ACADEMIC AFFAIRS

**ANNUAL REPORT
ACADEMIC YEAR 2005-2006**

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Academic Affairs at SUNY Orange: 2005-06

Transformation, trust and tenacity - three words we used often on campus this year. As a college community much has been accomplished in Academic Affairs. Everyone including the associate vice presidents, department chairs, faculty and various support staff has given 150%. There exists a strong sense of purpose in our work with students and our responsibility to the community as the College moves forward.

Significant accomplishments have been achieved by the departments and three divisions along with other work units in Academic Affairs. The foundation for programming, curriculum content/design and academic services to students is based on the Academic Master Plan that was presented to the Board of Trustees in fall 2005. Through a comprehensive program review process five themes were identified that included Technology, Curriculum Change/Program Design, Professional Development, Collaboration/Partnerships and Student Support. The Academic Affairs Annual Report 2005-06 reflects achievements as they relate to the five themes.

Beyond what is revealed in the pages of the Annual Report, recognition needs to be given to the Promotion, Retention & Tenure Advisory Committee for their preliminary work on the creation of the Promotion, Retention & Tenure Guide. The Guide and a newly created Mentor Program will assist new faculty in understanding the SUNY Orange culture and will provide them with the appropriate support systems to be successful as a faculty member.

I am proud of the accomplishments within Academic Affairs during the AY 2005-06 and I am privileged to be amongst such dedicated and caring professionals who are making a difference in the lives of students and Orange County residents. Our newly created Learning *ALIVE* publication is surely a testament to the wonderful things happening on this campus!

Sincerely,

Catherine Chew
Vice President for Academic Affairs

"The Learning Paradigm College needs to be a learning organization in the double sense that it is an organization that produces learning and an organization that learns. To take responsibility for student learning ultimately means not just to promote learning for students but to model it by becoming a learning organization."

- Peter Senge

LIBERAL ARTS DIVISION

Arts & Communication
Criminal Justice
Education
English
Social Services

LIBERAL ARTS DIVISION
SUMMARY
AY 2005-2006

Submitted by: Richard Heppner, AVP

For the Division of Liberal Arts, AY 2005-2006 was a year marked by transition, planning, curricula change, assessment, technological improvement, and professional development. It was a year that began with division-wide discussion and input into the creation of an Academic Master Plan for the campus. As a result, important changes began to unfold in the development of forward-thinking plans that have begun to solidify the foundational structure of our programs and departments while, at the same time, challenging some of the basic ways we do business.

On many levels, the creation of an Academic Master Plan for the campus was the primary achievement of the academic year. Overall, and unlike the previous effort, the process that ultimately produced the plan was one that drew openly from individual faculty members, departmental discussion, and debate within the division as a whole. The planning incorporated within the document set forth the goals by which each academic entity will be guided in the years to come. In keeping with that document, the following report will center on the five themes developed therein – teaching and learning, students, professional development, and technology.

Technology:
A significant step towards insuring that all faculty – and departments - have the computer technology they require for their classes was taken when the three divisions combined their technology budgets and moved towards a leasing system for the purpose of acquiring new computers and peripherals. As a result, far more faculty members, department chairs and department secretaries were able to receive new computers during AY 2005-2006 than originally scheduled. In addition, due to the savings incurred through leasing, funds became available for the purchase of projectors, printers and smart boards. While problems were incurred that slowed the actual distribution of the new computers, it is anticipated that the same arrangement will be undertaken for the upcoming academic year, thereby insuring that those faculty members not included in last year's distribution, will be upgraded as well.

As a result of the above, the following was distributed to the five departments within the Division for Liberal Arts:

- 18 laptops
- 6 desktops
- 11 printers
- 6 projectors
- 1 smart board

Programs within the division were also enhanced by the following:

- New MAC lab - Visual Communication program (Arts and Communication)
- New MACs – Video production studio (Arts and Communication)
- Replacement of old PCs and printers in BT 260, BT 360, HA 109, Key Bank Reading & Writing Labs (English)

Also, in relation to technology, a number of faculty within the division received training in the areas of distance learning, web enhanced and hybrid course development, Excel (Electronic Grade Book creation) and Power Point.

As a result of professional development funds being made available to specific divisions, the Education Department, the Department of Social Sciences and the Department of English and Foreign Languages took the opportunity to further develop and renew their holdings of content material through the purchase of digital media versions of classroom used plays, author interviews, foreign language topics, related philosophy/ethics/religion subjects, psychology related topics, and education related topics.

Finally, though utilized college-wide, the Division, primarily through the efforts of faculty within the English Department, has spearheaded our anti-plagiarism efforts through their use of the recently purchased license for Turn-It-In. Uniquely, this service is not only being used by faculty as a means of identifying plagiarism, but its use, in an effort to identify problem areas before submission, is also being extended to students as well.

Teaching and Learning
Three departments within the division were a part of this year's SUNY program review cycle. As a result, an incredible amount of effort was extended in the direction of program assessment by the faculty and chairs of the Education Department, the Department of Social Sciences, and the Criminal Justice Department. Completed in June, and including the reports of external reviewers from around New York State, these reviews will serve as the foundation for future planning and direction for these programs. In addition to the above, General Education assessment was also completed by the Department of Social Sciences in the areas of History and Western Civilization.

Those programs that underwent program review – and some of the recommendations that came forward from that process – are noted below.

- Early Childhood Development and Care, & JRTEP (Jointly
  Registered Teacher Education Program with SUNY New Paltz).

Recommendations:
1. Increase access to technology.
2. Develop a special education course.
3. Explore creating student cohorts.

4. Address issues in student advising
5. Enlarge Curriculum Resource room and create a developmentally appropriate classroom.

- International Studies
    1. Expand language offerings.
    2. Develop relationships with the community including businesses for internships opportunities.
    3. Increase cross departmental and program linkages.
    4. Increase diversification of courses.
    5. Explore opportunities to study abroad.
    6. Increase abatement for Coordinator.
    7. Implement student/graduate feedback tools.

- Criminal Justice
    1. Review and revise SLOs.
    2. Review and revise course descriptions.
    3. Upgrade classroom technology.
    4. Hold regular meetings w/ Advisory Board.
    5. Develop a cyber security certification program.
    6. Implement course evaluation surveys.
    7. Develop DL courses.

Copies of all final reports, including recommendations, are on file in the office of the Associate Vice President for Liberal Arts.

Students:
In a continuing effort to provide students with an up-to-date and relevant curriculum, numerous departments within the division proposed a number of new courses and program changes this academic year. Among the proposals discussed by departments and forwarded to the Curriculum Committee this year were:

- AAS Music realigned in response to program review.
- New ESL reading course approved
- New Art and Audio Production courses approved.
- Implemented the revised AAS and Certificate in Early
    Childhood Development and Care, providing more
    appropriate training for this workforce with six new suitable
    courses.
- Created new concentrations in JRTEP for 7th-12th grades in
    Biology, English, Math, Social Studies, and Spanish, responding to
    Statewide need for secondary level teachers.
- Created new JRTEP B-2 concentration in Spanish, responding to
    State and local needs for early education practitioners, in general,
    and as bilingual teachers.

- Wrote and developed Social and Philosophical Foundations of
     Education, fulfilling a mandate from the SUNY Chancellor.
- Successfully incorporated the one-credit Mandated Training course
     into the new JRTEP concentrations.

Additionally, to further improve our service to students, a number of additional efforts - in a variety of areas - were also undertaken. These included substantial activity in the areas of benchmarking, cross-curriculum collaboration, student assessment, articulation agreements and grants writing. Of note:

- Reading faculty to LaGuardia in effort to improve
     curriculum
- Cooperation between English and Nursing on
     Technical Writing for nurses – Nursing 1-4
- Collaborative learning planned – Freshman English I
     paired w/ Psych I and Introduction to Biology (AY 2006-7)
- Peace Grant for the purpose of hosting seminars on perceptions of Islam and
     Middle Eastern policy. (International Studies)
- Student Assessment
     - Accuplacer implementation for Reading Assessment
     - Writeplacer implementation for Writing Assessment
     - Experimental Writeplacer formula for computer assessment of writing.
     - ESL Reading & Writing Placement Assessment plan
- SUNY Purchase articulation agreement in music – permits graduating music
     students to enter SUNY Purchase Conservatory of Music. First such agreement
     with a community college in New York State.
- Expanded opportunities and collaboration for student workshops in the arts,
     student productions, collaborative art shows, and internships in the arts.

Professional Development
While more needs to be done to foster and encourage professional development activities, various departments and individuals, as time permitted, were active in the area of professional development during the course of the academic year. Efforts undertaken include the following:

   - English Department: With grant support, the Special Assistant to the Chair & two Faculty developed & implemented a training/mentoring program for Community College in the High School instructors.

   - Education Department: Attended conference sponsored by Columbia University and Bank Street College for National Lab Schools Association, beginning research for planned laboratory school component in the SUNY Orange Master Plan.

   - Social Sciences: Department members attended the 20th Annual Conference – Teaching of Psychology at SUNY Farmingdale.

- National Chair Academy – Chris Godwin recognition.

- Technology: As noted previously, numerous Faculty participated in Distance
Learning training as well as workshops on creating electronic grade books
and utilizing Turn-It-In anti-plagiarism software.

Partnerships

AY 2005-2006 saw activity on a number of fronts – both internally and externally – in
relation to partnerships. Of significance were:

- Continued collaboration with Rockland County Community College and Ulster
County Community College in the development of the Consortium of Community
Colleges for Domestic Preparedness, Response and recovery. Work progressed to
further delineate each institution's area of responsibility. As part of O.C.C.C.'s
commitment to the Consortium, we are currently engaged in the development of a
Cyber Security course that will be offered as a noncredit course in the Fall of 2006.
Ultimately, these efforts will culminate in the creation of a degree program in Cyber
Security. (Criminal Justice)

- Continued existing CCHS partnerships while developing another at Goshen HS.
(English)

- As previously noted, developed articulation agreement w/ SUNY Purchase.

- As previously noted, internal partnerships developed between English and Nursing
in the area of technical writing, as well as collaborative learning partnerships between
English and Biology, and English and Psychology towards crating a collaborative
learning experience for students.

- Developed Liberal Arts bridge program w/ SUNY Purchase to further enhance
opportunities for minority students wishing to attend a four year institution.

Staffing

Over the past year, the Liberal arts Division has gone through considerable change with
regard to its faculty and department chairs. At year's end, a number of searches had
already taken place or were in progress. The following is a list of faculty and department
chair changes for Ay 2005-2006:

- International Studies coordinator restored.
- English Dept. coordinator position restored.
- Full time temp position in Reading created.
- Full time temp position filled in Communication due to reassignment.
- 2 New Full time tenure track positions in Education created.
- 2 19 hour positions created (secretarial)

- 2 full time temp positions in English converted to tenure track.
- 2 full time tenure track positions in English searched (retirement)
- 1 full time temp position searched in English due to reassignment.
- Criminal Justice Chair position searched and filled.
- Assistant Chair, Social Sciences, searched and filled.
- English Department Chair position searched. Search declared failed and Interim Chair appointed.
- New Technical Assistant position created (Stage manager/Digital Media). Position filled.
- Open line in Criminal Justice still needs to be filled.

Obviously, a great deal of change within the division took place over the last 12 months. With that said, however, much remains to be done. Of particular importance is the need for an additional faculty member in the Social Sciences. Retirements, specifically in the area of history, leave us without the necessary full time faculty presence required to effectively meet the requirements of the Gen Ed program, some aspects of the jointly registered program, and the forthcoming changes in International Studies.   As a result, I believe that securing this position should be the primary personnel initiative of AY 2006-2007.

Beyond Social Sciences, the impact of rising enrollment continues to drive the need to fulfill our commitment to adequately staff general education and developmental courses. As a result, we must also look towards increasing faculty in the Arts and Communication Department and the Department of English and Foreign Languages.

