

lane community college
institutional self-study



Dedication

The Accreditation Self-Study Coordinating Team dedicates this volume to Dr. Carol Lynn Morse, who died unexpectedly in April 2004. Carol Lynn was a devoted instructor and counselor, who made outstanding contributions to Lane's Student Services. As chair of the Standard Three team, she committed countless hours to integrating the work of her colleagues into a unified report that reflects Lane's services to students.

The Commission's standard for institutional integrity involves "the pursuit of truth and its communication to others." In her work for the Self Study and in her entire professional career, our colleague Carol Lynn embodied this integrity. She is greatly missed.

Institutional Self Study

For Reaffirmation of Accreditation

**Submitted August 2004
to the**

Northwest Commission on Colleges and Universities

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Table of Contents

Dedication	ii
Self-Study Organization	vi
List of Figures	x
Abbreviations and Acronyms	xii
Lane Community College Organization Charts	xvi
Executive Summary	1
Standard One	
<i>Institutional Mission and Goals, Planning and Effectiveness</i>	15
Standard Two	
<i>Educational Program and its Effectiveness</i>	35
Standard Three	
<i>Students</i>	95
Standard Four	
<i>Faculty</i>	119
Standard Five	
<i>Library and Information Resources</i>	137
Standard Five-Technology	
<i>Information Technology</i>	151
Standard Six	
<i>Governance and Administration</i>	163
Standard Seven	
<i>Finance</i>	177
Standard Eight	
<i>Physical Resources</i>	193
Standard Nine	
<i>Institutional Integrity</i>	209
Appendices A-C	

Self-Study Organization

Coordinating Team

The Coordinating Team (CT) provided leadership and coordinated the work of the self-study. This group designed the study, translated the design into structures, roles, tasks, and set the schedules. CT members established communications to the Steering Committee and the college community and coordinated collection and synthesis of data. They met biweekly for the first year and weekly the second year to manage overarching issues, set themes for the study, create in-service and feedback presentations and sessions, allocate resources, and make decisions to ensure successful completion of the self-study.

Steering Committee

The Steering Committee was comprised of the ten standards chairs; the Lane Community College Education Association Representative, Dr. James Salt, Social Science Instructor; Lane Community College Employee Federation Representative, Robert Baldwin, Procurement Specialist; Classified Council Representative, Carol Barton, Library Classified Staff; and the Executive Team. Members took part in planning, organizing, staffing, directing, and monitoring the individual standard self-studies. Standards Chairs oversaw collection and analysis of all data related to their standard. The Executive Team were ex-officio members of the Steering Committee and participated in analysis and review of all standards.

Standards Chairs

Standard 1

Dr. Craig Taylor, Director, Institutional Research, Assessment and Planning

Standard 2

Mary Brau, Coordinator, Institutional Research, Assessment and Planning/Curriculum and Scheduling

Standard 3

Karen Edmonds, Coordinator, High School and Community Relations

Dr. Donna Koechig, Associate Vice President for Instruction and Student Services

Dr. Carol Lynn Morse, Instructor, Counselor (deceased)

Standard 4

Dr. Sonya Christian, Associate Vice President for Instruction

Dr. Russell H. Shitabata, Instructor, English

Standard 5

Nadine Williams, Director, Library

Standard 5-Technology

Stephen Pruch, Associate Vice President for Information Technology

Standard 6

David Keebler, Chair, Advanced Technologies Division

Standard 7

Stan Barker, Accounting Manager, College Finance

Standard 8

Charles Appleby, Interim Chair, Computer Information Technology

Standard 9

Dr. Nanci LaVelle, Manager, Institutional Research, Assessment and Planning

The Executive Team

Dr. Mary Spilde, President

Dr. Marie Matsen, Vice President for College Operations

Dr. Sonya Christian, Associate Vice President for Instruction

Dr. Donna Koechig, Associate Vice President for Instruction and Student Services

Tim Craig, Executive Director of Community Education and Workforce Development

Stephen Pruch, Associate Vice President for Information Technology

Dennis Carr, Executive Director for Human Resources

Dr. Craig Taylor, Director, Institutional Research, Assessment and Planning

Tracy Simms, Executive Assistant to the President

Standards Teams

Standard One

Scott Bell, Adult Basic & Secondary Education
Dr. Craig Taylor, Institutional Research,
Assessment and Planning
Annick Todd-LeDouarec, English as a Second
Language

Standard Two

Leadership:

Mary Brau, Curriculum & Scheduling
Dr. Ken Murdoff, Social Science
Dr. Russell H. Shitabata, English
Susan Swan, English, Foreign Language and
Speech (retired)
Ginger Yamamoto, Counseling (retired)

Membership:

Dr. Robert Barber, Computer Information
Technology
Jean Bishop, Early Childhood Education
Tim Blood, Counseling
Mary Brau, Curriculum & Scheduling
Melanie Brown, Curriculum & Scheduling
Dr. Sonya Christian, Instruction & Student
Services
Marvin Clemons, Cooperative Education
Cheryl Coleman, Library
Tim Craig, Instruction and Student Services
Jeff Davis, Continuing Education
Dr. Pamelyn Dane, English
Dr. David Doctor, Library
Dr. Joe Escobar, Social Science
Sari Gomez, Associated Students of Lane
Community College
Marilou Good, Computer Information Technology
Pat Hansen, Business Technology
Dr. Jeffrey Harrison, English
Cherrill Hemminger, Enrollment Services
Dr. Benjamin Hill, Mathematics
Dan Hodges, Testing (retired)
Deb Hupcey, Counseling and Advising
Stephen Johnston, Academic Learning Skills
Tom Kadash, Advanced Technologies
Sharon Kimball, Business Technologies

