

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.)*

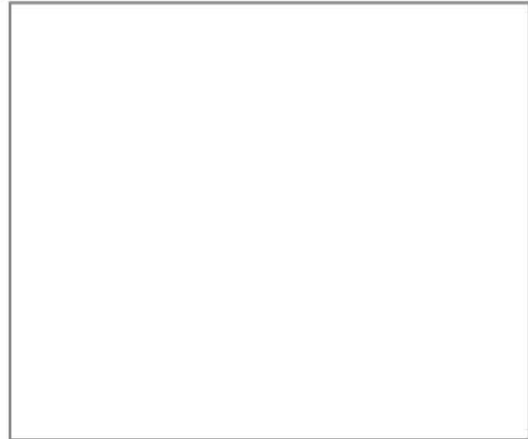
Student Body Composition

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

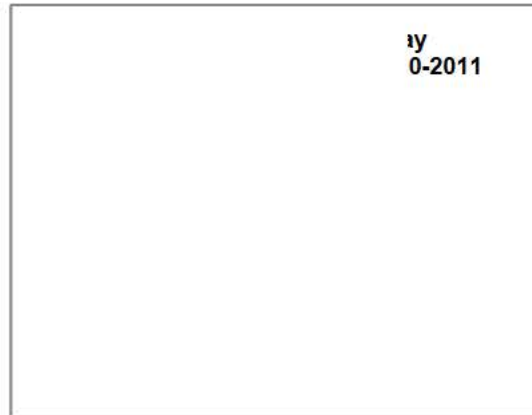
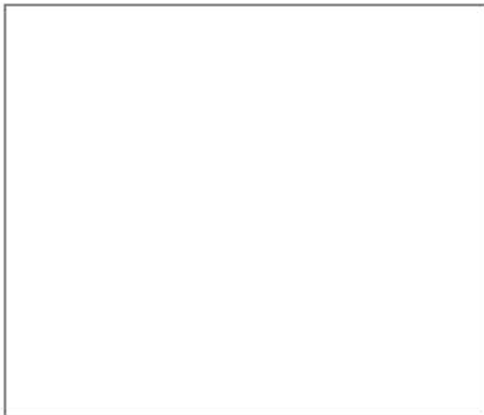
Fall 2011	Philosophy	1	2	3
Fall 2011	Physical Education & Wellness	10	6	16
Fall 2011	Physical Science	0	1	1
Fall 2011	Physics	3	0	3
Fall 2011	Political Science	0	2	2
Fall 2011	Practical Nursing-LPN	6	18	24
Fall 2011	Pre Dental Assisting	20	22	42
Fall 2011	Pre Dental Assisting-Cert	4	8	12
Fall 2011	Pre 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)

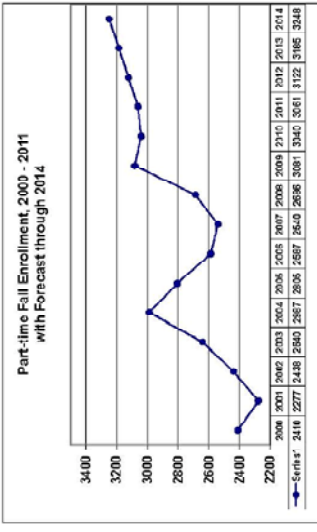
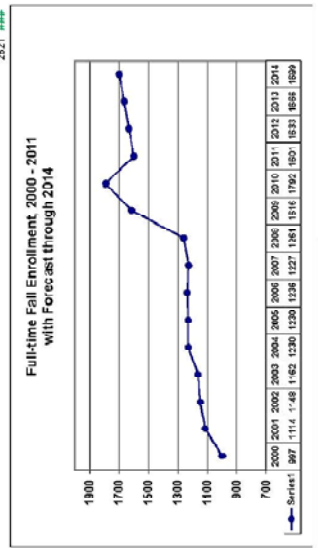
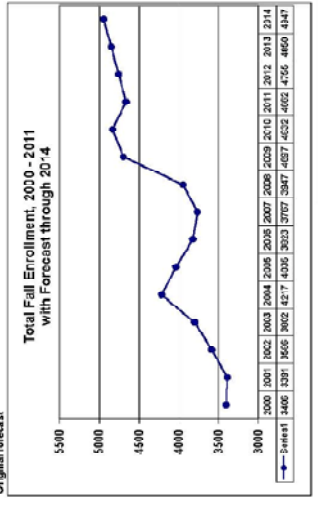
With the addition of the Bertrand Crossing Campus with Fall 1998 and the M-TECSM at Lake Michigan College coming on line Fall 2000, and the South Haven Campus in Fall 2003, the College President and Board of Trustees worked with the College Staff to develop a long term financial plan. The College continues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