A final note…
As stated at the outset, this has been a year of transition and change for the division. That said - our basic purpose remains the same - to offer our students the best possible educational experience we can. The many changes and initiatives outlined here underscore the dedication and commitment our faculty and department chairs maintain towards meeting that end.

Finally, many of the activities discussed in this report are represented by only one sentence - such are the nature of reports. It should be acknowledged, however, that each "bullet" represents a substantial amount of effort by a member of this division. For that commitment of time and energy, each should be commended.

ARTS & COMMUNICATION
AY 2005-2006

Submitted by: Jennifer Lehtinen, Chair

The Arts and Communication Department accomplished a great deal this past academic year. In both the fall and spring semesters, we held numerous productions in the music, theater and art areas. In addition to our regular schedule of events, we also sponsored or co-sponsored two HIP (How to Improve Performance) workshops in the fall and spring semesters. Of particular note was the workshop given by renowned rock drummer Cindy Blackman. Several program changes and new courses in art and music proposed by the department were approved by the curriculum committee. Additionally, significant improvements have been made in our facilities, including but not limited to the art studios in Harriman Hall. The following is a categorized list of our most significant accomplishments.

Productions

- HIP (How to Improve Performance) workshops – fall and spring
- 2nd Annual Student Art show (Held in cooperation with Honors and Education students)
- Music in the Garden – 10th annual Outdoor Music Festival – spring
- Band Performance at Graduation
- Choir Performance at Graduation
- Harriman Student Art Gallery exhibits – fall and spring
- Spring Musical Theater Performance – 1100 elementary students attended in addition to general admission theater patrons
- Madrigal Singers – Numerous off campus community outreach performances during the holiday season, including nursing homes and Hospice
- College Convocation – Music Performance
- 2 Fall Student Music Recitals
- Fall Play Production
- Fall and Spring Department Open Houses – Early registration for returning students
- Theater Improvisation performance finals – fall and spring
- Jazz Ensemble Concerts – Two in fall and One in spring
- Acting Class Performance Finals – fall and spring
- Madrigal Singers Holiday Performance in the Morrison Mansion – fall
- Orchestra Concerts – One fall and Two spring
- Chamber Ensemble Holiday Performance in Morrison Mansion – fall
- Choral Concerts – Winter Concert and Mother's Day Concert
- Spring Band Concert

Initiatives (Curriculum and Other)

- Implemented academic area meetings – One per area per semester
- Standardized Student Learning Outcomes for all courses in the department
- Standardized Syllabi – One template created for use by all department faculty
- Procured equipment and software for Internet Radio Station
- Revised department evaluation procedures for Fall 2006
- Developed *Songwriting* course
- Developed *Non Western Art History* course
- Developed *Jazz Keyboard Harmo*ny course
- Developed *Jazz Commercial/Drumming* course
- Developed *Audio Engineering and Design for the Arts* course
- Added 2 restrictive electives to the A.A.S. Visual Communication degree including Non-Western Art History and Television Production II
- Revised A.A.S. Performing Arts: Music program, including admission procedures, policies and preparation of placement evaluation instrument
- Revised A.A.S Performing Arts: Music program, Jazz/Commercial option

Facilities and Equipment Improvements

- Improved art studios in Harriman Hall (including painting, floor refinishing, desk refinishing, addition of new lockers, etc.)
- Purchased new draperies for the Orange Hall Theater
- Created a new Visual Communications laboratory with new iMac computers
- Converted Orange Hall 33, formerly a storage closet, to a small classroom
- Held meetings related to a new fine and performing arts building
- Purchased two new laptops and projectors in order to better teach Visual Communication and Fundamentals of Speech Communication

CRIMINAL JUSTICE
AY 2005-2006

Submitted by: Ron Jurain, Chair

Summary: Our department continues to operate with a diminished staff. There remains an unfilled full time instructor slot, although this position has been authorized.
The three full time faculty members presently advise 281 students who've declared themselves as criminal justice majors.
The following is a brief overview of our status.

Curriculum & Instruction: To meet the need to provide instruction in our discipline, (There has been a 70% increase since 2001) additional sections of required courses have been offered on the main campus, Newburgh campus and the extension sites.

Related Curricular Activities: The Criminal Justice program completed the SUNY mandated Program Assessment. This comprehensive review required an extensive Evaluation of our efforts and an objective determination of changes to improve learning.

Notably, two criminal justice students were honored for their individual academic achievements. One student was conferred the Chancellor's Award and another the NYS Sheriff's Assoc. Scholarship to continue his education at a four year institution.

The department is actively involved with the Orange, Rockland and Ulster Consortium of Community Colleges for Domestic Preparedness, Response and Recovery. In addition to our input regarding basic and in service police training, we have been directly engaged in developing a Cyber Security component. It is expected that a non-credit course will be offered initially in spring '07.

Collaboration with the Lab Tech Dept. continues to facilitate Mercy College's request to offer a Forensic Course and articulation agreement. A Survey was distributed to CJ students as well as lab tech students and the compiled (favorable) results were forwarded to Mercy College in March.

Outreach Activities: The department continues to participate in the NYS Dept. Motor Vehicles Covert Monitoring Program. Several of our students have been trained to be employed (paid by DMV through the college) as a Covert Monitor to observe classes of selected driver improvement programs. In several instances their reports have led to Administrative hearings resulting in suspension or other corrective measures to ensure compliance.

We continue to offer a criminal justice course each semester as part of the Visions Program at Marist College.

-2-

Human Resources: As previously stated, there remains and unfilled budget authorized position in the criminal justice department since the long time chair's (Anthony Muratore) passing in July '06.

The department updated a provided mailing list to assist with establishing the Muratore Scholarship fund.

A search for a Chair was conducted during the spring semester. The results are not finalized at this writing.

Technology: The department now has two portable projectors for classroom use. Laptops are required to utilize the projectors.
One laptop was received in 2003/04 and is being utilized by the chair while awaiting an updated or new desktop. Another laptop is required.

Each of the three full time faculty now occupy an individual office in the Sarah Wells bldg. But one desktop needs upgrading in addition to the desktop chair is awaiting.

EDUCATION
AY 2005-2006

Submitted by: Nancy Carlson, Chair

The Education Department in its second year of existence, is pleased to report the following items we consider to be highlights of achievement.
These are integrated with the five themes of the AMP and our internal five year plans.

Technology

- Designed first web enhanced course for Fall 2006-Mandated Trainings.
- Obtained two laptops and one new PC for FT instructors and support staff.
- Trained three instructors in either Excel (Grade Book), Power Point, or DL.
- Utilized new Projector for class, Advisory Board, and Tech Prep presentations.
- Enhanced website, FT instructor trained in Contribute.

Curriculum Change/Program Design

- Successfully completed intensive SUNY assessment reviews for the AAS and Certificate in Early Childhood Development and Care, and the JRTEP (Jointly Registered Teacher Education Program with SUNY New Paltz).
- Implemented fully the revised AAS and Certificate in Early Childhood Development and Care, providing much more appropriate training for this workforce with six new suitable courses.
- Created new concentrations in JRTEP for 7th-12th grades in Biology, English, Math, Social Studies, and Spanish, responding to statewide need for secondary level teachers.
- Created new JRTEP B-2 concentration in Spanish, responding to state and local needs for early education practitioners, in general, and as bilingual teachers.
- Wrote and developed a new course – Social and Philosophical Foundations of Education, fulfilling a mandate from the SUNY Chancellor.
- Successfully incorporated the one-credit Mandated Training course into the new JRTEP concentrations.
- Produced new marketing materials for Education Department.

Professional Development

- Completed technology trainings as listed above.
- Attended conference sponsored by Columbia University and Bank Street College for National Lab Schools Association, beginning research for our planned laboratory school component in the SUNY Orange Master Plan.
- New FT Instructor attended new faculty mentoring program.
- Chair participated as a member of the Center for Teaching and Learning Task Force.
- Searched and hired new FT Instructor/Field Placement Coordinator to support growth demands of the department.

Collaborations/ Partnerships

- Continued long-standing Tech Prep Day with OU BOCES Early Childhood Services Academy students and final semester SUNY Orange field students.
- Hosted 20+ NFA students for Tech Prep presentation.
- Initiated pilot program with CAPE creating a "drop in" option for the public in the Mandated Training course, responding to phone calls requesting such trainings separate from a full credit class.
- Increased field sites for Education Department student observation and participation, now totaling over 100 partnerships.
- Chair continued membership on JRTEP Advisory Group at SUNY New Paltz, Middletown Teacher's Center Policy Board, School Readiness Team as part of Healthy Orange, OU BOCES Early Childhood Services Academy Advisory Board, Newburgh and Middletown RECAP Headstart Advisory Boards, Middletown Agri-Business Child Development Center Policy Board.

Student Support

- Created an Education Resource Room, a collection of written teacher resources, videos, art supplies, professional journals, and children's literature,

to enhance student studies, projects, assignments, lesson plans, and group work.
- Divided the 150+ advisees between the two FT instructors by program choices.
- Recruited JRTEP concentration-specific advisors.
- Hosted several information meetings relative to new Education Dept. specifics.
- Collaborated more effectively with the campus FTA, recruited new members.
- Developed internal student feedback tools for several courses.
- Hosted a winter Holiday Breakfast for Education students.

ENGLISH
AY 2005-2006

Submitted by: Chris Godwin, Chair

Summary: During an extremely busy, challenging and productive year, the department has continued to develop internally, across disciplines and areas, and externally. Most of this creative ferment is the result of support from (a) dedicated faculty, and (b) our new VPAA and Associate VPAA leadership. Six major categories detail our activities and their status. Please contact me for any further detail.

Curriculum & Instruction: We have developed and expanded curricula and learning venues that extend our presence and effectiveness.

1. New Courses : These three are our major developments.
- **Nursing & Writing 1-4:** Offered as Special Topics during the past 4 semesters, these are now formally approved as regular credit courses, team taught by two interdisciplinary teams. They are already in the AY 06-07 course schedule.
- **ESL Reading:** Developed this AY through several grants, this new developmental course has been formally approved and is in the Fall 06 schedule. It has a co-requisite **1 cr Support Module** and, like ESL Reading, will be taught by E. D'Ambra, senior Reading professor.
- **Literature, Time & Place: _____:** A 1 cr. Travel-Learn course, it will be offered with an **Irish Renaissance** focus for the first time next spring by Dr. K. Malia. It is also part of the collective Travel-Learn courses within the Liberal Arts division which will be planned and coordinated by the Associate VP and dept Chairs.

2. Paired Course Experiment: Two sets of paired courses are scheduled for the Fall 06 term. Supervised by the Writing Consultancy Coordinator, they and their instructors will be:
- **Freshman English I & Introduction To Biology**: M. Warrener/J. Merriam
- **Freshman English I & General Psychology I**: G. Platt/D. Saunders

3. Writing Consultancies, Continuing & Planned:
- **Continuing:** We will continue to offer Technical Writing Modules linked to content area courses in OTA, MLT, Massage Therapy, Electricity I.

- o **Planned:** Development work continues on modules for Human Services, Criminal Justice and a return to PTA.
4. **Elective Offerings**: Always dependent on availability of faculty resources, we continue to offer Philosophy/Religion/Ethics with evening section increases when possible. We also offer special Freshman English and 200-level electives for the Honors program. We are working with International Studies to offer **Spanish Literature & Language**, a 3rd level, which will be offered next fall. **Special Topics In Literature: Immigrant Experience** will be offered Spring 07 at NEC.

5. **Enlarged & Changing Venues:** Two major initiatives here are accelerated courses and Internet-based courses.
   - o **Accelerated: Nursing & Writing 1-4; Contemporary Novel & Children's Literature** (FA 06); **Special Studies In Lit: Immigrant Experience** (Sp 07).
   - o **Internet-based: Online-Freshman English 2; Hybrid: Nursing & Writing 1-4; web-enhanced: numerous 200-level electives, Freshman English, Technical Writing, Reading & Studies Skills II** sections.
   - o College Assembly Demonstration: 2 dept faculty demoed the above.

