

Mission Statement

Florida Keys Community College is an open-access, educational institution dedicated to serving the intellectual, diverse, cultural, and occupational needs of the Florida Keys as well as the global community. The college is committed to student-centric academic programs and services, workplace development, continuing education, diverse partnerships, electronically delivered instruction, and sustainable practices that prepare students for personal success and responsible citizenship.



Vision Statement

FKCC will be a leader in quality education, innovative learning and unifying force within the community.



Florida Keys Community College is committed to providing equal access/equal opportunity. The College does not discriminate on the basis of color, race, sexual orientation, religion, gender, age, national origin, marital status or disability in admission to, or employment in, its education programs or activities. FKCC complies with the Florida Educational Equity Act and with Title IX of the Education Amendments of 1972. Inquiries concerning application and implementing regulations may be referred to the College's Equity Coordinator, Joanne Dinkel, Office 1512, Human Resources, 5901 College Road, Key West Florida 33040, (305) 809-3504 or to the Office for Civil Rights of the U.S. Department of Education.

Florida Keys Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida Keys Community College.



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2010-2011 ANNUAL ACCOMPLISHMENTS REPORT

Florida Keys Community College 2010-2011 Institutional Strategic Goals

GOAL 1: Uphold a student-centered environment that promotes excellence in teaching and effective learning

GOAL 2: Engage the Keys community to strengthen relationships and develop identified programs and services

GOAL 3: Foster a sustainable, healthy, and productive organizational environment focused on achieving the College's mission

GOAL 4: Promote the college and its unique offerings throughout the Keys and global community



FKCC's Institutional Goals are broad, measurable priorities which enable the college to fulfill its mission and vision, reflect its values, and take into consideration the opportunities and challenges which confront it. It is through the development of new academic and vocational programs, responsible fiscal management, community services and outreach, and relationship building that FKCC is able to fulfill its mission.

These goals will remain the same for the next three years. Therefore, strategic objectives have been developed which ensure the accomplishment of these goals and direct the energy and focus of the institution to significant and timely issues.



Strategic Objectives for Institutional Improvement

The Strategic Objectives are defined, specific indicators of what the college is in the process of accomplishing. They represent the backbone of the Strategic Plan. These strategic objectives for the year 2010-2011 relate to promoting excellence in teaching and effective learning, contributing to economic development of the community, increasing the college's enrollment, creating financial strength for the institution and optimizing our technology

During the annual planning process at FKCC, each Unit develops its own specific objectives that link into and support these College Strategic Objectives. At the end of the planning cycle, each Unit assesses whether it has accomplished its intended objectives. Listed below are the achievements of FKCC's Units which demonstrates the College's success in achieving its 2010 to 2011 Strategic Objectives.

1. Encourage and support quality education through innovation in content, services and delivery methods

- Weekly technology trainings held by the distance learning department.
- Training Tuesdays offered in fall 2010 and spring 2011
- Substantive change prospectus submitted to SACS August 2010
- FKCC approved to deliver the AA degree online on January 31, 2011
- 100% of online courses audited for quality
- 100% of the courses required for the AA transfer plan in Business Administration are offered online
- Entrepreneurship certificated was approved and offered fall 2011
- The Computer Science Advisory Committee was established
 - Committee met twice
 - Six new courses approved by curriculum Committee
 - Revised certificate program and AS in Computer Information Technology
 - CGS 1100 and CGS 1000 developed and offered as a Hybrid course
 - Syllabus modified to address PowerPoint within the first few weeks of the CGS 1100
- AVID program offered at HOB middle school
 - 18 CROP students participated
 - Program offered advanced math courses
- 47% increase of student enrollment in FKCC's Summer Enrichment Program
- 3% increase in number of SMARTHINKING hours utilized by students
- SMARTHINKING information added to First Time in College student orientation
- Offered two semesters of mini-mester courses in fall 2010 and spring 2011
- Introduction to Understanding Film (FIL 1000) modified and re-titled to Writing about Film (ENG 1300)
- 16 new workstations, 2-way lighting, and new projection screen installed in library
- Lincoln Exhibit held at library
- Curriculum revised for: AA in Marine Biology, AS in Marine Environmental Technology, and AS in Marine Technology and Diving
- Two student tutors hired for the ISLE
- Virtual A&P lab utilized for BSC labs
- 100% of history courses utilize MyHistoryLab
- Turnitin Software purchased and utilized by faculty
- Historiography course developed and approved by SCNS
- Writing Across Curriculum adopted in history courses
- Two Communication Skills Workshops held in summer and fall 2010
- Two resume writing workshops held in summer and fall 2010
- 10% increase in the number of students participating in the online orientation
- Banner Relationship Management is being utilized for communication campaigns to students
- Information literacy instruction has increased by 69% from 2008 -2009 to 2009-2010.
- Students attending library information literacy sessions has increased by 98%
- Criminal Justice program implemented at Upper Keys Center
- Criminal Justice AA transfer plan sequenced