Tamberly Koorndyk, Health
Patrick Lanning, Health & PE
Dr. Nanci LaVelle, Institutional Research,
Assessment and Planning
Cynde Leathers, Distance Learning
Son LeThi, Health & Safety
Jim Lindley, Business Development Center
Dr. Karen Locke, English
Susan Lowdermilk, Art
Linda Loft, Computer Information Technology
Matt Luke, Languages
Kimberly McConnell, Music
Brian McGlynn
Donald McNair, Mathematics
Shirl Meads, Workforce Development
Fred Meyer, Cooperative Education
Clifton Mitchell, Chemistry
Linda Myers, Cooperative Education
Evelyn Nagy, Adult Basic & Secondary Education
(retired)
Andrea Newton, Cooperative Education
Annie Paschall, Business Technologies
Ray Peterson, Academic Learning Skills
Stephen Pruch, Information Technology
Robert Purscelley, Florence Center
Amy Riggins, Health and Physical Education
Jane Russell, Family & Health Careers
Michael Samano, Social Science
Stephen Selph, Mathematics (retired)
Don Strahan, Cottage Grove Center
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Dr. Craig Taylor, Institutional Research,
Assessment and Planning
Dr. Stan Taylor, Social Science
Karen Louise White, Mathematics
Mark Williams, Computer Information
Technology
Dr. Suzanne Williams, Social Science
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Sue Woods, Computer Information Technology
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Karen Edmonds, High School & Community Relations
Dr. Donna Koechig, Instruction & Student Services
Dr. Carol Lynn Morse, Instructor/Counselor (deceased)

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Sharon Hagan, Family & Health Careers
Mark Harris, Counseling
Vicky Kirkpatrick, Mathematics
Patrick Lanning, Health & PE
Beth Naylor, Family & Health Careers
Tamara Pinkas, Cooperative Education
Susan Reddoor, Academic Learning Skills
Michael Sámano, Social Science
Dr. Russell H. Shitabata, English
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Sue Thompson, Health & PE

Standard Five

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Carol Barton, Library
Juanita Benedicto, Library
Denise Bernard, Library
Terria Burch, Library
Cindy Chabre, Library
Dr. David Doctor, Library
Linda Grenz, Library
Lorina Johnson, Library
Teresa Lindseth, Library
Matthew Liston, Library
Don Macnaughtan, Library
Gail Shilliday, Library
Nadine Williams, Library

Standard Five-T

Casey Adams, Information Technology
Jesse Coddling, Distance Learning
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Lida Herburger, Continuing Education
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Patrick Lanning, Health & PE
Cynde Leathers, Distance Learning
Linda Loft, Computer Information Technology
Barbara McIntire, Instructional Technology
Dennis Mills, Electronic Services
Kaaren O'Rourke, Business Technologies
Phil Powers, Information Technology
Stephen Pruch, Information Technology
Joseph Russin, Science
Audrey Stribling, Electronic Services
Ardene Toney, Information Technology

Standard Six

Robert Baldwin, Purchasing
Dr. Mason Davis, Counseling
Greg Duncan (graduated)
C. Jay Frasier, Speech
Nancy Hart, Disability Services
Dr. Betty Hosokawa, Counseling
Dave Keebler, Advanced Technologies
Judy McKenzie, Academic Learning Skills
Dr. James Salt, Social Science
Dennis Shine, LCC Board of Education
Tracy Simms, President's Office
Elizabeth Uhlig, Archives

Standard Seven

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Chris Culver, Business Technologies
Bill Kyker, College Finance
Kay Malmberg, Budget Office
Dr. Marie Matsen, College Operations
Dr. Russell H. Shitabata, English
Gloria Vanderhorst, Instruction & Student Services

Standard Eight

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Jennifer Hayward, Recycling
Robert Mention, Bond Office
Dennis Mills, Electronic Services
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Mike Ruiz, Facilities Management & Planning
Robert Thompson, Mathematics
Robert Vogel, Instructional Technology (retired)
Mike Zimmerman, Health & PE

Standard Nine

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Dr. Barbara Delansky, Student Life & Leadership Development
Helen Garrett, Enrollment Services
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Marcia Sexton, Associated Students of Lane Community College
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List of Figures

Figure ES-1: First Lady Eleanor Roosevelt visits Eugene Vocational School, May 1941 (Photograph: Karl Rose, Register-Guard. Used by permission).

Figure 1-1: Plan-Do-Check-Act Cycle at Lane. (Source: Strategic Planning Task Force, 2004.)

Figure 1-2: Annual Planning System at Lane. (Source: Strategic Planning Task Force, 2004.)

Figure 1-3: Evolution of Strategic Planning, 1988-present. (Source: IRAP, 2004.)

Figure 1-4: Institutional Effectiveness Measures and Benchmarks (Source: IRAP, 2004).

Figure 1-5: Planning Cycle (Source: IRAP, 2004).

Figure 1-6: Recent Planning and Resource Allocation Changes (Source: IRAP).

