Fall 2011	Political Science	0	2	2
Fall 2011	Practical Nursing-LPN	6	18	24
Fall 2011	Pre Dental Assisting	20	22	42
Fall 2011	Pre Dental Assisting-Cert	4	8	12
Fall 2011	Pre Diagnostic Med Sonography	30	59	89
Fall 2011	Pre Magnetic Res Image	5	9	14
Fall 2011	Pre Magnetic Res Image-Cert	0	1	1
Fall 2011	Pre Nursing-ADN	156	223	379
Fall 2011	Pre Nursing-LPN	20	32	52
Fall 2011	Pre Paramedic-Cert	1	2	3
Fall 2011	Pre X-Ray	33	68	101
Fall 2011	Pre-Athletic Training	10	8	18
Fall 2011	Pre-Chiropractic	5	1	6
Fall 2011	Pre-Dentistry	6	6	12
Fall 2011	Pre-Engineering	29	40	69
Fall 2011	Pre-Forensics	3	0	3
Fall 2011	Pre-Law	13	3	16
Fall 2011	Pre-Med/Osteopathic	17	5	22
Fall 2011	Pre-Mortuary Science	3	4	7
Fall 2011	Pre-Optometry	2	1	3
Fall 2011	Pre-Paramedic	5	6	11
Fall 2011	Pre-Pharmacy	22	13	35
Fall 2011	Pre-Physical Therapy	34	21	55
Fall 2011	Pre-Physician's Assistant	4	6	10
Fall 2011	Pre-Veterinary Medicine	16	13	29
Fall 2011	Psychology	42	29	71
Fall 2011	Radiological Technology-X-Ray	8	35	43
Fall 2011	Skilled Trades	4	19	23
Fall 2011	Skilled Trades Technology-Cert	0	7	7
Fall 2011	Sociology/Pre-Social Work	33	47	80
Fall 2011	Theatre	10	5	15
Fall 2011	Unde between 2 or more majors	43	37	80
Fall 2011	Unde between two H/S majors	8	6	14
Fall 2011	Undecided (Liberal Arts)	35	57	92
Fall 2011	Undecided (Occupational)	0	2	2
Fall 2011	Undeclared	0	5	5
Grand Total		1601	3061	4662

Recognizing that not all students can attend regularly scheduled classes because of conflicting work and family responsibilities, the College initiated telecourses in Winter 1989. With a modest beginning of two courses and 55 students, LMC's course offerings have grown, with our largest offering of 33 telecourses in 2005-2006 and our largest enrollment of 632 students in 2004-2005. Courses in a variety of disciplines are offered including History, Spanish, Business, Psychology, Marriage and Family, National Government, Economics, Management, Marketing, Sociology, and Small Business Management.



Lake Michigan College was the **first** Michigan community college to offer two-way interactive courses. The College is equipped with three electronic classrooms capable of originating and receiving two-way interactive classes between all three sites simultaneously. The technology is used to conduct classes between the Napier Avenue Campus, the Bertrand Crossing Campus, and the South Haven Campus.

During the past eighteen years, enrollments in these classes have averaged about 276 students each year. In addition to Lake Michigan College courses, the College also has facilitated two-way interactive courses for educational institutions including Western Michigan University, Michigan State University and the Van Buren Intermediate School District.



The Teaching and Learning Center

Technology has made a definite impact on the learning resources available to our students and on how they access them. Students are turning to online resources in increasing numbers, although the high personal touch ethos traditional to smaller community colleges continues.

Blackboard, the learning management system (LMS) used by the College, is administered through the Teaching and Learning Center. Originally created in Fall 1996 as a limited resource center directed part-time by an English faculty member, the intent of the Teaching and Learning Center (TLC) was to introduce and disseminate to faculty new methods in postsecondary education and to offer technical help in academic technology in recognition of a need to increase computer literacy across all disciplines. A previous NCA self study recommended hiring a full time director to handle instructional technology responsibilities and to provide a greater range of faculty development opportunities.

In 1999, a five-year Title III grant "Integration of Technology to Strengthen Academic Programs" infused multimedia into the curriculum by providing infrastructure and support:

- Fiber optic backbone at the Napier Avenue Campus
- Equipped all classrooms with multimedia capable instructors' stations (computer, projector, VCR/DVD)
- Expanded the TLC to fulfill the faculty development needs created by the above, hiring a full-time director in year two (2000) and a multimedia equipment technician year three (2001), both of which continued beyond the 2004 conclusion of the grant to the present.
- Created specialized and open computer labs with discipline specific software

Today the center provides support for a large number of software applications and instructional technologies, including audience response systems ("clickers"), screencasting, blogs, wikis, and webinars. The center is used for many varied purposes.