2. Ensure quality education and student learning through effective assessment measures

- Course learning outcomes successfully linked to competencies in 100% of FKCC's syllabi
- QEP topic and purpose identified. Logo selected, implementation team established and tasks assigned. QEP implementation scheduled for spring 2012

- Pre and post tests utilized to assess student learning from the information literacy sessions
- On average, 72% of college graduates indicated that the classes at FKCC made them more able to enhance their skills and knowledge in the respective competencies
- Student success rates have increased due to supplemental instruction and additional tutoring services
- The English department standardized all student learning outcomes and assessment measures
- Certified Addictions Studies developed a rubric to assess observational exercises
- Standardized rubrics developed and used for program learning outcomes assessment for multiple departments: letters & humanities, math & sciences, computer science, diving, and social sciences



3. Develop a systematic and integrated approach to student persistence and success

- Student affairs disseminated five hard copy flyers/letters to students to increase awareness of FKCC events and services
- 86% of student respondents indicated they rely on FKCC's monthly newsletter (VOICES) for communication with FKCC
- Banner 8 upgrade completed
- MS Desktop implemented. Help desk calls are now logged and utilized for FAQs and user tips
- IT request form used for approval before IT equipment purchased
- DegreeWorks rolled out to student advisement and enrollment services staff

- Banner relationship management used to create student communication campaigns
- One new retention campaign created and implemented
- Three registration fairs held at FKCC locations
- Increase library information sessions by 69%
- Financial Aid website revamped and content updated
- Loan default rate decreased from 18.7% to 14.5%
- Financial aid and advising services collaborated to improve student academic progress through use of DegreeWorks software
- All but 13% of Florida Work Study funds have been used by FKCC students
- CROP guidelines for scholarship modified to allow for 3 years
- SMARTHINKING tutoring services information provided to students in the Student Survival Skills (SLS 1401) course as well as during student orientation
- Foundation provided \$114,274 in scholarships during FY11 (unaudited numbers subject to change as year is not over yet)

4. Create new programs, revise existing programs, and plan for possible baccalaureate degree development in response to identified needs

- Criminal Justice successfully implemented at the Upper Keys Center summer 2010 with an enrollment of 16 students
- EMT training offered at the Upper Keys Center fall 2010 and spring 2011
- Aquaculture certificate in development for August 2012
- AS in Computer Programming and Analysis and AS in Computer Information Technology reviewed and revised to include six new courses and new appropriate prerequisites
- Entrepreneurship certificate developed and offered fall 2011

5. Ensure equitable access to quality education and services among the college's centers

- One full time English faculty position and one full time Mathematics faculty position have been posted for the Middle and Upper Keys Centers
- Library staff visited the centers nine times throughout FY 11
 - Provided library services
 - Provided instruction
 - Distributed library cards

- Library tip sheets, hand-outs, and tutorials are available from the Library's homepage
- Two registration fairs held at the Upper Keys and Middle Keys locations
- Career services subject guide created and available online
- Student affairs staff visited the middle and upper keys locations on seven occasions for disabled student services, advising, and orientation
- Registration and other FKCC events advertised in the Upper Keys HS student newspaper
- FKCC's newsletter is disseminated electronically for all students to access
- One full time dive faculty position was hired for the middle and upper keys location
- VOIP phone system installed at the middle and upper keys location allowing for multiple phone lines to be answered at one time
- All Upper and Middle Keys staff have been assigned individual phone extensions
- International student micro-site developed for easy navigation and updated information regardless of location
- Distance learning substantive change approved to offer the AA degree fully online

6. Actively pursue relationships and collaborations with community organizations and industry

- Two computer science students worked as interns for FKCC's IT department
- One marine sciences student interned with the Georgia Aquarium
- NSF grant will secure up to 15 internships at: Mote Marine, Coral Restoration Foundation, South Eastern Aquatechnologies, and Atlantic Reef Aquaculture
- Recruiter attended six INDOC classes at the Navy base



- Recruiter attended multiple TAP classes at the Navy base
- Recruiter scheduled tour and information session for Coast Guard personnel
- FKCC partnered with Miami Passport Agency to provide a second location for passports to be accepted in Key West
- Take Stock in Children event hosted at FKCC
- Early Learning Coalition utilized classroom space for workshops
- FAFSA Saturdays, registration fairs, art shows, poetry readings, employment fairs offered on campus
- The number of exhibits and programs offered in the Library increased by 70% from 2008-2009 to 2009-2010
- Over 450 staff, students, and community members attended Library's educational programs and exhibits
- Workforce Advisory Committee established with members from Monroe County
- Workforce Survey developed and disseminated to businesses and organizations within Monroe County to determine training and class needs
- FBI and TSA training/certification needs met by testing services in continuing education