Figure 2-1: “Rosie the Riveters” — women in the Aviation Mechanics Shop, Mel Gaskill, instructor; Eugene Vocational School, c. 1941-1945. The women worked in pairs — the riveter used a gun to shoot rivets through the metal and fasten it together, and the bucker used a bucking bar on the other side of the metal to smooth out the rivets (Source: Lane Archives).

Figure 2-2: Percent of FTE 2003-04 by Type (of Total FTE 10,700) (Source: IRAP).

Figure 2-3: Programs Discontinued and Added 1994-present (Source: Office of Instruction and Student Services, 2004).

Figure 2-4: Importance of Lane’s General Education Core Abilities and Effectiveness of Lane Courses (Source: IRAP, 2003).

Figure 2-5: Student Reports of Satisfaction with Instructional Quality (Source: ACT Student Opinion Survey, 2002).

Figure 2-6: Goal Accomplishment of Former Students (Source: Student Follow-Up Study Spring 2002).

Figure 2-7: Change in Faculty Experience 1994-present (Source: Human Resources).

Figure 2-8: Faculty and Credit Student FTE Trends 1995-present (Source: Human Resources and IRAP).

Figure 2-9: Increase in Square Footage at the College 1996-2002 (Source: Facilities, Management, and Planning Office).

Figure 2-10. Curriculum Approval Process (Source: Office of Curriculum and Scheduling).

Figure 2-11: Inventory of Assessment Practices used by Instructors, N=188 (Source: IRAP, 2004).

Figure 2-12: Overall Rating of Lane Training (Source: Student Follow-Up Survey 2002).

Figure 2-13: Rating of Lane’s Contribution to Placement/Advancement (Source: Student Follow-Up Survey 2002).

Figure 2-14: General Education Components of Lane Awards Compared (Source: IRAP).

Figure 2-15: Licensing Exam Pass Rates, 1999-2000 (Source: DCCWD).

Figure 2-16: Licensing Exam Pass Rates 2000-01 (Source: DCCWD).

Figure 2-17: Licensing Exam Pass Rates 2001-02 (Source: DCCWD).

Figure 2-18: Distance Learning Student FTE as Percentage of Total College FTE (Source: 2002-03 Enrollment Report).

Figure 2-19: Distance Learning Enrollment (number of students registered), 1993-2003 (Source: 1993-2003 Enrollment Reports).

Figure 3-1: Organizational Chart for Student Services (Source: IRAP).

Figure 3-2: Student Services at a Glance (Source: Office of Instruction and Student Services).

Figure 3-3: Student Services General Fund Allocation Trend FY95-FY04 Need (Source: College Operations).

Figure 3-4: Growth in Total Financial Aid to Lane Students (Source: Lane Profile 2002-2003).

Figure 3-5: Satisfaction rates among students for Academic Advising (Source: ACT Student Opinion Survey, Spring 2002).

Figure 4-1: Percentage Change from 1994 in Faculty with Graduate Degrees (Source: Human Resources).

Figure 4-2: Faculty Opinion – Lane’s Previous System of Governance was Effective (Source: Self-Study Feedback Survey, Spring 2004).

Figure 4-3: Faculty Opinion – Lane’s New Governance Proposal is an Improvement (Source: Faculty Opinion Survey, Spring 2004).

Figure 4-4: Faculty FTE Comparison 1995-2004 (Source: Human Resources Data).

Figure 4-5: Student FTE Comparison 1995-2004 (Source: IRAP).

Figure 4-6: Student FTE to Faculty FTE Comparison 1995-2004 (Source: IRAP).

Figure 4-7: Responses of 149 self-identified faculty to the statement, “The Workload at Lane is excessive” (Source: Self-Study Feedback Survey, Spring 2004).

Figure 4-8: Responses of 149 self-identified faculty to the statement, “Lane does enough to address workload issues.” (Source: Self-Study Feedback Survey).

Figure 4-9: Trend Analysis: Use of Part-Time Faculty 1994-present (Source: IRAP).

Figure 5-1: Library Organization Chart (Source: Library).

Figure 5T-1: Student Opinion — Does Lane provide students adequate access to computers and related equipment on campus? (Source: ACT Student Opinion Survey — Additional Questions, Spring 2002).

Figure 5T-2: Organizational Chart for IT (Source: Information Technology Department).

Figure 5T-3: Student Survey on comfort using the Internet to register for classes. (Source: ACT Student Opinion Survey—Additional Questions, Spring 2002).

Figure 6-1: Lane Community College – Organizational Chart. (Source: IRAP).

Figure 6-2: Lane’s Governance Model (Source: President’s Office).

Figure 6-3: Board Governance by Policy (Source: President’s Office).

Figure 6-4: Governing Board and Zone Representation (Source: President’s Office).

Figure 7-1: Tuition Rates 1996-present. (Source: Profile of Lane Community College).

Figure 7-2: Revenue Sources of Lane Community College (Source: Draft Long-Range Financial Plan).

Figure 7-3: Lane Operating Expenditures by Category (Source: Oregon Department of Community College and Workforce Development 2001-2002 Profile).

Figure 7-4: Lane Operating Expenditures by Category (Source: Oregon Department of Community College and Workforce Development 2002-2003 Profile).

Figure 8-1: Square feet per maintenance staff—Oregon Community Colleges, 2003-04 (Source: DCCWD).

Figure 8-2: Campus Crime Data (Source: U.S. Department of Education).

