



Allen County Community College  
Multi-Campus Report  
August 2018

## Campus Background

Allen County Community College has a long history of providing educational access for its multi-county service area. The Burlingame Campus was established in 1991 to serve residents of the College's northern service area (Coffey, Osage and Wabaunsee Counties) and provide community college educational opportunities for residents of the city of Topeka and southern Shawnee County. The campus was established through an inter-local agreement with the College, the City of Burlingame and Burlingame Public Schools USD 454. Over time, a 10,500 square foot addition was added and the



agreement was modified to the current lease that provides for the College to lease a 17,700 square foot building from Burlingame Public Schools USD 454 with five traditional classrooms, two computer labs, one science lab, and space to accommodate offices, student services and academic support personnel.

The campus focuses on providing educational coursework for commuter students. A block scheduling format is utilized to help students balance their class

schedules with work and family obligations. A majority of students attending the campus choose a blended schedule of onsite and online coursework to further fulfill their need for flexibility. In addition, the campus is the hub of coursework and services extended to area high schools.

### ***Services Offered***

Students at the Burlingame Campus have access to the same services provided to those at the main campus, with the exception of those related to residential living such as cafeteria / meal options and student activities. Students have access to professional, individual and peer tutoring services through the Academic Success Center. Library services are provided through extensive online databases and research support through the College's library and are accessible to students through computers available on campus or at home. An extensive array of student services are available including assistance with academic advising, registration, placement testing, and financial aid. Accommodations for students with disabilities are available through the College's centralized structure for evaluating and providing appropriate services. Opportunities for student engagement are provided through the campus' Phi Theta Kappa chapter and groups such as the Creating Writing Club. Students also have access to Work Study and employment opportunities with a select number of positions available to provide office support and peer tutoring services.

## **Governance and Oversight**

Allen County Community College operates as a centralized organization with the Burlingame Campus governed by college-wide policies and processes. Oversight is provided by an administrative structure that includes the Campus Dean reporting to the Vice President for Academic Affairs, and specific staff members reporting to directors within their functional areas. This cross-campus structure assures consistency in implementing policies and procedures and providing services to students.

Communication is assisted through a centralized telephone system allowing extension dialing among staff and the transferring of calls between both campuses. In addition, the challenge of distance (the Burlingame Campus is approximately 90 miles from the main campus) is mitigated through utilization of a video conferencing system for academic and service division meetings as well as college-wide committee and work group collaboration.

### ***Budgeting***

The operating budget for the Burlingame Campus is organized as a separate budget under the Education and General Instruction area of the overall budget. Budget development and expenditures follow college-wide procedures and processes, and expenditure requests are signed by the Campus Dean and Vice President for Academic Affairs. In addition to the campus budget, specific program budgets in Career and Technical Education are administered by personnel at the Burlingame Campus, consistent with program budgets throughout the College.

### ***Staffing***

The Campus Dean provides oversight for full-time and part-time faculty, with eight full-time faculty members stationed at the Burlingame Campus: Biology, Communication, English, History, Information Technology (2), and Mathematics (2). One of the Information Technology instructors provides campus IT support as part of the employee's contractual duties. A full-time Adjunct Faculty Coordinator



provides support for adjunct faculty members assigned to the campus and to high school sites. A full-time administrative assistant supports the Dean, Adjunct Faculty Coordinator and faculty members. In addition, the Dean for Online Learning has historically been housed at the campus and provides oversight for the online programs and full-time and part-time faculty who teach online. A full-time coordinator and administrative assistant support online learning functions.

Student Affairs staff members assigned to the campus include a full-time academic advisor, financial aid specialist, admissions representative and administrative assistant. Three part-time advisors also work from the Burlingame Campus, serving both onsite and online students.

The campus also houses a full-time bookstore clerk, business office assistant, math center director and custodial staff member. Part-time staff include a custodial staff member and evening office assistant as well as work study students providing office support and peer tutoring services.