Related Curricular Activities: Because of the department's service nature, we have also been actively pursuing the following:
1. **Placement Testing:** These are the results of four intensive years of internal research/experimentation:
   - Accuplacer implementation for Reading Assessment
   - Writeplacer implementation for Writing Assessment
   - Experimental Writeplacer formula for computer assessment of writing
   - ESL Reading & Writing Placement Assessment plan
   - Review & developmental of policies & procedures w/ related college offices & academic depts.
   - Planning for expanded pre-testing information venues for students
2. **Research & Development in Reading:** These activities will bolster and expand our services in this critical area:
   - o Departmental team benchmark visit to LaGuardia CC & report
   - o Plan for replacement of outdated & outmoded furniture & equipment for BT 360 Reading Lab (AY 06-07 budget
   - o Development & approval of ESL Reading & Support Module courses
3. **Developmental Education Policy/Procedure Review:** Dept discussion and recommendations to VPAA Work Group have been forwarded.
4. **Plagiarism:** Dept has been forefront of college implementation and use of Turnitin so**ftware.**
5. **AY 06-07 Review & Discussion**: Dept has listed the following for internal review AY 06-07: 040 exit exam, plagiarism handout review, 11101 entrance standards & sample grading handouts, dept course-based critical thinking strategies.

Outreach Activities: Our work has extended beyond the college in these three areas:
1. **ESL Grant Implementation (Non-credit):** Dept chair & faculty developed additional non-credit ESL and Spanish As A Second Language courses which are now being taught; we have also ordered and installed new instructional and testing equipment and software.
2. **Community College In The High School:** With grant support, our Special Assistant To Chair & 2 faculty have developed & implemented a training/mentoring program for our CCHS instructors. We also continue existing CCHS partnerships and have developed another at Goshen HS.
3. **Title III Grant:** We serve on this team as well.

<u>Human Resources:</u> We have made some improvement in dept administrative support, FT faculty lines and Reading Lab Aide salaries. But we have serious needs in relation to the Chair and professional development.

1. **Special Assistant To Chair:** This one year position has been essential to improved administrative functioning (Writeplacer calibration, Reading initiatives). However, the Chair's responsibilities have increased, rather than lessening. So this position needs to be renewed and its load redefinition increased from 9 to 12 credits. We are facing the demanding Gen Ed Communications assessment AY 06-07 which will also necessitate a dept coordinator.
2. **FT Temporary Faculty Lines;** The FT Temporary in Reading must continue; its conversion to FT TT should be evaluated during AY 06-07.
3. **Professional Development:** Committed as always, faculty & administrators still participated in area, state & national conferences (Chair Academy, SUNY Writing Council, NYS Reading Conference, Honors Conference, Fall Into Books).
4. **Mentoring/Training:** While informal mentoring and training continue, we must have a formal program—with a key formal dept administrative linkage—for AY 06-07. This will help us with the new chair and new FT faculty. As always, we need support (financial and load) for work with adjunct faculty here and in the high schools.

<u>Technology, Software & Educationally Supportive Resources:</u> In a dept with such interdisciplinary and learning commitments, we have welcomed new and badly needed laptops and printers in faculty offices and labs. But their installation has been sporadic and maddeningly belated. Some of the causes (personnel issues, Banner implementation) are understandable, but still frustrate eager prospective onliners, experimenters, and recalcitrant explorers. We need

- Completed installation of AY 05-06 laptops and recycled desk tops
- Completed installation and, where appropriate, networking of new printers
- Implementation of Year 2 laptops, desk tops, etc for Ay 06-07
- Replacement of old PCs and printers in BT 260, BT 360, HA 109, Key Bank Reading & Writing Labs
- Aid to revise dept internet page & new pages for placement exam information
- Replacement and additional DVDs of classroom used stories, plays, author interviews, foreign language focus topics, related philosophy/ethics/religion subjects

SOCIAL SCIENCES
AY 2005-2006

Submitted by: Patti Guallini, Chair

During the 2005-06 AY, there have been many achievements of goals, both short and long term. What follows is an overview of those accomplishments and the most responsible person for their accomplishment.

Goal	Priority	Action	Responsible Person(s)	Date
Hire FT tenure Track replace Litchfield - history	1	Justification presented to Dr. Chew	Guallini, Hepner	Sp 6
Hire FT tenure Track to replace Harlach – Sociology	1	None taken at this time		
Complete multimedia Project in HU 201	2	Purchased lap-top and Projector, plus stand	Guallini, Heppner	Sp/Su06
Training of FT psych Faculty in Blackboard	2	1 FT faculty trained Coccia; 2 PT	Guallini	FA 05 SP 06
Offering of Hybrid Psych	2	FA 06 2 sections 25111 One section of 23105	Coccia Schweggler	FA 06
Create "smart classroom For Farah (economics)	2	"smart impractical in Hudson. Multimedia Established in HU 203 Computer/projector and	Guallini	SP 06

	Stand "found/purchased"		
Announce/Advertise Human Services Degree 3	Degree still in review at SUNY Central, modifications Sent 5/06	Guallini	SP 06

International Studies Program

Re-appoint "Coordinator of IS" 1 (2 course load Redifinition)	Appointment of Paul Basinski (1 course redefinition)	R. Heppner C. Chew	FA 05
Revive IS Program 2 Improve IS degree	Fall '05, establishment of specific goals	P. Guallini C. Chew	FA05
IS Program Review/Assessment	SUNY Program Assessment completed; 3 outside reviewers Packet preparation	P. Basinski T. LeHuray0	SP 06
Fall'05, establishment of informal Interdisciplinary Workgroup E. Torda (honors/English) E. Guitierrez (Foreign Language)	to discuss future of I.S. Program, Internationalization of campus offerings, Campus-wide program possibilities. B Gilman Institute for IS	P. Guallini P. Basinski R. Heppner	FA O5
Seek grant funding for IS	Peace Grant, written and submitted	Paul Basinksi Fontaine Macnamara	SP 06
Establish "Benjamin Gilman Institute" 3	Developed working group. Discussed goals and grant apps Dr. Richards asked to "hold off"	Paul Basinski, P. Guallini	FA 06
Explore study abroad	Contacts established at New Paltz Hold off until revision of IS program	P. Guallini	FA 06
Sponsored Speakers	Ian Buruma of Bard College Nancy Frazier – canceled	P. Basinski, Cultural Affair	

Department/ Office/ Support

Not Listed	Cleaned out workroom Paint and tile replacement	Kim, Teri, Patricia maintenance	
Not Listed	Replacement of ripped curtains in offices	P. Guallini, C. Chew	

Not listed	Purchase of new Toshiba e-studio 350 Copier for Departments (8/05)	Kim Baxter/Roz Smith
Not listed	Purchase of CS50 Cordless Phone headset (October 2005)	Patricia Guallini
Replacement of typist	Hiring of one new 520 hour auxiliary person Teri LeHuray – afternoon coverage. 1 520 CJ – mornings (Diane/Jenel) 1 1040 Ed. – four days Diane G.	Patricia Guallini
Not listed	Establishment of "smooth running system" for Book order forms, one time submission	Kim Baxter
Not listed	Template utilization for course syllabi, electronic Distribution and submission to appropriate college offices in a timely manner.	Kim Baxter
Not listed	Collection of grade books and exam copies	Kim Baxter
Not listed	Increased communications to all faculty, including Adjuncts via establishment of e-mail address and Development of list-serves to communicate Dept. Information, policies and procedures on a continuous basis.	Kim Baxter
Not listed	Gen Ed. Assessment – Categories 3,4 and 5 Collection of assessment tools, copies and Distribution to ALL faculty Gen. Ed. Report	All faculty Kim Baxter Teri LeHuray Guallini and Pavek
Not listed	Purchase of 12 new folding maps to replace Worn, ripped and outdated instructional supplies Purchase of small file cabinet for easy access for all faculty. Rooms equipped with appropriate hangers For utilization	Bob Foglia Ed Irlbacher Demos Kontos
Not listed	Purchase of 10 new videos for use in Psychology Courses	Doug Sanders Steve Coccia Richard Heppner

Not Listed   Two travel courses offered
                                    Peru (interdisciplinary)   Kass/Gutierrez
                                    Prague (interdisciplinary)   Kontos/Platt

Next AY's Plans will be to revise IS Program, develop better collaborative efforts with Business
Department re IS-Business, review Gen. Ed. Category 3, develop "imbedded" assessment tools for General
Education data collection, Institute departmental policies and procedures regarding travel/conference
reimbursement. Team work is the focus for 2006-07.

BUSINESS MATH SCIENCE & TECHNOLOGY DIVISION

Accounting/Office Technologies
Applied Technology
Business Management
Science & Engineering
Biology
Math & Computer Science

BUSINESS, MATH, SCIENCE & TECHNOLOGY DIVISION
SUMMARY
AY 2005-2006

Submitted by: Melody Festa, AVP

TECHNOLOGY
- Five computer labs updated, HA 212, HA 210, BT 121, BT 115, BT 113
- Accounting, Business Management, Applied Technology, Science and Engineering, Math and Computer Science high computer use faculty were updated
- 5 new carts with laptop computers, and LCD projectors
- Smart board in Science and Engineering
- Smart teaching stations in HO 1, HA 315, HA 307, HA 300
- White boards installed in BT 251, 253, 255, 113, 115, and 121
- Secured $6,000 software grant from course Technology (Macro Media Studio 8)
- Frontier Communication to donate Telecommunication lab

TEACHING AND LEARNING (curriculum change/program design)
- Achieved reaffirmation for nine programs (AS Accounting, AS Business Administration, AAS Accounting, AAS Business Management, AAS Computer Information Systems, AAS E-Business, AAS Information Technology, AAS Medical Office Assistant, AAS Office Technologies) from ACBSP- coordinated self-study and site visit
- Review of BEST computer laboratory at Northampton CC
- New Accounting Internship Course

- New DL courses in Financial Accounting , Accounting w/Microcomputer Applications, Study of Biological Habitats, E – Business, Entrepreneurship
- Created new JRTEP concentration grades 7- 12 for biology and math
- Introduced collaborative learning between General Biology I, Freshman English I and General Psychology
- Developed, collected and assessed the Student Learning Objectives for all Business Management courses
- Increased number of Introduction to Biology sections in Newburgh Ext.
- Grade distribution study in business management
- Student portfolios criteria developed in Business Management and VTEA grant awarded for digital student portfolio development in Architecture
- Review of business and accounting programs for transferability and career preparation
- New CCHS courses, General Biology I and II, General Chemistry I and II, Financial Accounting, Accounting Principles I, and Marketing
- Incorporated Java into Computer Science program
- Completed SUNY General Education Assessment for Mathematics
- Redesign of the Math General Education Assessment Plan for next academic cycle
- Engineering Bridge Competition
- Engineering students research project based upon equipment purchased with Tech Prep
  $ 10,000 Grant
- New EET Internship/Field Experience with Frontier Corporation, Orange Regional Medical Center, and Time Warner Cable
- SUNY program review of EET Program
- Development of two new telecommunication courses and an ecology course
- Environmental Conservation students use campus stream as a learning laboratory
- VTEA Grant approval for Architecture computer lab to incorporate 3D design, computerization of courses, and assessment of SLOs.
- Tech Prep approval for 20 computers for networking lab to offer network certification along with courses for CIS, EET and IT degrees
- Upgraded course and lab objectives for Computer Graphics to reflex changes in technology
- Architecture, Computer Information Systems, Information Technology, and Electrical Engineering Technology are benchmarking with other colleges to update their programs

STUDENTS
- Classroom chair replacement for comfort and safety in HA 207, HA 214, HA 210
- Updated and revised Business Management and Biology web page