Strengths

Within the first three years, the high rate of adoption of Blackboard was impressive; 68% of full-time faculty and many adjunct faculty members have embraced the use of Blackboard. Today, an average of 275-350 courses per semester are active on Blackboard, which has truly become a mission critical application for the College in the area of distance education. The variety of software applications and academic technology support is broad. Instructors are responding favorably to access to Blackboard's advanced features, such as plagiarism detection, blogs, wikis, journals, and mobile access via smartphone. The physical environment is a welcoming space and staff members enjoy strong faculty relations and professional credibility. Workshops are delivered in many formats, at all campuses, at differing times.

Student Program Assessment

Student class evaluation surveys are distributed each semester. The results of these evaluations are shared with the instructor, the department chair and the division dean.

In addition, the College distributes an annual student satisfaction survey.

A student satisfaction survey was distributed to 1,519 students in 95 classes at the Napier Avenue Campus, Bertrand Crossing Campus, M-TECSM and South Haven in Fall 2008. Of that sample, 721 usable surveys were returned, for a response rate of 47%.

Category	2008 (5-Pt. Scale)	2007 (5-Pt. Scale)	2006 (5-Pt. Scale)	2005 (5-Pt. Scale)	2004 (5-Pt. Scale)	Change, 2004- 2008
Class Size	93.4%	96.8%	87.4%	89.8%	91.8%	1.6
Faculty Attitudes Toward Students	92.0%	92.0%	86.4%	86.6%	90.0%	2.0
Quality of Instruction	88.4%	89.0%	85.7%	87.0%	90.0%	1.6
Faculty Availability Outside of Class	90.1%	87.2%	73.7%	72.2%	74.5%	15.6
Time Course(s) Are Offered	76.3%	76.4%	67.7%	72.2%	75.8%	0.5
Frequency of Course Offerings	71.2%	70.3%	61.8%	61.7%	66.3%	4.9

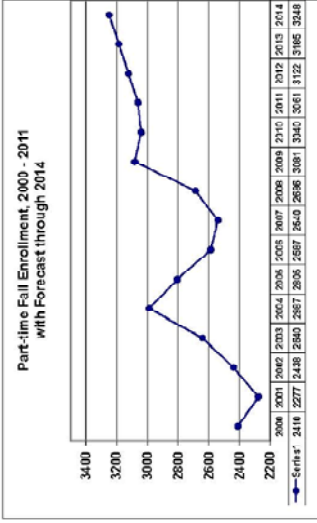
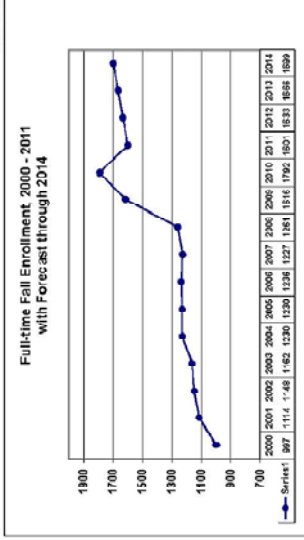
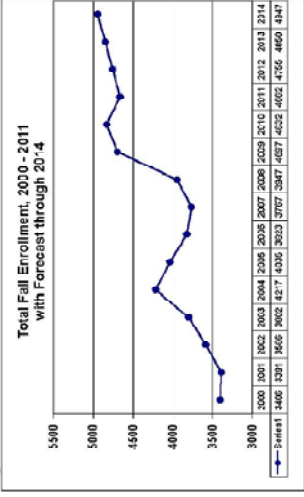
B. Projection of enrollment patterns over the next five years (including distance learning initiatives)

With the addition of the Bertrand Crossing Campus with Fall 1998 and the M-TECSM at Lake Michigan College coming on line Fall 2000, and the South Haven Campus in Fall 2003, the College President and Board of Trustees worked with the College Staff to develop a long term financial plan. The College continues to experience enrollment growth and anticipates this to continue in the following years. The enclosed charts depict this anticipated enrollment growth.

Fall semester 1985 1986 1987 1988 1989 1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 1994 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25
 Total Fall Undergraduate Headcount 3412 3439 3217 3223 3319 3424 3514 3520 3486 3400 3260 3144 3200 3225 3225 3406 3391 3106 3002 4217 4023 3920 3757 3957 4597 4832 4652
 #-TEC/Bertram/ Crossing/South Kawan Growth
 Revised forecast 4253 4859 4847

Original forecast 4431
 Full-time Students 753 772 819 858 902 957 956 925 773 743 808 869 908 951 1114 1148 1162 1200 1220 1235 1227 1251 1416 1792 1601
 #-TEC/Bertram/ Crossing/South Kawan Growth
 Revised forecast 1633 1655 1699