### ***Personnel Evaluation***

Evaluation of employees at the Burlingame Campus follows the same processes as at the main campus. Performance evaluations of staff members are administered according to policies and procedures by the employee's direct supervisor. Evaluation of full-time faculty assigned to the campus are completed at the frequency outlined in Board of Trustee policy by the Campus Dean, and tenure review processes for eligible faculty follow College policy and are conducted by the Vice President for Academic Affairs. Observation of adjunct faculty members assigned to the campus and high school sites is completed following similar processes and is conducted by the Adjunct Faculty Coordinator. Following College policy, evaluation documents for all employee groups are forwarded to the office of the Vice President for Academic Affairs for review and then to Human Resources for documentation and filing.

### ***Planning***

Planning for the Burlingame Campus is aligned with the College's Strategic Planning process, and initiatives involving the campus are included in the institution's five-year Strategic Plan. Implementation, reporting of progress, and completion of initiatives and goals is conducted in accordance with established College processes through the groups organized in the College's Councils, Committees, Task Forces, and Work Groups, which in large part enacts the College's Strategic Plan.

### **Quality Assurance**

Maintaining consistency across the institution is critical for assuring educational quality. All College courses are approved through the same curricular process, and data from all programs and courses are included in Academic Program reviews, regardless of location or modality of learning. Similarly, all courses and sections across the College are included in assessment of student learning outcomes and other quality improvement measures. At the course level, all sections of Allen courses, regardless of location or modality of learning, utilize standardized student learning outcomes and the same textbook. Additionally, all courses and instructors have access to Blackboard course shells that offer supplemental learning resources to both instructors and students.

Quality assurance through consistency is also addressed through the faculty hiring and evaluation processes. Guidelines for faculty qualifications follow College procedures and are consistent across all locations and modalities of learning. Similarly, evaluation procedures are consistent as well. All faculty members, both full- and part-time, receive input from students through standardized Student Evaluation of Instruction processes. All faculty members receive input through administrative observation, evaluation, and conferencing processes.

Quality assurance and improvement is also achieved through concerted efforts to provide orientation, communication, and assistance for both full-time and adjunct faculty members who teach at the

campus and in area high schools. Prior to each semester, the institution holds convocations for full-time faculty and staff members at the Iola Campus and adjunct faculty members at the Burlingame Campus. Although separate events due to scheduling and location differences, the agendas are aligned. For example, an important feature of each convocation are meetings of academic division faculty. Academic division chairs are present at each adjunct faculty convocation to discuss courses, student learning outcomes, and division initiatives as well as to provide information to and obtain feedback from adjunct faculty members. Monthly academic division meetings are held via video conferencing so that full-time and adjunct faculty from both campuses may participate. From this interaction comes a sense of collegiality, an environment of support, and enhanced consistency in instructional strategies and methods. Collegiality and integration are further solidified by the fact that, consistently, two of the College's six division chairs are located at the Burlingame Campus.

The institution also supports engagement and participation in College events by campus, high school site, and online faculty through personnel and programs. The Adjunct Faculty Coordinator ensures that adjunct faculty members have the appropriate information, materials, and support to provide quality educational experiences to students. Online Learning Coordinators fulfill a similar role for online instructors. Incentives for adjunct faculty members to participate in convocations and engagement activities with the College is enhanced by the provision of stipends as part of the Adjunct Faculty Professional Development Program. This innovative program, in its twelfth year, is a core component of the College's quality assurance processes.

## Academic Programs

Academic programming and courses offered at the Burlingame Campus align with the offerings of the College as a whole. Programming is centered on offering Kansas Board of Regents Systemwide Transfer courses for students seeking Associate in Arts or Associate in Science degrees and follow the College's programs of study, two-year plans for specific emphasis areas as determined by academic divisions through the curriculum process. Coursework toward the Associate in Science with an



emphasis in Information Networking Technology and the Computer and Network Support Technician Certificate is also provided at the campus. Additionally, campus offerings support seven Associate in Applied Science degree programs and six career and technical education certificate programs for students who enroll in onsite classes and online coursework to create blended schedules and degree programs. The Burlingame Campus also offers and/or supports four short-term Stand Alone Parent Programs

(SAPP in KBOR acronyms) primarily in the areas of Allied Health.