- Open computer labs in HA 215, BT 121, BT 251 supervised by work study students
- Enhanced student success/retention through employment of "tutor track" system in BT 151
- BATCAVERN serviced 7,685 students
- Architecture Club studied buildings in Boston
- Computer/Math Club placed fifth out of 25 colleges participating in a computer competition held at Iona College
- Management/Marketing Club and Computer Club involved with "Chopper Raffle"
- Environmental Conservation students use campus stream as semester project
- Computer Club attended a team building session at a dude ranch
- Electronics Club and Engineering Club participated in "Adopt a Family"

PROFESSIONAL DEVELOPMENT
- Accounting Faculty attendance at TACTYC Spring conference
- Annual meeting with SUNY New Paltz School of Business Advisory Board
- Attendance at the Accounting Educator's Conference, (Foundation of Accounting Education/NYSSCPA)
- Attendance at McGraw-Hill Business Skills Method Workshop
- Attendance IMA (Institute of Management Accountants) Scholarship planning meetings
- Attendance at the Interop Conference/Exhibition
- Attendance at BEAM (Business Educators Association of Mid-Hudson) conferences
- Attendance at BOCES Craft Consultant conferences
- Attendance at monthly Academy of Finance meetings
- ACBSP annual conference in June to receive reaffirmation of accreditation
- Professional memberships in NYSCPA, AICPA, BEAM, ABC
- Presented at the eLearning 2006 Conference
- Attendance at the Hudson Valley Economic Summit
- Attendance at the Society for Human Resource Managers workshop
- Presentation of the "E-Learning Presentation" sponsored by the Center for Teaching & Learning
- Professional memberships in NBEA, EBEA, AAUW
- Five division participants at the OCCC Leadership Conference
- Chairs and faculty attended training sponsored by OCCC Human Resources Dept
- Faculty attended and hosted speakers on "Chemical and Biological Pollution of Our Forests: Acid Rain and Introduced Pests in the Hudson Valley and Catskill Mountains" – Dr. Gary Lovett and, "To Salt or Not to Salt: Environmental Implications of Road Salting" – Dr. Peter Groffman and "Mastodons of New York State"

- Faculty attended AAAS, Association of Two-Year College Biologists, Botanical Society of America, Hudson River Environmental Society, National Geographic Society, New York Academy of Science, New York Flora Association.
- Attendance at conference on Nano-Technology
- Fundamentals and Implementing VOIP course work
- Professional Memberships in IEEE, NYSETA, Computer Society, Communications Society, Info Tech Org
- Photographed, sketched, and researched architectural sites in Paris, France and incorporated information into the architectural curriculum.
- Sharpened skills in working drawings and building codes through design project for Domus Studios Architecture.
- Chaired Strategic Planning Committee for a non-profit educational organization, Philles Bridge Project.
- Attendance IBM Mainframe System Z conference
- Faculty working on PhD in Educational Administration

COLLABORATION AND PARTNERSHIPS
- Biology and chemistry faculty participated CCHS mentoring program
- Academies of Finance with Middletown H.S. and Pine Bush H.S.
- High school business teachers (BEAM)
- BOCES – Craft Consultant Committee
- New Paltz School of Business Advisory Board
- Tuxedo HS Career Day
- Judge for the District/Regional FBL:A Contests
- Advisory Board activities (Accounting and Office Technologies, Business Management) to improve curricula
- SUNY Assessment Evaluation Team for business certificate programs at Sullivan Community College
- Program Review Evaluation Team for Accounting at Dutchess Community College
- Discussion with Mt. St Mary College on curriculum changes and how our technology programs can mutually serve each other.
- Discussion with Goshen High School and Middletown High School for EET articulation agreements
- Collaborate with Orange County Department of Health to conduct the West Nile Virus Surveillance Project
- SUNY Purchase (NSF Grant) "Bridge Program" for minority students interested in science careers.
- BOCES New Vision Program
- Member of the Environmental Consortium of Hudson Valley Colleges and Universities.

CAPE
- Facilitated first technology class taught in Spanish at Newburgh Ext.
- Faculty taught Basic Electricity for Hudson Valley Industry Council

- Faculty taught Basic and Advanced Electricity for Hudson Valley Industry Council
- Facilitated CAD for Mechanical Drawing
- Produced outlines for Basic Math course and CAD
- Developed Paralegal Seminar for Legal Office Assistant

ACCOUNTING/OFFICE TECHNOLOGIES
AY 2005-2006

Submitted by: Suzanne P. Krissler, Chair

TECHNOLOGY

- Two computer labs updated, HA 212 and HA 210
- All Accounting faculty computers updated (chair scheduled for 2006-07
- Adjunct faculty room computers (two) updated
- Laptop computer on cart updated

TEACHING AND LEARNING (curriculum change/program design)

- Achieved reaffirmation for nine programs (AS Accounting, AS Business Administration, AAS Accounting, AAS Business Management, AAS Computer Information Systems, AAS E-Business, AAS Information Technology, AAS Medical Office Assistant, AAS Office Technologies) from ACBSP- coordinated self-study and site visit in September 2005
- Updated contact hours for 55107 Elementary Computer Keyboarding, 55108 Intermediate Computer Keyboarding, 55209 Microsoft Word and PowerPoint, 55214 Excel and Access through Curriculum Committee
- Review for strengthening the Accounting Procedures Certificate program
- Review of BEST computer laboratory at Northampton CC on April 11, 2006
- VTEA grant approval for retention activities in AAS Accounting (2 computer lab updates as a result)
- CEP program with Middletown Academy of Finance (high school Academy students enrolled in 55131Accounting Principles I)
- Developed and currently collecting and assessing SLO's for all department courses
- Evaluated three adjunct instructors for promotion

- New Accounting Internship implemented Spring 2006
- Three adjunct instructors trained in DL; one instructor refresher
- New DL courses in 55133 Financial Accounting and 55234 Accounting w/Microcomputer Applications
- Increased Web-Enhancements—seven additional course sections

STUDENTS

- Open lab, HA 215, supervised by three work study students and open until 6 p.m. on three days
- Expanded office hours by adjuncts at Middletown and Newburgh
- New program trifolds in Medical Office Assistant, Office Technologies, and Accounting
- Member of Board of Inquiry
- Additional advising hours in Summer 2005 and January 2006
- Scholarship Essay evaluator
- Attendance by Department at the fall & spring Open House and Admission Nights
- Classroom chair replacement for comfort and safety in HA 207, HA 214, HA 210
- Developed and purchased promotional items for prospective students and h.s. teachers

PROFESSIONAL DEVELOPMENT

- Accounting Faculty membership and attendance at TACTYC Spring conference in April 2006; plan to attend TACTYC in Atlanta, GA, providing funding exists
- Annual meeting and membership with SUNY New Paltz School of Business Advisory Board in November 2006
- Attendance at the Accounting Educator's Conference, November 2005 by Daryl (Foundation of Accounting Education/NYSSCPA)
- Attendance at McGraw-Hill Business Skills Method Workshop in November 2005
- Attendance and membership IMA (Institute of Management Accountants) Scholarship planning meetings in November 2005 and April 2006
- Attendance at the Interop Conference/Exhibition in December 2005
- Attendance and membership at BEAM (Business Educators Association of Mid-Hudson) conferences in November 2005 and April 2006
- Attendance at the "E-Learning Presentation" sponsored by the Center for Teaching & Learning, April 26, 2006
- Attendance and membership at BOCES Craft Consultant conferences
- Attendance and membership at monthly Academy of Finance meetings
- Accounting/Office Technologies Advisory Board meeting in April 2006
- Plan to attend ACBSP annual conference in June to receive reaffirmation of accreditation
- Plan to attend the CIT conference, May 30 to June 2 by Tom; also, graduate course work

- Incorporation of professional subscriptions into classroom: Wall Street Journal, Business Week, Office Professional
- Professional memberships in NYSCPA, AICPA, EBEA, NBEA, BEAM, ABC
- Daryl Goldberg and Thomas Stack received secondary competency in Business Management

COLLABORATION AND PARTNERSHIPS

- CCHS –55133 Financial Accounting at Pine Bush H.S., 55131 Accounting Principles I at Monroe-Woodbury H.S., proposed Accounting course at Warwick
- Academies of Finance with Middletown H.S. and Pine Bush H.S.
- High School business teachers (BEAM)
- BOCES – Craft Consultant Committee
- New Paltz School of Business Advisory Board
- CAPE – plan for Paralegal Seminar for Legal Office Assistant Students
- Advisory Board activities (Accounting and Office Technologies) to improve curricula
- SUNY Assessment evaluation of business certificate programs at Sullivan Community College
- Program Review evaluation of Accounting at Dutchess Community College
- OC Chopper participation through Accounting internship and raffle ticket sales

APPLIED TECHNOLOGY
AY 2005-2006

Submitted by: Fern Steane, Chair

TECHNOLOGY

- Three computer labs updated, (BT 113, BT 115, and BT 121)
- All faculty computers updated (chair this summer)
- Two faculty printers obtained (remainder scheduled for 2006-07)
- Two carts with projectors and laptop computers obtained for 2nd and 3rd floor of Bio-Tech (Architecture and EET)
- Two new projectors for BT 113 and 121.
- White Boards ordered and due to be installed in BT 251, 253, 255, 113, 115, and 121 over the summer.
- Secured $6,000 software grant from Course Technology (Macro Media Studio 8)
- Frontier Communications to donate Telecommunications lab

Teaching and Learning (curriculum change/program change)

- VTEA Grant approval for retention BT 121
- VTEA Grant approval for dedicated Architecture computer lab
- Tech Prep approval for 20 computers for networking lab
- Achieved reaffirmation for AAS Computer Information Systems and AAS Information Technology from ACBSP
- Electrical Engineering Technology curriculum updated with Telecommunications to reflect current trends in technology
- Met with Mt. St Mary College to discuss their curriculum changes and how our technology programs can mutually serve each other.
- Met with Goshen High School and Middletown High School. On going discussions of articulation agreements are in process.

- Increased Field Experience opportunities (Frontier Communications and Time Warner Cable).
- Upgraded labs and course objectives for 55120 Computer Graphics
- All 4 programs (Architecture, Computer Information Systems, Information Technology, and Electrical Engineering Technology) are benchmarking with other colleges to update their programs.