Fall semester
 1 195 196 197 198 199 190 191 192 193 194 195 196 197 198 199 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204
 2 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
 3 433 439 457 463 470 477 484 491 498 505 512 519 526 533 540 547 554 561 568 575 582 589 596 603 610 617 624 631 638 645 652 659 666 673 680 687 694 701 708 715 722 729 736 743 750 757 764 771 778 785 792 800 807 814 821 828 835 842 849 856 863 870 877 884 891 898 905 912 919 926 933 940 947 954 961 968 975 982 989 996 1003 1010 1017 1024 1031 1038 1045 1052 1059 1066 1073 1080 1087 1094 1101 1108 1115 1122 1129 1136 1143 1150 1157 1164 1171 1178 1185 1192 1200 1207 1214 1221 1228 1235 1242 1249 1256 1263 1270 1277 1284 1291 1298 1305 1312 1319 1326 1333 1340 1347 1354 1361 1368 1375 1382 1389 1396 1403 1410 1417 1424 1431 1438 1445 1452 1459 1466 1473 1480 1487 1494 1501 1508 1515 1522 1529 1536 1543 1550 1557 1564 1571 1578 1585 1592 1600 1607 1614 1621 1628 1635 1642 1649 1656 1663 1670 1677 1684 1691 1698 1705 1712 1719 1726 1733 1740 1747 1754 1761 1768 1775 1782 1789 1796 1803 1810 1817 1824 1831 1838 1845 1852 1859 1866 1873 1880 1887 1894 1901 1908 1915 1922 1929 1936 1943 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7556 7563 7570 7577 7584 7591 7598 7605 7612 7619 7626 7633 7640 7647 7654 7661 7668 7675 7682 7689 7696 7703 7710 7717 7724 7731 7738 7745 7752 7759 7766 7773 7780 7787 7794 7801 7808 7815 7822 7829 7836 7843 7850 7857 7864 7871 7878 7885 7892 7900 7907 7914 7921 7928 7935 7942 7949 7956 7963 7970 7977 7984 7991 7998 8005 8012 8019 8026 8033 8040 8047 8054 8061 8068 8075 8082 8089 8096 8103 8110 8117 8124 8131 8138 8145 8152 8159 8166 8173 8180 8187 8194 8201 8208 8215 8222 8229 8236 8243 8250 8257 8264 8271 8278 8285 8292 8300 8307 8314 8321 8328 8335 8342 8349 8356 8363 8370 8377 8384 8391 8398 8405 8412 8419 8426 8433 8440 8447 8454 8461 8468 8475 8482 8489 8496 8503 8510 8517 8524 8531 8538 8545 8552 8559 8566 8573 8580 8587 8594 8601 8608 8615 8622 8629 8636 8643 8650 8657 8664 8671 8678 8685 8692 8700 8707 8714 8721 8728 8735 8742 8749 8756 8763 8770 8777 8784 8791 8798 8805 8812 8819 8826 8833 8840 8847 8854 8861 8868 8875 8882 8889 8896 8903 8910 8917 8924 8931 8938 8945 8952 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Original forecast
 4233 4839 4847
 4231 4837
 4230 4836

Full-time Students
 1633 1655 1699
 1631 1653 1697
 1630 1652 1696

Part-time Students
 2435 2525 2571 7734 2663 2630 2578 2487 2386 2559 2428 2328 2410 1277 2438 2640 2987 2804 2597 2540 2636 3081 3040 3061 2% 2% 2%
 Revised forecast
 3122 3195 3248
 3121 3194 3247



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.