## Quick Reference Data Sheets

### *Date of Inception*

Allen County Community College has had a presence in Burlingame, Kansas and the northern communities of the College’s service area since the 1970s with evening classes for community members and high school students. The Burlingame Campus was established in 1991 through an inter-local agreement with the College, the City of Burlingame and Burlingame Schools USD 454. A 10,500 square foot addition was added in 2002.

### *Programs Offered and Actual Enrollment*

The Burlingame Campus offers both certificate and degree programs. In addition, campus offerings support a majority of the College’s CTE certificates and degrees for students who mix onsite classes with online coursework to create a blended credential / degree path. Enrollments for the past five years are represented in the table below. Enrollments are taken from the fall terms.

Program Enrollment at the Burlingame Campus					
<b>Short-Term Stand Alone Programs</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Certified Nurse Aide	3	8	4	2	
Emergency Medical Technician	1	1	1		
Medication Aide	2	1		2	
Rehabilitative Aide					1
<b>Certificate Programs</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Business Management	1	2	1	3	6
Computer and Network Support Technician				2	5
Early Childhood Education	2	2	1	3	1
Health Care Specialist	20	14	8	3	1
Medical Office Assistant Certificate				2	
Web Design				1	
<b>Associate Degree Programs</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Associate in Arts	250	234	182	170	153
Associate in Science	330	306	267	252	182
Associate in General Studies	41	36	27	23	23
Associate in Applied Science:					
Addictions and Prevention Studies					3
Early Childhood Education	7	4	5		
Farm & Ranch Management Production	4	3	4	1	1
Information Networking Technology	19	21	14	7	3
Management Development	57	22	10	5	2
Pharmacy Technician	5	9	4	2	1
Production Media		1	1		

**Projected Enrollment Patterns**

The Burlingame Campus experienced steady enrollment growth from its inception in 1991 to 2010. Student enrollment plateaued from 2010 through 2012. The campus has seen significant enrollment declines from 2012 through 2018. Similar enrollment declines are common throughout the State of Kansas at outreach sites and extension campuses.

Allen County Community College maintains a strong commitment to serving its northern service area (Coffey, Osage, and Wabaunsee Counties). The College practice is to project enrollments as the same as the previous year. Allen monitors enrollment at the Burlingame Campus. If onsite enrollment patterns continue to decline and online enrollment patterns continue to increase, then the College’s presence in its northern service area will look different than at present; however, its commitment and service to the people of the region will remain strong.

**Instructors and Staff at the Burlingame Campus**

<b>Instructors and Staff at Burlingame Campus</b>					
	<b>AY 2013</b>	<b>AY 2014</b>	<b>AY 2015</b>	<b>AY 2016</b>	<b>AY 2017</b>
Full-Time Faculty	8	8	8	9	9
Part-Time Instructors	52	48	44	32	25
Full-Time Staff	17	19	19	17	18
Part-Time Staff	5	5	7	6	5

**Administrators on Site**

The Dean for the Burlingame Campus is based at the campus and provides leadership, supervision, and oversight of faculty and staff members.

**Student Services Offered**

- Access and accommodations
- Student advising
- Bookstore – textbook rental and purchase and instructional supplies
- Computer Lab access
- Enrollment services
- Financial Aid assistance and counseling
- College Library research and Information Literacy instruction
- Placement testing
- Phi Theta Kappa - student organization
- Professional and peer tutoring
- Work Study opportunities.

***Locations Linked to the Campus***

The Burlingame Campus serves as the administrative link to 11 high schools where the College offers classes for high school sophomores, juniors, and seniors as well as evening classes for the community.