Students

- Expanded hours for 2 open labs (BT 251 and BT 121). Hired 5 Work students to keep labs open 5 days, morning and afternoons
- Office hours for daytime adjuncts both Middletown and Newburgh
- Clubs:
    - Computer Club worked on the Chopper Raffle. Attended a team building session at a Dude ranch (SP/06)
    - Architecture Club – Attended an architectural trip to Boston (SP06)
    - Electronics Club – adopted two families for Christmas, providing gifts, food and money. (FA/05)

Professional Development

- Electrical Engineering Technology
    - Conference on Nano-Technology Fall 05 (IBM Fish
    - Fundamentals of VoIP (Summer 05)
    - Implementing VoIP (Summer 05)
    - Professional Memberships in IEEE, NYSETA, Computer Society, Communications Society
    - Attended management training (Chair)
    - Attended Leadership Conference (Chair)
- Architecture
    - Traveled to Paris for a week and a half (summer 05): visited, photographed, sketched, and read up on architectural sites. This information was then used in courses over academic year.
    - Freelance architectural project for Domus Studios Architecture (summer 05): 2 story 800 square foot addition to an existing home. Worked with client, designed the addition, produced working drawings and associated paperwork for submission to building department.
    - Chaired Strategic Planning Committee for a non-profit educational organization, Philles Bridge Project.
    - Took part in meetings about the future of the Center for Teaching and Learning
- CIS/IT
    - IBM Mainframe System Z conference
    - Professional Memberships Info Tech Org
    - Faculty working on PhD in Educational Administration

Collaboration and Partnerships

- CAPE:
  - Facilitated first technology classes given in Spanish (Fall 05 – Newburgh) taught by adjunct faculty member.
  - Faculty taught Basic Electricity for Hudson Valley Industry Council (Fall 05)
  - Faculty taught Basic and Advanced Electricity for Hudson Valley Industry Council (Spring 06)
  - Facilitated CAD for Mechanical Drawing (Sp 06)
  - Produced outlines for basic math and CAD
- Frontier Communications – donating telecommunications lab for new telecommunications curriculum.
- Goshen High School - currently working on CCHS for Electricity, Digital Electronics and Technical Drawing

BUSINESS MANAGMENT
AY 2005-2006

Submitted by: Lucinda Fleming, Chair

TECHNOLOGY

- Two computer labs updated, HA 212 and HA 210
- All Business Management faculty computers updated (White & Markovits are scheduled for 2007-08)
- Adjunct faculty room computers (two) updated
- Laptop computer on cart updated

TEACHING AND LEARNING (curriculum change/program design)

- Achieved reaffirmation for nine programs (AS Accounting, AS Business Administration, AAS Accounting, AAS Business Management, AAS Computer Information Systems, AAS E-Business, AAS Information Technology, AAS Medical Office Assistant, AAS Office Technologies) from ACBSP- coordinated self-study and site visit in September 2005
- Developed and currently collecting and assessing the Student Learning Objectives for all Business Management courses
- Evaluated adjunct instructors (3 per semester) and developed dialogue to improve learning and teaching with them
- Began dialogue on grade distributions/grade inflation/student responsibilities
- Developing a formalized Accomplishments Portfolio project to be implemented in the fall and follow students through their curriculum
- Faculty member was granted a sabbatical to review the Business and Accounting programs for transferability and career preparation
- VTEA grant approval for retention activities in AAS Business Management & AAS Marketing (2 computer lab updates as a result)
- CEP program with Middletown Academy of Finance (high school Academy students enrolled in 55122 Marketing & 55216 Management)
- New DL courses in 55125 E-Business and 55242 Entrepreneurship
- Increased Web-Enhancements/Smart Station usage

STUDENTS

- Open lab, HA 215, supervised by three work study students and open until 6 p.m. on three days
- Expanded office hours by adjuncts at Middletown and Newburgh
- Attendance by Department at the fall & spring Open House and the Admissions Nights

- Updated program trifolds in Business Management, Business Administration and Marketing
- Updated and revised the Business Management Department web page presence
- Developed and purchased promotional items for prospective students & HS Business Teachers
- Advisor of Management/Marketing Club
- Additional advising hours in Summer 2005 and January 2006
- Scholarship Essay evaluator for Management Marketing Club
- Faculty leader at the new student orientation

PROFESSIONAL DEVELOPMENT

- Presented at the eLearning 2006 Conference in February 2006
- Annual meeting and membership with SUNY New Paltz School of Business Advisory Board in November 2006
- Attendance and membership at BEAM (Business Educators Association of Mid-Hudson) conferences in November 2005 and April 2006
- Attendance at the Non-Profit Institute in March 2006
- Attendance at the Hudson Valley Economic Summit in March 2006
- Attendance at the Society for Human Resource Managers workshop in March 2006
- Presentation of the "E-Learning Presentation" sponsored by the Center for Teaching & Learning, April 26, 2006
- Attendance and membership at monthly Academy of Finance meetings
- Business Management Advisory Board meeting in April 2006
- Will be represented at the ACBSP annual conference in June to receive reaffirmation of accreditation
- Incorporation of professional subscriptions into classroom: Wall Street Journal, Chronicle, New York Times
- Professional memberships in NBEA, EBEA, BEAM, AAUW
- Both a participant and a presenter for the OCCC Leadership Conference in May 2006

COLLABORATION AND PARTNERSHIPS

- Participant in the OC Chopper Raffle
- CCHS –55122 Marketing at Minisink H.S., proposed Business course at Warwick
- Academies of Finance with Middletown H.S. and Pine Bush H.S.
- High School business teachers (BEAM)
- Presented at the Tuxedo HS Career Day in April 2006
- New Paltz School of Business Advisory Board
- Advisory Board activities (Business Management) to improve curricula
- SUNY Assessment evaluation of business certificate programs at Sullivan Community College

- Program Review evaluation of AAS Business Administration at Dutchess Community College
- Judge for the District/Regional FBL:A Contests
- Participated in the JMZ interviews for facilities planning

SCIENCE & ENGINEERING
AY 2005-2006

Submitted by: John Cummins, Chair

Perhaps the best way for me to proceed is to comment on the summary goals for the

A.S. Degree in Engineering Science

SUMMARY

1. Return the scheduling of the following courses to their proper department (Electrical Engineering Technology), thereby eliminating the need to seek a tenure track replacement for D. Davies. These courses have technology numbers and are part of the technology program. Science and Engineering has been scheduling them for years, mainly due to an historical fluke. The courses are: 51113 – Basic Programming, 51114 – Applications Programming and 51120 - Computer Graphics. This goal will represent a long-term **very** significant savings for the college.

   > Comment: This goal was achieved. We scheduled these course for the fall semester, taught for the most part in the Math/Engineering Computer Lab. Fern Stean did the scheduling for the spring semester and in now up to speed on the scheduling of these courses. Fern is also taking the lead on revisiting the course content and title for this course.

2. To enhance transferability options for Engineering and Computer Science students by developing, in collaboration with the Dept. of Mathematics and Computer Science, a course entitled "Object Oriented Programming in C++ for Computer Science, Mathematics and Engineering." Such a common course would maximize the use of current personnel and facilities by serving three academic programs; that is, Mathematics, Computer Science and Engineering. It also enhances possibilities for program scheduling in the evening.

   > Comment: We worked hard at developing the curriculum and the scheduling window for this course. At the request of the AVP we decided not to proceed to curriculum at this time in order to allow for further discussion with Applied Technology Dept. Our decision, taken with Paul Rickard, is to offer our current Engineering II (53*102) course in the evening – a course which can serve as a restricted elective for the computer science program, while at the same time serve an evening engineering program.

3. To investigate with "program sponsor" in Architectural Technology the possibility of collaboration with the technical AutoCad course and our course entitled Engineering I. There are commonalities in these courses and, with

creative effort, these commonalities can perhaps be exploited to the benefit of students in both programs. This would be especially true in evening programs.

> Comment: This goal was partially achieved. We met with Stacey Moegenburg twice and agreed that an evening engineering student would take both of the architectural CAD courses and we would accept this work as equivalent to Engineering 1 (53*101). We have yet to formalize the arrangement.

4. In light of above collaborative goals, initiate an evening Engineering Program (with no extra load on college resources) by: 1. Offering newly designed collaborative courses with Mathematics and Architecture – courses which could serve two populations; 2. Moving General Physics with Calculus from day to early evening on a permanent basis which would give evening students with a B grade or better the ability to substitute these courses for Engineering Physics I & II; 3. By subsequent toggling of mainline day engineering courses through the evening program so that both day and evening students would make simultaneous progress toward their A.S. Degree. Such a move would also make all relevant ancillary courses available to Biological Science majors in the evening. This strategy could lead to greater access to the college's programs, attained with a laudable efficiency.

> Comment: This goal was achieved. We have scheduled General Physics with calculus (35*105) in the evening. This course (along with General Physics with Calculus II (35*106) will be acceptable as Engineering Physics I & II. Engineering Physics III (35*201) will be toggled through the evening at appropriate times. Both day and evening students will take the course together.

5. To work with Office of Grant Writing to seek funding for refurbishing of laboratory space and to equip departmental labs with remote sensing equipment and materials testing equipment. In the absence of such funding we will seek institutional support for a gradual achievement of this goal and an approximate budget request of $3000.00 to $5000.00 per year until the goal is achieved.

> Comment: This goal was partially achieved. Working with (and thanks to) Lynn Sheren the department submitted a successful grant for $10,000 worth of materials testing equipment. This equipment formed the basis for this year's student research projects. Dr. Timothy McMahon and Cynthia McMahon will be working with the grants office to enhance Chemistry equipment. The department will pursue the Physics/Engineering side of the equation further down the 5-year plan.

6. To visit the campuses of our major Engineering Science transfer targets with a goal of solidifying our already strong relationships, revisiting course offerings and transfer options and establishing strong personal and professional relationships

with personnel at these institutions. The goal would be a regular 5-year visitation cycle, as presented in the detailed time-line chronology.

> Comment: This goal was partially achieved. We had an on-site visit with both Manhattan College and Clarkson University. Both of these documents are being finalized. Further, we are actively working with RPI and Binghamton University. Kathleen Stacy of RPI is currently responding to our draft document. Lorna Wells (Binghamton) and I have been playing phone tag. We have strong hopes of having these four articulations agreements completed this summer.

7. To work with the Office of Institutional Development to develop a departmental brochure highlighting the engineering program and to develop a departmental advising document which will lay out alternative scheduling possibilities for students who are not quite prepared or who have extensive outside work obligations. For many students a detailed and progressive 3-year plan would represent both a college retention strategy and a success enhancement for the Engineering Program.

> Comment: This goal was not achieved. We have gathered materials but that is all. We are still using the (pretty bad) brochure that we developed in house.

8. To enhance professional and academic outreach by developing a high school faculty orientation plan for departmental participation in the CCHS program and to present a professional development plan to CAPE for servicing the professional engineering community in their new three-year cycle professional education obligation.

> Comment: Done. Seems to be working

9. To institute a formal "Extra Hour (X-Hour)" for engineering students in both freshman and sophomore year. This hour will be staffed on a volunteer basis by departmental faculty. It will be scheduled at a time which is free for most, if not all, students and will function as a combination tutorial, problem session, orientation session for the students.

> Comment: Done. Did not work that well since students had access to us all the time. Maybe this effort is not necessary.

10. To investigate possible realignment of programs – specifically, of including the Architectural program under the aegis of Science and Engineering, with the program sponsor becoming the Departmental Coordinator of Architecture, External Professional Relations and Internships. Such a step would lead to economies based on shared personnel and facilities. Further, it would greatly facilitate a much closer relationship between the college and external professional associations and businesses.

Comment: We met with Stacy Moegenburg three times. Stacy appeared at our final department meeting. The department unanimously agreed that having Architecture housed with us is a good idea and should be pursued. Stacy also agrees. The department will make a recommendation in this regard.

Other Goals achieved:
- Both Horton 1 and Harriman 315 turned into quasi-smart classrooms.
- Smart Board technology introduced to department
- Departmental storage area prepared for major changes
- Additional CCHS school as part of off campus efforts

BIOLOGY
AY 2005-2006

Submitted by: Frank Traeger, Chair

The Biology Department sponsors the A.S. Degree in Liberal Arts and Sciences (Natural Science/Biology Emphasis) and participates in Jointly Registered Teacher Education Program (Biology concentration: Grades 1 – 6; Grades 7 – 12) which prepares students for transfer to SUNY New Paltz. The Biology Department also provides service courses enabling students to meet the requirements for entry into Health Professions Programs or to meet the General Education requirements.

The challenges of the Biology Department are rapid growth, limited physical space for expansion, and a critical need for increased full-time, tenure-track faculty. Enrollment in biology courses has more than doubled in the last five years while the numbers of full-time faculty have remained constant. Additional "loading pressure" due to contractual limits imposed by the new Faculty Contract further constrain the department's efforts to expand its offerings both in Middletown and at NEC and to more fully participate in other collaborative ventures. The following sections of this review highlight the activities of the Department AY 2005-2006 and focus on the Department's further plans and initiatives as they relate to key features of the Academic Master Plan (AMP) and College Goals.

I) AY 2005-2006
Technology – Redesign of Biology Department's Website (on-going) to include updated faculty profiles, course descriptions, syllabi and links.

- Development of a Website profiling the local flora and fauna of Orange County

Teaching and Learning (Curriculum change/Program design)
- Developed prototype syllabus for our "Ecology Course" including lecture topics, text references, and laboratory exercise.
- Assess all learning objectives incorporated into all departmental courses
- "Study of Biological Habitats" offered in a DL, team-taught format
- Increased the number of courses taught at NEC during AY 2005-06; currently planning lab facility to enable offering "Diversity of Life" at NEC (Fall 2006).