Figure 8-3: Staff Opinion—Responses to the Statement “I have no concerns about the impact of Lane’s physical environment on my health.” N=285 (Source: Self-Study Feedback Survey, Spring 2004).

Figure 9-1: Lane’s environment is welcoming and accepting to all students (Source: ACT Student Opinion Survey—Additional Questions, Spring 2002).

Figure 9-2: Satisfaction with ethnic/racial harmony at Lane (Source: ACT Student Opinion Survey, Spring 2002).

Abbreviations and Acronyms

A&P	Anatomy and Physiology	AVP	Associate Vice President
AAMA	American Association of Medical Assistants	BAG	Budget Advisory Group
AAOT	Associate of Arts/Oregon Transfer degree	BDC	Business Development Center
AAP	Affirmative Action Plans	BOLI	Bureau of Labor and Industries
AAS	Associate of Applied Science degree	BWEL	Business, Workforce, and Extended Learning
ABSE	Adult Basic & Secondary Education	CAD	Computer-Aided Design
AC	Alternating Current	CARF	Capital Assets Replacement Forecast
ACA	American Counseling Association	CATS	Classroom Assessment Techniques
ACCESS	Alternative Career Choices for Equitable Student Success	CAWG	Criteria Applications Work Group
Accuplacer/ CPTs	Computerized Placement Tests	CBA	Credit by Assessment
ACF	American Culinary Federation	CBE	Credit by Exam
ACRL	Association of College Research Libraries	CBL	Computer Based Learning
ACT	American College Testing	CCIL	Center for Connection and Innovation in Learning
ADA	Americans with Disabilities Act	CD-ROM	Compact Disc-Read-Only Memory
AGS	Associate of General Studies	CE	Continuing Education
AHS	Adult High School	CES	Career and Employment Services
AIA	American Institute of Architects	CEUs	Continuing Education Units
ALS	Academic Learning Skills	CEWD	Continuing Education and Workforce Development
ANSI	American National Standards Institute	CHO	Chemical Hygiene Officer
AS	Associate of Science	CIS	Oregon Career Information System
APASU	Asian Pacific American Student Union	CISCO	Cisco Systems, Inc.
ASD	Adult Skills Development	CIT	Computer Information Technology
ASE	Automotive Service Excellence	CLA	Center for Learning Advancement
ASLANE	(student ballot measure)	CLC's	Community Learning Centers
ASLCC	Associated Students of Lane Community College	CNC	Computer Numeric Controls
ASME	American Society of Mechanical Engineers	CoCo	Computer Options Company
		Co-op	Cooperative Education
		COPPS	College Online Policy and Procedure System
		CORE	Creating Our Respectful Environment

DC.....Direct Current	FMTFacilities Management Team
DCCWDDepartment of Community Colleges and Workforce Development (also OCCWD)	FPDFaculty Professional Development
DEQ.....Department of Environmental Quality	FTEFull-time equivalent
DL.....Distance Learning	FWACFaculty Workload Advisory Committee
DRRCDegree Requirements Review Committee	FYFiscal Year
DTCDowntown Center	GAAPGenerally Accepted Accounting Principles
EBSCOElton B. Stevens Co., an information service providing online journals	GASB..... Governmental Accounting Standards Board
EFLSEnglish, Foreign Languages and Speech Division	GEDTest of General Educational Development
ELMOName of projector	GFOGlobal Fund Observer
EMPFUEmployer Follow-Up survey	GFOAGovernment Finance Officers Association
EMT.....Emergency Medical Technician	GIS.....Geographic Information Systems
EOAREarly Orientation and Registration	GPA.....Grade Point Average
EPAEnvironmental Protection Agency	GTAWGas Tungsten Arc Welding
EQIR.....Environmental Quality Incident Report	HIPAAHealth Insurance Portability and Accountability Act of 1996
ESD.....Enterprise School District	HR.....Human Resources
ESLEnglish as a Second Language	IAQIndoor Air Quality
ETExecutive Team	ICL.....Instructional Computing Laboratory
EVS.....Eugene Vocational School	ICPIncome Credit Program
FAA.....Federal Aviation Administration	IEQ.....Indoor Environmental Quality
FA.....Financial Aid	IPEDSIntegrated Post Secondary Education System
FAQ.....Frequently Asked Questions	IP.....Internet Protocol
FECFitness Education Center	IRAPInstitutional Research, Assessment, and Planning
FERPAFamily Educational Rights and Privacy Act	IRSInternal Revenue Service
FFTPFuture Faculty Task Force	ISCPInternational Student Community Program
FIPSE.....Federal Improvement in Post- Secondary Education	ISS.....Instruction and Student Services
FISAPFiscal Operations Report and Application to Participate	
FMPFacilities Management and Planning	