Original forecast 1108
 Part-time Students 243.5 225.5 252.3 237.1 273.4 263 257.9 249.7 236 255 242.8 232.8 241 127.7 24.38 2640 2987 2805 2597 2540 2636 3061 3040 3061
 #-TEC/Bertram/ Crossing/South Kawan Growth
 Revised forecast 3122 3195 3248
 Original forecast 2921



Projection of enrollment patterns over the next five years – Even though Southwest Michigan’s overall populations are projected to decline over the next several years, Lake Michigan College’s enrollment for the Fall 2010 semester is +5% for enrollment over the Fall 2009 semester. Lake Michigan College can expect to see enrollments that are more flat rather than any increases over the next five years. The College continues with the work of its Strategic Enrollment Management Team (SEMT), which is made up of 32 members throughout the institution, to focus on enrollment. The purpose of the SEMT is to coordinate recruitment, registration, advising, admission, financial aid and retention, while working collaboratively with the academic community, campuses, and administrative units to identify and implement processes to meet, and wherever possible, exceed expectations and College enrollment goals. The goal for the next four years is to increase enrollment by 2%, each year. The College will focus on four areas to grow: (1) greater penetration of the current high school market, (2) to offer unique academic programs not offered by area competitors including expanding our emerging technologies programs, (3) increase distance learning (online) course and program options, and (4) increase persistence and retention rates. The College is committed to retaining the students who already attend a given semester. Early College Program numbers continue to grow, which represents approximately 18% of the overall college enrollment.

C. *Evaluation of enrollment patterns over the last five years.*

A number of factors have been identified which have positively impacted overall enrollment in 2010. These factors have been identified as: 1) an increase in the overall adult population of the college service area, 2) even though we had a decline in the number of high school graduates, LMC was able to hold its own. 3) and a major new employer in the area (Four Winds Casino) providing high starting salaries for entry-level employees, many of whom were a part of the College’s student body.

Lake Michigan College has experienced some enrollment growth over the past five years. Support for this enrollment growth includes, but is not limited to:

- New programs have been developed in Energy and related programs
- College admissions staff visits all area high school seniors each year at their home schools and provide visitation tours to Lake Michigan College.
- The College has strong partnerships with area business and industry, which depend on the College for a skilled workforce.
- A new partnership agreement has been developed with Allegan County
- The College provides dual enrollment, direct credit and academies in cooperation with area high schools, experiencing continuous enrollment growth.
- Spring Arbor University began offering upper level courses in Business Administration in spring 2009.
- The College provides outreach services to parents and prospective students including informational events held at all campuses on the following topics:
 - Financial Aid Workshops
 - Dual Enrollment Orientation Sessions for Students and Parents
 - On site registration and advising at some area high schools each spring

- Participation in K-12 administrative meetings throughout the year
- Transfer Day/College Night
- Six 8th grade career days to introduce the college to students in this age group
- K-12 Coordination for Early College Classes, which are attended by more than 900 students annually

D. *Provide instructional staff/student and administrative staff/student ratios for major academic programs or colleges*

Lake Michigan College faculty and staff comprise individuals who exhibit high levels of excellence, leadership and innovation for the benefit of students, the institution and the community.

There are 844 full- and part-time employees at the College: 56 full-time faculty, 1 non-teaching faculty and 275 adjunct faculty; 3 part-time teaching assistants; 47 administrators; 132 technical/professional staff; 64 classified staff; 39 facilities management personnel; 217 part-time employees and 10 coaches.

The ratio of students to full-time teaching faculty was 83.2:1 for Winter 2011 and 81.8:1 for Fall 2011.

E. *Projection of future staffing needs based on 5-year enrollment estimates and future programming changes.*

# of FTEs	Employee Classifications
2.0	Administrator
1.5	Classified Staff
1.0	Professional/Technical Staff
1.0	Facilities Staff
9.0	Faculty, Full-time

F. *Identify current average class size and projected average class size based on institution's mission and planned programming changes.*

One College educational priority is to maintain small class sizes so instructors can work with each student and so all students can have opportunities to engage in class discussions and dialogues.

Special circumstances such as room design or number of workstations available cause exceptions to the cap of thirty. These can result in smaller or larger class sizes. English composition classes are limited to 22 to ensure adequate exposure to our writing faculty for each student. Many science classes are capped at 24 to 27 depending on laboratory capacity. Communication classes are capped at 24, so students all have opportunities to make multiple presentations. For safety purposes and to enhance student/faculty interactions, class sizes in machine tool, robotics, welding, drafting, and hydraulics/pneumatics laboratories range from 14 to 24.

However, some introductory or survey classes in programs like Energy Production and or nursing can be larger. The Introduction to Energy Production class is designed for up to 40 and in some cases, the combined nursing classes can be up to 60 students.