- Environmental Conservation students use campus stream as a semester class research project; also marked campus catch basins to educate public as to where water (and pollutants) is routed.

Student Services

• Participation by departmental faculty in all "Admissions Open Houses", Early/Late Registration events, and New Student Orientation.

• Increased BATCAVERN resources including purchase of DVD players and models.

• Enhanced student success/retention through employment of "tutor track" system – to schedule and monitor tutoring in the BATCAVERN. BT 155

• Over 3,000 student visits to the BATCAVERN, Spring 2006

Professional Development

• Departmental faculty attended and hosted speakers for "Cultural Affairs Programs":

"Chemical and Biological Pollution of Our Forests: Acid Rain and Introduced Pests in the Hudson Valley and Catskill Mountains" – Dr. Gary Lovett

"To Salt or Not to Salt: Environmental Implications of Road Salting" – Dr. Peter Groffman

"Mastodons of New York State"

• Departmental faculty are members of a variety of professional organizations including: AAAS, Association of Two-Year College Biologists, Botanical Society of America, Hudson River Environmental Society, National Geographic Society, New York Academy of Science, New York Flora Association. SUNY Orange is also a member of the Environmental Consortium of Hudson Valley Colleges and Universities.

• Department Faculty have participated and/or presented at Professional Society Meetings, Campus-based lectures/discussions, or field trips.

Collaborations and Partnerships
- Community College in the High School. During AY 2005-2006, the Biology Department partnered with two new schools (Minisink Valley H. S. and S. S. Seward) to offer our General Biology I, II sequence. These join our ongoing program at Monroe-Woodbury.
- BOCES New Visions Program (General Biology I, II)

- Continuing partnership with SUNY Purchase (NSF Grant) "Bridge Program" for minority students interested in science careers.
- Collaborate with Education Department and SUNY New Paltz in establishment of a JRTEP (Grades 7-12) biology concentration. This will augment an existent (Grade 1-6) concentration.
- Collaborate with Criminal Justice Department and Mercy College to establish a Forensics Science Program. This year student interest surveys were conducted in General Biology I, II classes to establish potential interest, and curriculum plans were discussed.

II. Biology Plans/Future Initiatives

Staffing

- The Biology Department must add an additional fulltime, tenure-track faculty member in order to appropriately meet and expand our serviced to students.
- The Biology Department seeks to establish full-time permanent positions for "BATCAVERN" Supervisors to ensure year-round operations of the facility with expanded hours to facilitate student access.

Technology

- The Biology Department seeks to acquire "state-of-the-art" instructional technology in all classrooms, labs, and for faculty use. This will require a mechanism to ensure appropriate training for all faculty in the use of such technology.
- The department will offer an increasing number of courses in the DL or computer-enhanced formats.
- The Department will continue to enhance its Website and develop Web pages for all faculty.

Facilities and Non-computer Technology

- The Department seeks to enhance the learning environment of its classrooms and labs by the acquisition of improved furnishings (chairs with backs), new microscopes (NEC – Diversity Lab), and non-computer technology (Visual presenter, micro-video system).

Teaching and Learning

- The Biology Department will increase the number and variety of its offerings at NEC – with Diversity of Life being offered AY 2006-2007.

- The Department will seek approval of its General Ecology Course (currently in development) as a transferable "majors" ecology course and seek curriculum.

Student Support
- Expansion of BATCAVERN (BT 155) space and resources
  - acquisition of additional space (BT 153) to be used as a small group study/tutoring area
  - increase hours of operation to enhance accessibility to students (requires hiring full-time permanent supervisors)
- Develop "Biology Advising Tracks" to assist students in program planning
- Support Agassiz Society (Biology Club) and integrate activities with those of the "Environmental Consortium."

Professional Development
- Enhance participation in activities sponsored by the Environmental Consortium of Hudson Valley Colleges and Universities, Hudson River Environmental Society, Hudson River Institute, Cultural Affairs, etc.
- Develop a common departmental area (BT 313) to serve as a "Reading Room/Library" to enable faculty to share resource materials and to provide a venue for discussion/exchange of ideas, teaching techniques, and knowledge.

Collaboration and Partnerships
- Enhance partnerships with: The Environmental Consortium of the Hudson Valley Colleges and Universities, Hudson River Environmental Society, Hudson River Institute, and Orange County Land Trust
- Increase articulation agreements with 4 year academic institutions
- Increase General Biology I and General Biology II course offerings through the CCHS program
- Continue BOCES New Vision Program
- Continue partnership with Orange County Health Dept. to serve as the primary investigators of the West Nile Virus Surveillance Study
- Collaborate with Campus Facilities, Campus horticulturist, CAPE, Director of Grants, Orange County Historical Society, and Orange County Arboretum to restore greenhouse

- Partner with Director of Grants, High Schools, Orange County Archeological Society, Agassiz Society, and Orange County Foundation to restore the mastodon
- Continue partnership with SUNY Purchase bridge program for minority students

MATH & COMPUTER SCIENCE
AY 2005-2006

Submitted by: Paul Rickard, Chair

First of all, the Math and Computer faculty is outstanding. They were always willing to help out in any way they could for the department and college to have a successful year.

One of the major accomplishments of the department is the SUNY General Education evaluation for mathematics. The entire faculty pitched in to revise our previous plan, to create questions and grading rubrics, and to grade these questions according to the accepted rubrics. The final report will be submitted on May 26. This was an enormous task and special thanks should go to Dr. Ming Wang, who spearheaded this entire effort.

The department has identified a larger space, Ha 305, for the math resource room. The classes that would have been scheduled in Ha 305 will be offered at a different time in different classrooms. The faculty wanted a larger space, but still located close to the classrooms and their offices. Two faculty offices will also be built in this room to give even greater support to the students. The closer the faculty are to the students the better things work. The current resource room, Ha 311, was just too small for the number of students wanting to use it. A coordinator for the resource room has been placed in our plans for next year.

Smart classrooms are currently being installed in Ha 307 and Ha 300. They were originally targeted for January, 2006 but because of excessive commitments people couldn't make it happen. It was decided not to make the math/science computer lab in Ha 309 into a smart classroom but instead to use existing software that will accomplish the same goal in a more sophisticated manner. Faculty will be able to project onto the individual screens, making each station a smart board.

Faculty training in the use of Blackboard was hindered by the difficulty of taking the required course offered by the college. For faculty who are teaching four and five classes, the scheduling for the Blackboard class is inadequate. I strongly suggest that this training be placed online and the number of hours required drastically reduced. Many members of our faculty already know and have used Blackboard in the past. Because of in-house constraints the students are not being served by this technology.

Computer Science I & II have successfully been changed from C^{++} to JAVA. Students still need to know C^{++} for computer architecture courses to be taken in their senior year at their transfer institutions. In cooperation with the Science & Engineering Department we developed a course in object oriented programming in C^{++} for computer science, engineering and math majors. This course was to be used as a restricted elective for computer science and math majors and also to satisfy both Engineering II for engineering students and in some cases the C^{++} requirement for the technology students. At the request of the AVP the course was not presented to the Curriculum Committee. More discussions are required with the Applied Technology Department. Our strong concern is the mathematics level of the students in this course. In the meantime, we have decided to collaborate with the Department of Science & Engineering to help them with an evening program

and also to satisfy a restricted elective in our own evening program. The Department of Science & Engineering will offer Engineering II as an evening course in the Spring 2007.

The formation of the Computer/Math Club has had a wonderful impact on the A.S. Degree in Computer Science. We have actually participated in a computer competition at Iona College and in our first attempt placed fifth overall out of 25 colleges. The students really enjoyed the competition and we are going to enter the students into at least two competitions in the Fall of 2006. Kudos to Ming Wang and Janet Stonic, who worked very hard with these students.

HEALTH PROFESSIONS DIVISION

Dental Hygiene
Diagnostic Imaging
Laboratory Technology
Nursing
Movement Sciences
Occupational Therapy Assistant
Physical Therapist Assistant/Massage Therapy

HEALTH PROFESSIONS DIVISION
SUMMARY
AY 2005-2006

Submitted by: Susan Deer, AVP

TECHNOLOGY
- Upgraded or provided new computers for all faculty and staff who were sharing. This was particularly true regarding Windows upgrades, laptops, and desktop computers in Nursing, OTA, Dental Hygiene and Movement Science.
- Seven Division members received recycled computers on availability.
- Two projectors were provided for Movement Science and Nursing.
- One sabbatical – Nursing- for SymMan training.
- Web sites were upgraded.
- More online, web enhanced and hybrid courses were offered within the Division.

TEACHING AND LEARNING
- SUNY Program Review: Movement Science and Med Lab Tech
- 5 year accreditation granted – Med Lab Tech
- New Department Chair hired for Physical Therapist Assistant/Massage Therapy
- Re-assessment of credits given to Nursing 1 and Nursing 2 has become a reality.
- Exercise Science accreditation process has started for Exercise Studies Degree.
- Process of making Concepts of Physical Wellness a one-credit course has started.
- New Admissions criteria for the Health Professions overall has been worked out and ready to implement.
- Cooperation amongst departments – i.e. English and Nursing – Technical Writing for Nurses is offered for Nursing 1-4.
- Med Lab Tech department will remove "Fundies" course and will add Urology. Also, more clinical hours will be required of all students in Med Lab Tech as suggested by the accrediting agency site team
- Increased enrollment in Nursing program by 40 students in the fall and again for the fall of 2006. The Nursing Department has graciously handled the instruction of 80 new students.
- LPN to RN transitioning program has been a tremendous success.
- Nursing 2 attrition study yielded very valuable results.
- VTEA Grant proposal for leasing X-Ray equipment over five years for Diagnostic Imaging.
- Revised Phlebotomy course registration process to provide more equity for applicants.
- OTA Department increased the scope and variety of Level I and Level II fieldwork experiences as well as other curricular changes to better meet the needs of the students.
- Diagnostic Imaging collaboration with CAPE in offering non-credit certificate in Nuclear Medicine.

STUDENTS
- Revised admission criteria to help provide better retention and better organization of pre's and waiting lists
- Ongoing investigation of offering better clinical experiences with longer blocks and more hospital staff involvement.
- Requiring mandatory departmental orientations for all incoming students within all of the health profession programs.
- Continuing investigation of multiple entry points of admission for entering students to offer more opportunity for enrollment into the programs.
- Offering more updated technology with smart classrooms, updated labs. SymMan incorporation and better delivery and quality of required videos and skills.
- Providing more opportunity for student evaluation and input.
- Investigating more use of tutorial opportunities and early alert for students experiencing academic or other difficulties.
- Looking to offer more web enhanced, hybrid and distance learning courses within the health professions.
- Increased seats in Nursing to accommodate more students – 40 during fall 2005; and again 40 more students fall 2006.
- In Diagnostic Imaging, students received first and third place awards for an essay contest supported by NYSSRS; five students participated in the annual conference of NYSSRS; and, four students will attend the annual conference of the ASRT hosted in Denver, Colorado.
- A student representative has been added to the OTA Advisory Board.

PROFESSIONAL DEVELOPMENT
- New Faculty and Chairs attended development workshops offered through our own Human Resources Department.
- Monthly meetings with new department chairs and AVP (sometimes these meetings took place every two weeks depending on the issues within the department).
- Attendance by OTA chair and faculty at the National OT Conference in Charlotte, North Carolina.
- Attendance at State Conferences by department chairs and faculty in Dental Hygiene and Diagnostic Imaging.
- Attendance at AERT, NYSSRS, ISSRT and ASRT annual conferences by Diagnostic Imaging department chair and staff.

COLLABORATION AND PARTNERSHIPS
- Better use of Advisory Boards. This is particularly true in Diagnostic Imaging and Med Lab Tech.
- Collaboration with Nursing and English to offer Technical Writing courses for Nursing 1-4.
- Movement Science and PTA are working together in offering Exercise Physiology course; water therapy and weight room training to PTA students.
- Participation in Wellness Fair and Healthy Orange.