Lane Community College – Self-Study

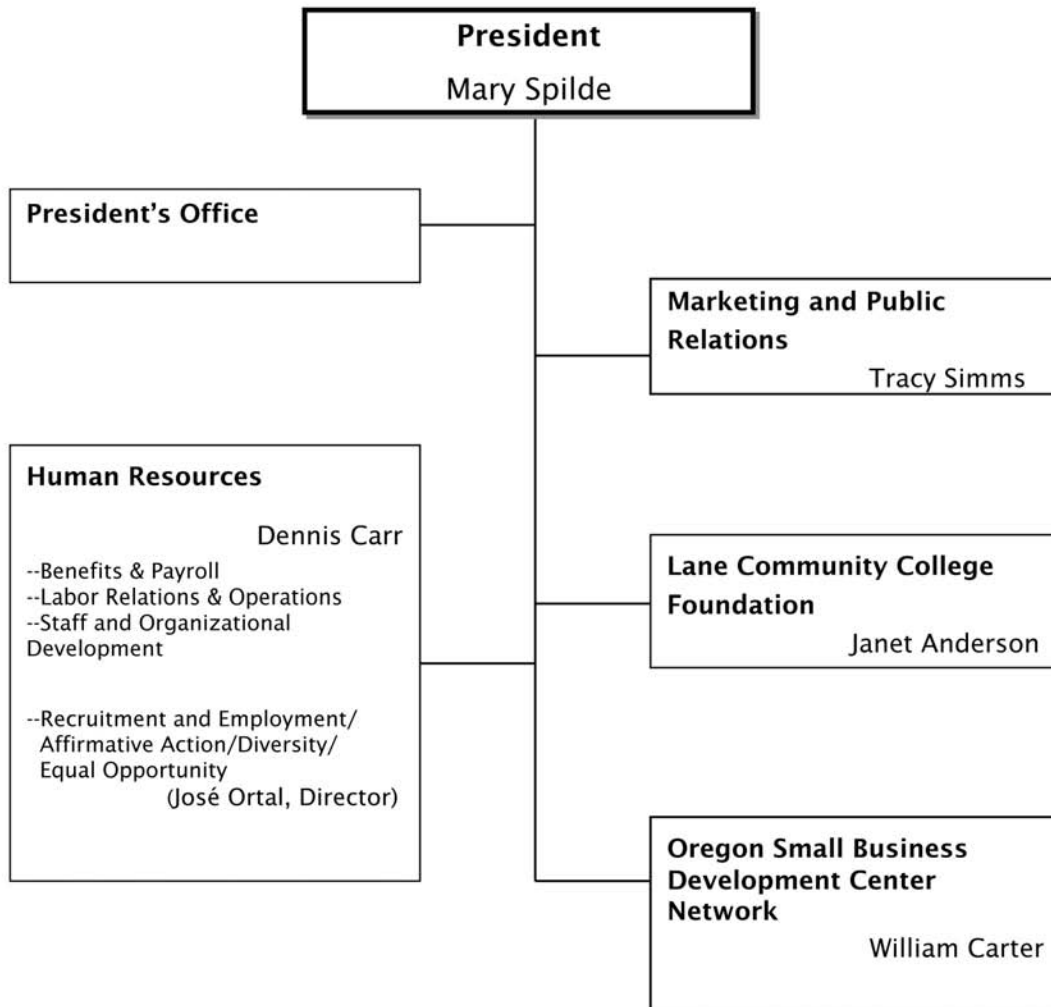
IT.....Information Technology/Instruction Technology	NFAsNo Formal Award students
ITC.....Instructional Technology Center	NWAACCNorthwest Athletic Association of Community Colleges
ITIPInstructional Technology Infrastructure Project	NWCNet Working Capital (carryover)
ITFSInstructional Television Fixed Service	NWC-RNet Working Capital Restricted
JBAC.....Joint Boards Articulation Commission	NWC-UNet Working capital Unrestricted
JEAPJoint Emergency Action Planning Group	NWCCUNorthwest Commission on Colleges and Universities
JOBSJob Opportunity and Basic Skills	OAROregon Administrative Rules
KLCC.....Lane’s non-commercial radio station	OCCITA.....Oregon Community College Information Technology Association
KSAKnowledge, Skills, Abilities	OCCSOregon Community College Services (now renamed ODCCWD)
LASRLane Administrative Systems Renewal	OCCURSOregon Community Colleges Unified Reporting System
LCCEALane Community College Education Association	OCLC.....Online Computer Library Center
LCCEFLane Community College Employees Federation	OIOffice of Instruction
LCC.....Lane Community College	OISS.....Office of Instruction & Student Services
LCDLiquid Crystal Display	OLMISOregon Labor Market Information Service
LGBT.....Lesbian, Gay, Bisexual, Transgender Student Alliance	OPE.....Other Payroll Expense (benefits)
LTDLane Transit District	OrgOrganization
M&SMaterials & Services	ORS.....Oregon Revised Statutes
MacMacIntosh	OSHAOccupational Safety and Health Administration
MCCMulticultural Center	OSBDCNOregon Small Business Development Center Network
MISMasters of Information Science	OSPIRGOregon Student Public Interest Research Group
MLSMasters of Library Science	OUSOregon University System
MOAMemorandum of Agreement	PAT.....Prospect Assignment Team
MSDS Material Safety Data Sheets	PCPersonal Computer
NACADANational Academic Advising Association	PDCA.....Plan, Do, Check, Act
NACUBONational Association of College and University Business Officers	PDF.....Professional Development Funds
NASANative American Student Association	PE.....Physical Education