7. Strengthen the workforce and continuing education offerings

- Continuing education bundled Microsoft Office, Excel, Word, and Outlook courses for area businesses and organizations
- Developed and disseminated a Workforce Survey for Monroe County businesses. 105 businesses and organizations responded
- Soft-skills customer service training is being developed in specific areas: communication, accountability, supervision and management
- FKCC conferred over 270 HAZWOPER certificates for various levels
- FKCC offered Oiled Wildlife Response non-credit courses to over 240 students (duplicated headcount)
- 15 lifelong learning courses developed and offered in the middle and upper keys locations
- Solar energy course developed and offered
- Attained two additional test site approvals: Prometric and National Center for Competency Testing
- Seven healthcare, and ten computer courses offered at KW and UK locations

8. Procure a sustainable, healthy, and productive organizational environment focused on achieving the college's mission

- Foundation raised funds for scholarships, programs and for operating costs (as of 4/11):
 - Scholarships \$ 57,679
 - Programs \$ 53,029
 - Operating \$ 8,045
 - FKCC Fund Balance \$ 3,000
- 76% of college employees allotted 5% of their salaries for the remainder of FY 11 to help restore financial health to the institution
- FKCC Foundation supported the college with over \$266,000 (as of 4/11):
 - Scholarships \$ 114,275
 - Programs \$ 125,509
 - Operating \$ 26,998
- FKCC pursued grants as additional funding sources to supplement educational endeavors:
 - CROP \$ 73,760.14
 - Perkins/RAVE \$ 72,183
 - FLDOE Postsecondary Readiness Testing \$ 8,849.79
 - Perkins/RAVE Additional Funds \$ 6,317
 - SRI, International \$1,299,767.80
- Library approved for the Lincoln Traveling Exhibit grant

9. Provide a safe, clean, and accessible environment to meet the needs of students, faculty, staff, and community members

- Financing secured for FKCC student housing in November 2011.
- Director of Residential Life Hired March 2011
- Seven safety related policies and procedures updated
- Employee survey mean rating for safety improved by 33% to a 2.79



- Grant awarded to FKCC for the installation of a wireless mass notification emergency response and public address system. Includes call boxes on campus.
- 16 closed-circuit cameras installed on Key West campus
- Safety Committee established on campus
- FKCC Emergency Plan and Safety Manual updated by Committee
- Employee survey mean rating for cleaning services improved by 14% to 2.80
- Shade sails installed on Key West campus
- Carpet replaced with tile in multiple buildings on campus
- Carpet replaced in multiple areas of campus



10. Recruit and retain quality faculty and staff

- Employee survey mean rating regarding ample opportunities for professional development improved by 22.5%
- Training Tuesdays initiated
- Five guest speakers attended FKCC events to discuss topics from SACS to Employee Morale
- Nursing implemented a Mentoring-Program that received a 96% overall satisfaction rating
- 50% decrease in the number of contracts not renewed
- AFC reestablished on campus (formally known as FACC)

11. Establish a culture of continuous improvement and integrity

- Compliance Report submitted to SACS off-site review committee March 2011
- QEP topic selected and design team appointed
- QEP logo designed by FKCC student



- Student Services Appeals Committee expanded to include staff representation from Financial Aid and Residence Life
- Student Conduct Violation Procedure created
- Student Disciplinary and Non-Disciplinary Grievance Procedure updated
- 2011-2012 Student Handbook updated to include new and revised policies and procedures
- Student Records and Vault Procedure established to outline security of student records and information
- Office of Accreditation and Assessment held workshop at Conference Day to assess 2010-2011 annual unit plans
- Employee survey mean rating regarding the College's promotion of good communication, teamwork, and cooperation among employees increased by 32.5% from 2.27 in 2009 to 3.01 in 2010
- Distance Learning department revised online/hybrid course auditing process and form

12. Capitalize on the unique geographical location of the Keys and the talents of its residents and visitors

- Recruiter attended six Navy INDOC classes at Navy base and multiple Transition Assistance classes
- 300 active service members received information on FKCC and courses offered
- Library hosted nine artists, exhibits, and scholars with over 425 participants
- Continuing Education department offered:
 - Seven healthcare trainings
 - Ten computer trainings
- FKCC offered 15 life long learning courses in the Middle and Upper Keys
- FKCC offered two mini-mesters

13. Enhance accessibility and awareness of the college

- Held 45th Anniversary in October with approximately 400-500 participants
- Promoted and hosted FKCC's Shark Expo with approximately 250 participants
- Increased Facebook "Likes" by 272% since July 1st



- FKCC representatives attended Rotary Club of Key West, Key West Chamber of Commerce meetings, Marathon Chamber of Commerce meetings, and Lower Keys Women's Club
- Established Website-Steering Ad-Hoc Committee that improved and updated web content
- Marketing/Recruitment Sub-Committee formed to spearhead efforts of improving awareness and accessibility of college
- Advertised FKCC courses and registration times in Marathon and Coral Shores HS newspapers
- Advertisement added in College Bound, resulting in 57 inquiries
- Advertisement placed in Veteran's Education Guide with reply card