- All department chairs participated in the Clements Group study and attended workshops with area healthcare facility executives.
- Working with CAPE to offer: Nuclear Medicine; Personal Training; and, to investigate offering a certificate in Surgical Technology, Sonography, and Pharmacy Technology within the next two years.
- Looking to offer EMT certification through the Consortium.
- Partnering with local hospitals to have their staff teach clinical rotations for the Nursing department in exchange for grant money for staff development.
- OTA Community Connections partnership with the Warwick school district, the OCCC early intervention program, and the Orange County Dept. of Mental Health Homebound Program.
- The OTA faculty and students conducted a campus wide ergonomic study, in conjunction with Human Resource Department, to address the incidences of high carpal tunnel syndrome across the campus.
- Franklin University

The departments within the Health Professions Division have worked exceedingly hard in setting the foundation for a progressively designed vision to be implemented over the next several years. Excitement and motivation have been re-established as collaboration amongst divisions has yielded the potential for even more possibilities within academic growth thus providing a better environment for teaching and learning.

DENTAL HYGIENE
AY 2005-2006

Submitted by: Roberta Smith, Chair

I   Academic Master Plan Accomplishments

    A.   Technology:

        1. upgraded computer hardware
        2. upgraded capital equipment for the clinic

    B.   Curriculum Change/Program Design:

        1. collaboration with CAPE on a certification course
        2. added web-based required courses to the curriculum

    C.   Professional Development:

        1. all faculty completed continuing education courses in the field
        2. 3 full-time faculty members attended the state conference

    D.   Collaboration and Partnerships:

        1. the department currently maintains 3 articulation agreements for
            continued studies.
        2. discussion took place with CAPE regarding future course offerings

    E.   Student Support:

        1. course evaluations gathered from all Dental Hygiene courses afford the
            department excellent student feedback on the learning experience.
        2. a graduate survey is collected annually.
        3. departmental tutoring and academic assistance to students is available at
            all times throughout the academic year.

II   Departmental Plans: AY 2005-2006

    A   Program Goal 1A: Replacement of old equipment

        1. installed new sterilizer
        2. refurbished x-ray manikin
        3. purchased new lab stools

B.   Program Goal 1B: Equipment for Newburgh Campus

1.   not applicable this year

C.   Program Goal 2: Upgrade technology

1.   acquired new laptop

D.   Program Goal 3: Redefined load for Chair for Accreditation

1.   not applicable this year

E.   Program Goal 4: Course Offerings with CAPE

1.   the department ran a two-day certification course in conjunction with
     CAPE in April, 2006

F.   Program Goal 5: Dental Team Clinic for Newburgh

1.   not applicable this year

DIAGNOSTIC IMAGING
AY 2005-2006

Submitted by: Diedre Costic, Chair

Five Common Themes (Academic Master Plan 2005-2010)

As a result of the program review process, common themes surfaced that pertained to all departments. The following categories emerged as areas of significant importance and consideration:

1. **<u>Technology</u>** – Innovations in technology are dramatically impacting both the design and delivery of curriculum, programs and services while also changing how we collaborate and communicate with colleagues, students and external partners. The warp speed with which technology is changing creates challenges for the College's budget, staffing and training needs. Listed below are some of the issues and needs related to technology that have been identified:

Upgrade computer hardware and software within faculty and department offices on a consistent three-year cycle;

- ✓ *All faculty and support personnel computers upgraded to Windows XP.*
- ✓ *Purchase of a laptop and 2 projectors.*

Ensure that non-computer related technologies or tools and capital equipment needs and budgetary requests are kept current.

- ✓ *Preliminary planning on purchase of State-of-the Art Radiography Equipment to include Computerized Radiography Equipment.*

2. **<u>Curriculum Change/Program Design</u>** – Technology and international commerce have changed the workplace dramatically, and a new skill set for employees is needed. Additionally, changing demographics and the preparedness of students who are served by the college are requiring that programs and curriculum change and adapt. Listed below are some of the issues and needs related to curriculum change/program design that have been identified:

- ✓ *Program faculty recognized the needs of community in which the graduates will serve. In response to the change in the needs of hospital patients/consumers, more elderly people with increased "Patient Care" needs, the Patient Care course was changed from a one-semester one-credit course to a two-semester course with an increase of two additional hours of*

didactic and laboratory instruction. Data indicates an improved success rate on skills testing.

Ensure an inclusion of the cultural arts, diversity, critical thinking, communication skills, information literacy etc. within the curriculum and programming for the community;

> ✓ *Through the use of web-enhanced courses students are participating in on-line discussions. These discussions are based on current articles, from medical resource sites, and how they pertain to concepts learned in class.*

Collaborate with the Center for Adult and Professional Education (CAPE) to build alignment between credit and non-credit offerings, certifications and continuing education courses;

> ✓ *Collaboration is taking place in structuring a Certificate-Nuclear Medicine Program. The Program is being designed to take full advantage of a combination of credit and non-credit bearing course offerings.*

Explore the need for evening, weekend and non-traditional scheduling options for the delivery of programs and curriculum to better meet the needs of diverse students and the workplace;

> ✓ *The Nuclear Medicine Program will be offered with a combination of both day and evening courses to meet the needs of working students.*

Identify degrees that should be offered partially or entirely on-line and determine which programs should add web-based or hybrid course options for students;

> ✓ *Currently there are 5 courses in the Radiologic Technology Program that are web-enhanced. In addition all departmental faculty are using the web to supplement course materials.*

Create learning communities and student cohorts such as a First Year Experience to enhance retention.

> ✓ *New students entering the Radiologic Technology Program will be paired with a second-year "mentor".*
> ✓ *In September the second year students enrolled in the Radiologic Technology Program hosted a picnic for the first-year students. At this picnic the second year students offer advice and encouragement to the new students.*

3. **Professional Development** -Higher education professionals are in the business of learning and helping students grow. Modeling lifelong learning and continuously seeking out new knowledge and new pedagogy are essential to the personal and professional growth of educators. During the program

review process the need for professional development was recognized, and the following issues and needs were identified:

Support sabbaticals, licensure and CEU's, and attendance at national, regional and state conferences to stay abreast of current trends and to acquire new knowledge;

✓ *The department faculty participated in the following professional capacities and events:*

1. *Campus Community*
   Vice-president of governance.
   Co-chair of the Assessment Advisory Committee
   Co-chair of the Student Course Evaluation Committee

2. *Professional Organizations*
   Membership:
   > *ISRRT- International Society of Radiographers and Radiological Technologists*
   > *ASRT-American Society of Radiologic Technologists*
   > *AERS-Association of Educators in Radiologic Sciences*
   > *NYSSRS- New York State Society Of Radiological Sciences, Inc.*
   > *AERT-Association of Educators in Radiologic Technology of the State of New York*

3. *Service to the professional organizations:*
   ASRT-Education Delegate Region 9
   > *Radiography Delegate Region 9*
   > *Vice-chair of the Commission of Education*
   > *Member of the Curriculum Committee*
   NYSSRS-First Vice-president
   > *Secretary*
   > *Speaker at Annual Conference*
   AERT-Speaker at Annual Conference
4. *Attendance at Annual Conferences*
   October-AERT
   April-NYSSRS
   June-ISRRT,AERS, ASRT
5. *Master Level Courses*
6. *Advisory board member of a major textbook in the field of Radiologic Technology.*

Create internships in the business sector to allow faculty the opportunity to incorporate contemporary real world applications within the curriculum;

✓ *Addition of an Imaging Center-DRA for clinical experience.*
✓ *Negotiations with Crystal Run Healthcare and several other medical facilities to serve as a clinical site.*

4. **Collaboration and Partnerships** – In the age of limited resources and dwindling state support, all institutions must look for ways to optimize their assets. Seeking partnerships to optimally leverage human and capital resources is a wise choice. Community colleges are noted for their entrepreneurial mindset, and as the program review process has evolved

✓ *Commitment of $25,000 from Orange Regional Medical Center for creation of a Nuclear Medicine Program.*
✓ *Ongoing negotiations with additional community medical facilities for additional financial support.*

5. **Student Support** – At the heart of the institution are students, and as the program review process evolved, it was evident that services could be strengthened to enhance learning. The following suggestions and issues were identified:

Implement a system to gain on-going feedback from students regarding the quality and effectiveness of the learning experience and support services offered;

✓ *The Department of Diagnostic Imaging has always supported student course evaluation.*
✓ *The department faculty participated in the Student Course Evaluation Pilot Survey.*

Enhance retention efforts through collaboration between Academic Affairs and Student Development in areas such as academic advising and development and administration of specialized programs for at-risk students;

✓ *Participation in the Health Admissions Process to change the admissions procedure for admissions to the Program of Radiologic Technology.*
✓ *Implemented a new orientation procedure for students who have been accepted into the program.*

Ensure that adequate tutor services and academic assistance are available to meet the needs of students;

✓ This academic year the department was able to support the students learning with an additional tutor for skill testing.

Student Participation in professional events;

✓ *Students received first and third place awards for an essay contest supported by the NYSSRS.*

- ✓ *Five students attended the annual conference of the NYSSRS. Three of the students participated in a Student Bowl which included students from seven different radiography schools.*
- ✓ *Four students will attend the annual conference of the ASRT hosted in Denver, Colorado this June. This years' conference will include members from the international community of radiographers sponsored by the ISRRT.*

LABORATORY TECHNOLOGY
AY 2005-2006

Submitted by: Rosamaria Contarino, Chair

Academic Master Plan Summary Report for AY 2005-2006

The Laboratory Technology Department has made great progress in this academic year. The following objectives have been completed.

- Admissions Criteria: In an effort to minimize attrition, a three-step admissions process has been created. Prior to admission into the MLT program, the student will receive an information packet describing the job qualifications, duties and skills and essential functions required. The student will need to take a HOBET assessment for health professionals as well as attend mandatory information sessions. A criteria checklist has been created.

- MLT Re-accreditation: This program has undergone the re-accreditation process and has been reaccredited by NAACLS (National Accrediting Agency for Clinical Laboratory Sciences) for five years. A self-study report was submitted in June 2005. The site visit for the program was on September 29-30, 2005. As a result of the site visit, the department faculty created and revised all objectives for the major courses in the psychomotor, cognitive and affective domains. Evaluations of these objectives were implemented in the courses offered in the Spring 2006 semester.

- Assessment Plan and surveys: This was created as a result of the MLT site visit and to comply with the accreditation standards. All aspects of the program will be evaluated. The evaluation plan looks at the graduation rate within the program, graduate job placement, evaluation of the program by current students and alumni, evaluation of the program by the employer, evaluation of the student by the clinical facility, evaluation of the clinical experience by the student and performance on the National Certification Examinations. To evaluate these elements, the following assessment tools were created this Spring semester: MLT student profile, Alumni survey, graduate survey, employer survey, evaluation of the student at clinical training form and a revised evaluation of the clinical training experience by the student evaluation form. To monitor the performance of our students on the national certification examinations, our subscription to performance reports has continued.

- Curriculum assessment: course evaluations forms have been revised. The new forms were used to assess each course this spring in the major. Also, a summary evaluation form was created to summarize the data collected for each course.

- Phlebotomy Re-accreditation self-study: This is due August 1, 2006 and the information is being compiled.

- Curriculum Development: Curriculum changes approved in the Spring 2005 semester were implemented this academic year. As mentioned previously, objectives have been rewritten or created for all courses within the program. All courses offered in the spring 2006 were evaluated by the students as described above using the new course evaluation tool and was summarized for discussion and re-evaluation. As a result of discussion, Fundamentals of Medical Physiology II will be revised and become Urinalysis. Clinical training will be added to the second semester of the MLT curriculum to comply with licensure regulations and to offer more clinical training as suggested by our site visitors. A Serology lab will be added beginning fall 2006. A seminar course will be developed once the licensure requirements are written so that we can address these changes.