PERS.....Public Employees Retirement System	STUFU.....Student Follow-Up study
PLC.....Programmable Logic Controllers	SWOT.....strengths, weaknesses, opportunities, threats
PTECC.....Professional Technical Education Coordinating Committee	TACT.....Technical Advising and Consulting Team
PT.....Professional Technical	TILT.....Texas Information Literacy Tutorial
PUGs.....Project User Groups	TLC.....Teaching Load Credit
QSA.....Queer Straight Alliance	TOEFL.....Test of English as a Foreign Language
RFP.....Request for Proposal	TRiO.....refers to the three programs; Upward Bound, Talent Search, and Student Support Services in the original Title IV authorizing legislation
RTS.....Return to Service	UO.....University of Oregon
SAGA.....Success and Goal Achievement	VP.....Vice President
SA.....Student Accounts	WICHE.....Western Interstate Commission on Higher Education
SCT.....Systems and Computer Technology (Lane’s administrative computing system, name of company)	WIN.....Wireless Instructional Network
SES.....Specialized Employment Services	
SLI.....Strategic Learning Initiative	
SLLD.....Student Life and Leadership Development	
SS.....Student Services	
SSU.....Services to Students Units	

Organizational Chart - Mary Spilde

Overview

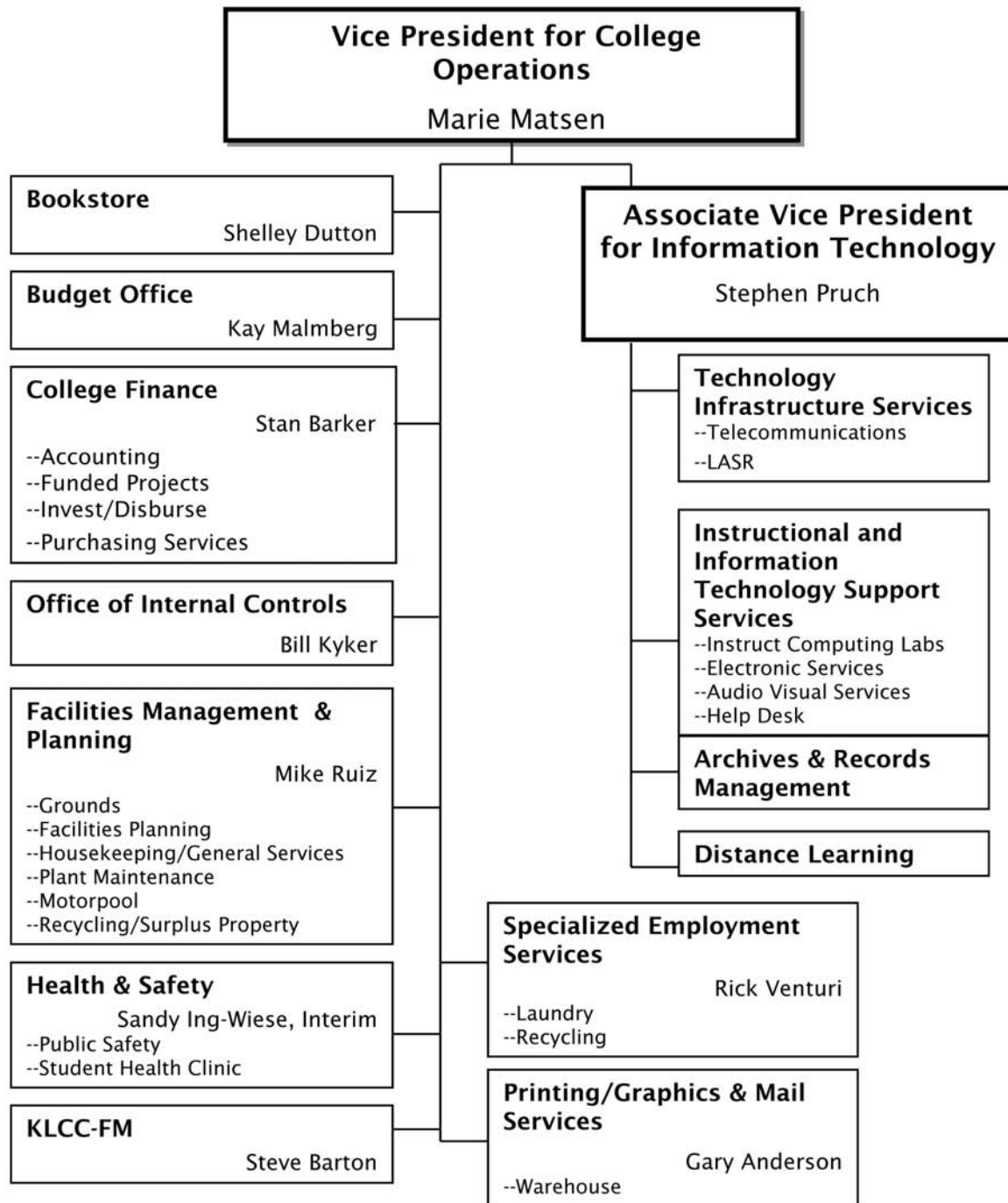
Executive Services



Organizational Chart - Marie Matsen

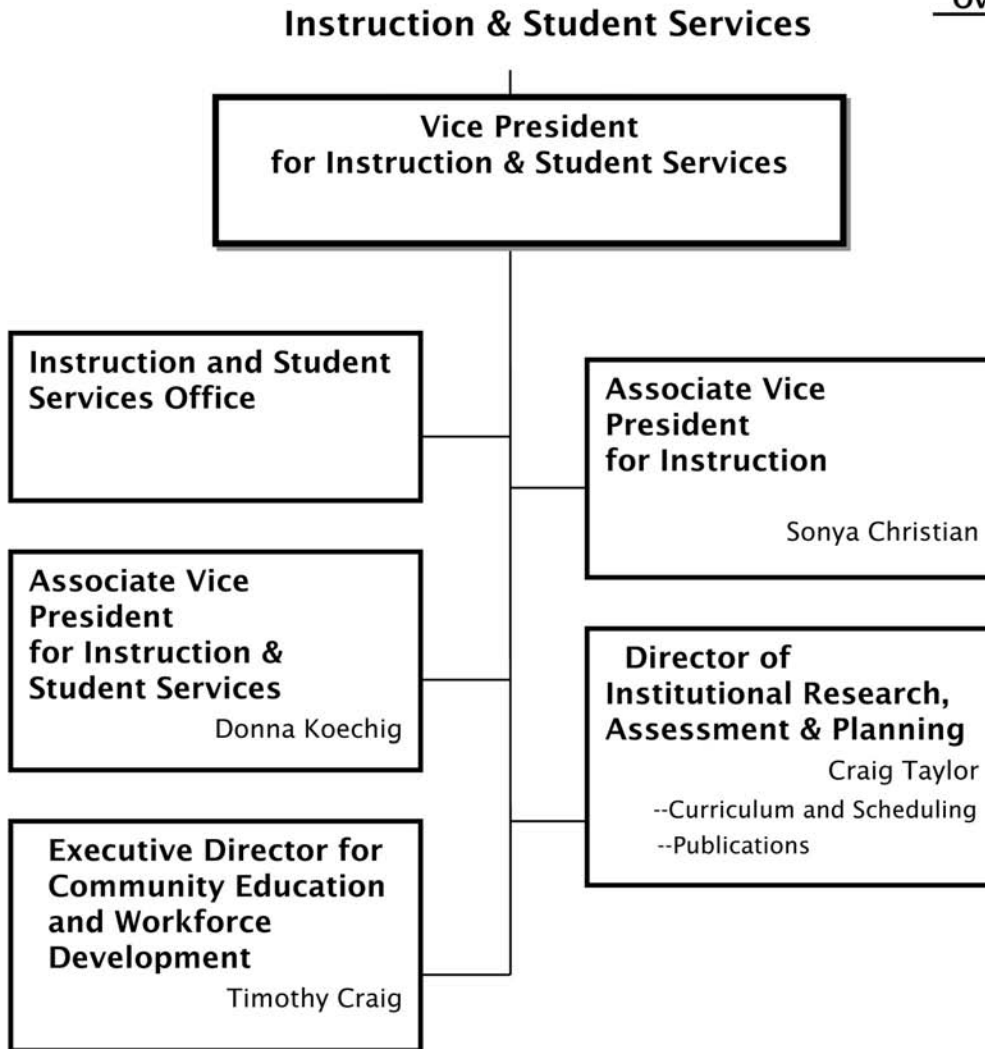
Overview

College Operations



Organizational Chart - Vice President for Instruction and Student Services

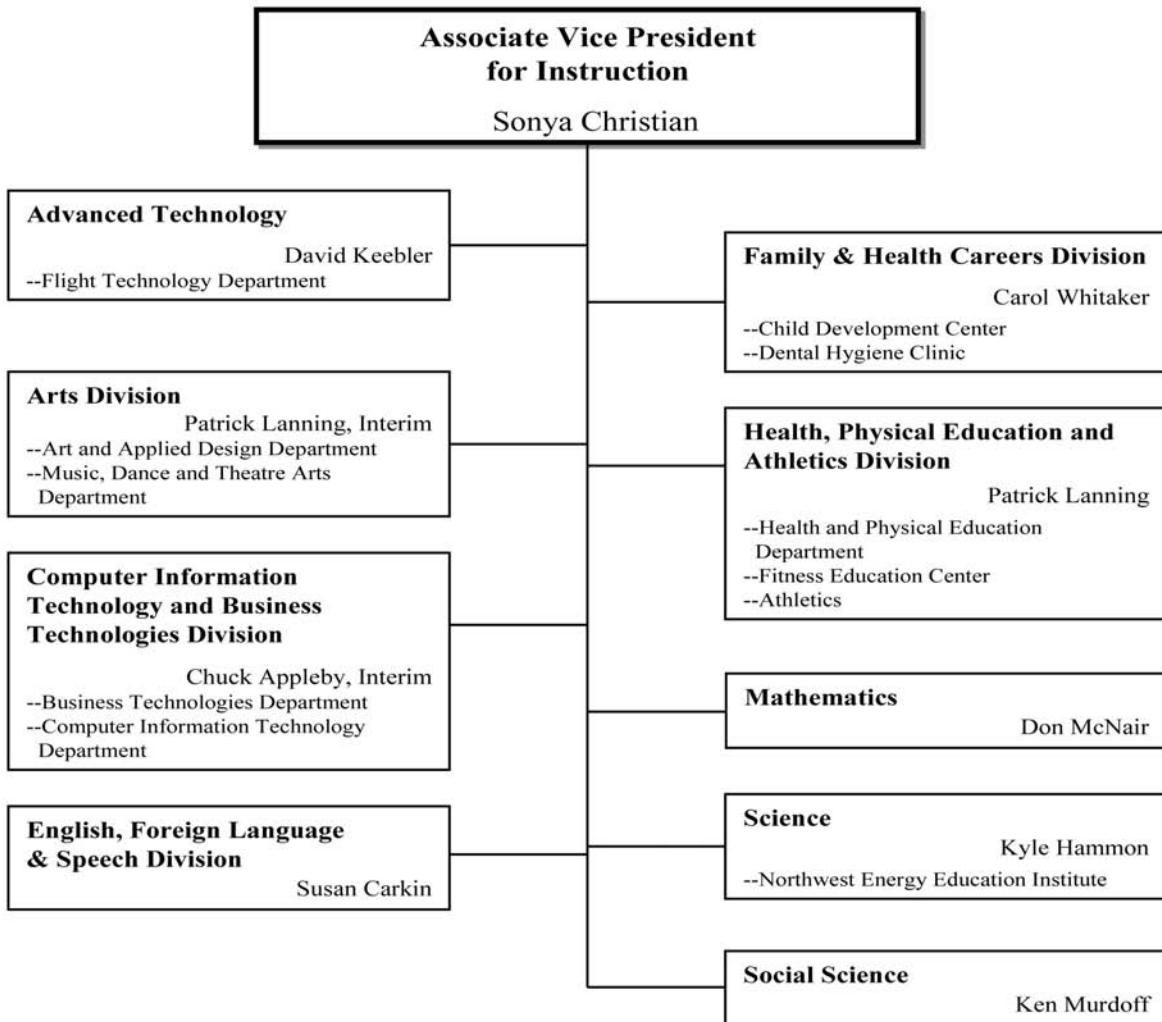
Overview



Organizational Chart - Sonya Christian

Overview

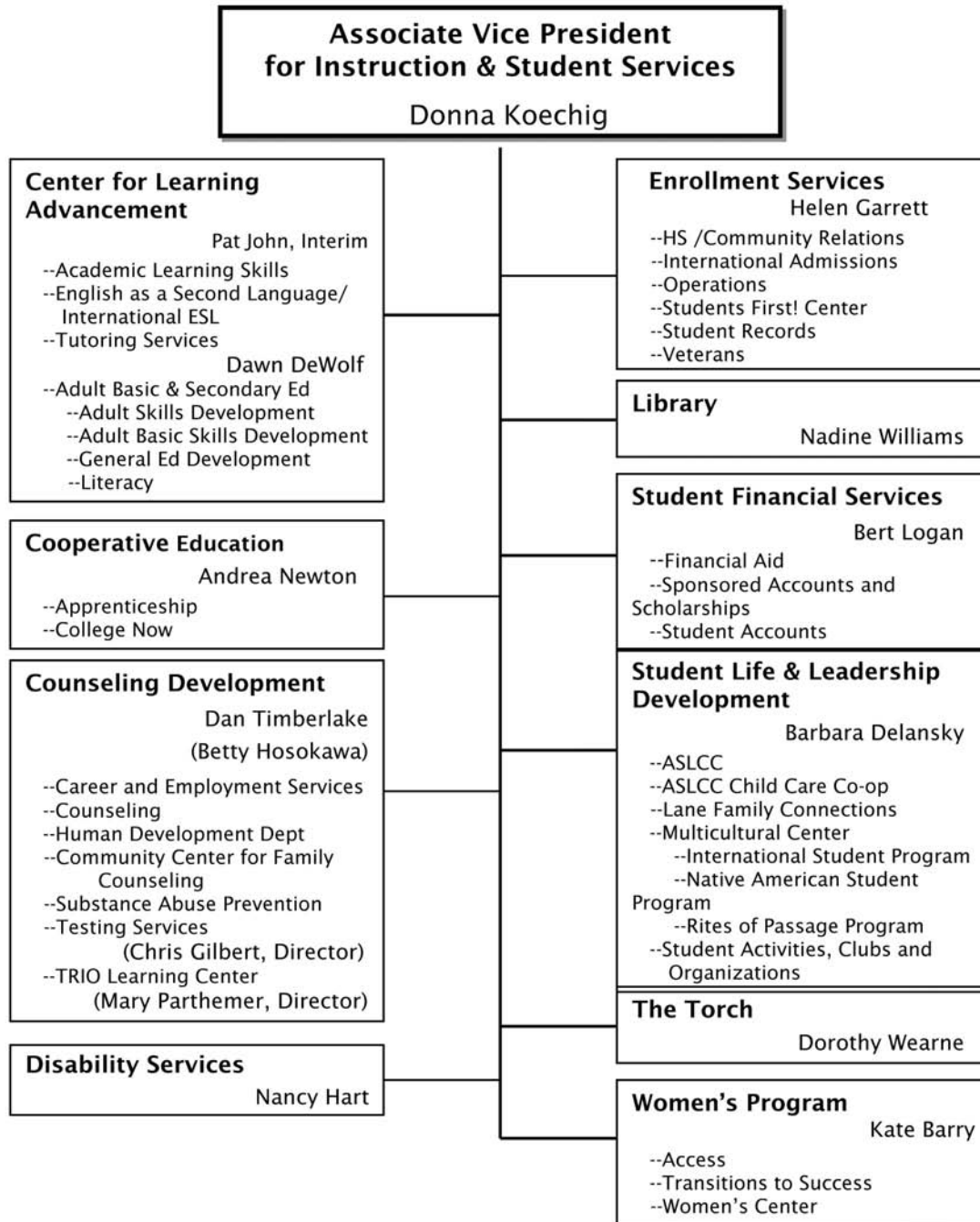
Instruction & Student Services



Organizational Chart - Donna Koechig

Overview

Instruction & Student Services



Organizational Chart - Timothy Craig

Overview

Instruction & Student Services