- Revised Phlebotomy registration process: A general orientation for all interested potential students was implemented this Spring semester for students who will enter the program in the Fall 2006. The orientation was created in an effort to attract students who are truly interested in the health profession and to educate the potential student of the professional requirements of the job. This orientation is in line with the need for more stringent admissions criteria being created for all of the health professions. Following the orientation, the student submits a signed and completed application of intention to take the Phlebotomy course. Students who return the completed, signed form are selected by lottery since there are more applicants than seats. Selected students will need to attend another meeting to receive directions for the completion of their health form and registration information.

- Technology: Two new computer systems were purchased for the two full-time faculty members in the department. Software has been purchased for use in the classroom and for students to use as a review in the BATCAVERN for the certification examinations.

- SUNY Assessment of Student Learning Outcomes: With the assistance of Christine Work, this document was completed for submission to SUNY in May 2006.

- Licensure Law: The provisions of the law are currently being written. Curriculum revisions may be necessary, especially in the area of clinical training and additional hours. As part of our discussions regarding curriculum changes, a clinical training component will be added to the MLT second semester in the future.

NURSING
AY 2005-2006

Submitted by: Peg Scribner, Chair

The 54th year of the Associate Degree Nursing Program

Initiatives

The Nursing Department agreed 2 years ago to increase the size of its program by 33%. The full impact of this decision was felt in this, the second year. In September 2005, one hundred sixty (160) students were admitted to the freshman class. There were one hundred nine (109) enrolled in the sophomore class for a total of two hundred sixty-nine (269). While we are happy to report the benefits of graduating 100 students, there are problems that will need to be addressed in order to sustain this initiative.

The immediate benefit is the increase in the number of candidates available to take the National Council Licensing Examination (NCLEX) to become registered nurses. This addresses the community's immediate need for R.N.'s. The nursing shortage is expected to last well into 2020.

The problems that have been identified are:
1. finding the number of appropriate clinical sites needed each semester
2. finding units not being used by other agencies
3. finding part-time clinical faculty to teach clinical classes
4. laboratory practice space at the college
5. increase in faculty advising loads (40 – 60 students per faculty)
6. increase workload in skill testing, lab as well as additional hours needed for re-testing
7. increase in secretary's work load

To address problems 1 & 2 it will be necessary to investigate Creative scheduling and continue a full-time temporary line for clinical coverage. Faculty report that we have had to share clinical facilities with other schools. This has resulted in 16 students on a 32 bed unit. It is doubtful hospitals will tolerate these numbers for very long because of the stress on patients and staff. This semester, had it not been for the Department of Labor grant to the Hudson Valley Healthcare Initiative (through our local workforce investment board) we would not have been able to accept 16 returning students or advanced placement L.P.N.'s. This grant will be in place for another year. It is hopeful that we will continue to participate in this program in the future to ensure qualified clinical instructors.

Laboratory practice space is congested. Students who repeatedly failed skill testing caused an increase in the hours that were needed by skill evaluators to remediate and re-test. If the skill practice area were larger with additional beds, simulators, etc.

perhaps students would be more successful on their first attempt at skill testing. Presently, there were four stations to practice for 269 students.

Lastly, the department has one full-time senior secretary and one part-time (19 hour) secretary. These women are wonderful but on overload with the demands of running a large department. It is interesting to note that eleven years ago, with much lower enrollment, the Chairperson reported the same observation.

The next major initiative was implementation of the L.P.N. to R.N. Transition program. In this model, L.P.N.'s are given 14 credits of the 34 required core nursing credits toward completion of the degree. Over seventy plus L.P.N.'s have expressed interest. In the Fall '05 semester sixteen L.P.N.'s having completed the general education co-requisite courses, took the non-credit L.P.N. to R.N. Transition course. Fourteen were admitted into the Nursing II core course in Spring. One turned down her "seat" for personal reasons and one did not achieve the required grade in Anatomy & Physiology and was, therefore, not eligible. Of these fourteen, ten successfully completed Nursing II. Ten others took the Transition course this Spring '06 semester. There are at least twenty or more eligible for Fall '06. There is strong demand for this program. It should be seriously considered for expansion in the future.

Attrition
  Nursing I (Fa '05)   22.3%
  Nursing II (Fa '05)   10%
  Nursing III (Sp '06) 19%
  Nursing IV (Sp '06)   0.4%

Nursing II Attrition continues to be a concern of faculty. Nursing II consists of a mixed cohort group of continuing students from Nursing I, L.P.N.'s and returning students (withdrawn or failed in a previous year). The group's attrition for continuing students was 11%, L.P.N.'s 24% and 55% for returning students. The at risk group identified are returning students. Hopefully changes in admission requirements will improve attrition. Another faculty suggestion has been to have failures/academic withdrawals repeat Nursing I as well as Nursing II.

Areas that need improvement:
1. Faculty recommend reducing clinical ratios in Nursing IV from 1:10 to 1:8 to ensure patient safety. This if approved will require additional part-time faculty
2. Equipment - faculty need computers replaced. Presently faculty share computers. In one room four faculty members share one computer.
3. Copy machine – needs to be replaced – frequently non-operational.
4. Instructional – need to update interactive software, continue to replace outdated media
5. Additional secretarial support
6. Need for more part-time clinical instructors

MOVEMENT SCIENCES
AY 2005-2006

Submitted by: Sheila Stepp, Chair

STUDENTS- how have we improved/enhanced students learning environment:
- Developed a new students meeting protocol to provide better advising
- Sending a hand written letter to each newly accepted major student
- Working on a new admission process
- Designed a new "hands on" course- Lifetime Fitness- where students have brainstormed, collaborated, advertised, and implemented new programs- free student fitness classes, bulletin boards, nutritional "taste test", turkey trot, and health fair presentations.
- Goals: to improve transferability of degree and better program flow of current courses.

Technology-
- Purchased new desk top computers for six full time department members.
- New textbook for the required Concepts of Physical Wellness- teaching it distance learning with e-pack.
- New web enhanced Concepts of Physical Wellness, Human Movement, Exercise Physiology, and Exercise Prescription
- Underwater weighing equipment
- Update/ change web site
- Continued e-mail messages to announce special events, lunch and learns, and athletic competitions.

Teaching & Learning-
- Faculty are using new technology for Concepts of Physical Wellness
- Maintain certifications to offer American Red Cross certifications
- SUNY Assessment- attended five different trainings for a greater understanding on how to assess all our programs and courses
- Goals: this is an area we are working on for different course offerings

Partnerships-
- Offer two special trainings for the PTA program- Water therapy and weight room training
- Human Resources work with wellness and fitness programs
- Healthy Orange
- Girls and Sports day

- Wellness Fair
- Steroid discussion
- Buster Onely master class and dinner

Professional Development-
- Goals: get the department moving towards new ideas in our field.

OCCUPATIONAL THERAPY ASSISTANT
AY 2005-2006

Submitted by: Flo Hannes, Chair

OTA Department 2005/2006 Annual Report Highlights
Related to Academic Master Plan & OTA Dept. Plans for 2005/2006

TECHNOLOGY
1.   We received upgraded computer hardware for the OTA lab
2.   Dept. Secretary received a new (and much needed) system
3.   Dept. Secretary was trained in Macromedia Contribute Workshop

CURRICULUM CHANGE/PROGRAM DESIGN
As a result of ongoing program evaluation (surveys covering type and scope of practice, salary, job satisfaction and adequacy of the educational program in addressing education and skills; interviews and surveys with program graduates and employers of graduates; and data on the evaluation of student performance on the national certification exam, the following changes took place in the program:

1. an increase in the scope and variety of Level I and Level II fieldwork experiences

2. enhanced problem-based learning activities begin in the first semester, as opposed to the 3rd semester.

3. we now utilize professional behavior assessments at the end of each of the 3 semesters prior to Level II fieldwork assignments in the 4th semester. The goal is to address and head off potential professional behavior issues.

PROFESSIONAL DEVELOPMENT
1.   Chair, Academic Fieldwork Coordinator and 3 adjunct instructors completed professional development courses and attended the National OT Conference in Charlotte, North Carolina.

COLLABORATION & PARTNERSHIPS
1.   Community Connections/Partnerships
The OTA Department Chair, Advisory Board and Academic Fieldwork Coordinator have begun laying the foundation for the development of community partnerships with the Warwick Central School District, the Orange County Early Intervention Program, and the Orange County Dept. of Mental Health Homebound Program
OTA Dept. Goals/Plans #2 2005/2006

2. A proposal for a summer program for children with special needs
The *S.M.A.R.T* (Sensory Motor and Recreational Transition)
Program has been submitted and we are waiting for approval (see
attached memo)
OTA Dept. Goals/Plans #2 2005/2006

3. The OTA students and faculty, in conjunction with Human
Resources, conducted an ergonomics study campus wide. The
purpose of the study was to address the high incidence of carpal
tunnel syndrome and other repetitive action, work related injuries.
Staff members volunteered to have their work areas and positioning
at their areas evaluated by the OTA Dept. faculty. Students
surveyed the work areas and brainstormed on modifications
needed. Part II, the design of modified equipment and suggestions
will take place in the Fall, 2006.

4. The OTA Program Advisory Board has been increased to 12
members from 10. A student representative and a consumer of OT
services have now been added. Advisory Board meetings are now
held twice a year (Fall and Spring) as opposed to a single Spring
meeting.

5. A major Occupational Therapy Conference co-sponsored by the
OTA Department, CAPE & the New York State OT Association will
take place in the Fall, 2006 at SUNY orange.
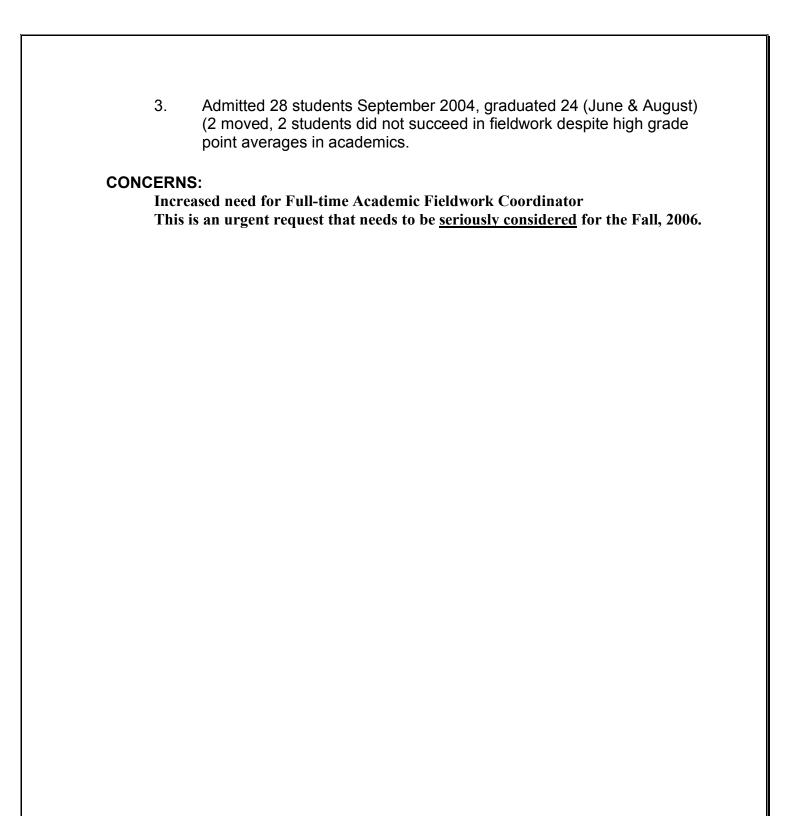**OTA Dept. Goals/Plans #7 2005/2006**

STUDENT SUPPORT
The admissions procedures as well as criteria for admission to the OTA
Program continue to be a major issue. While new admissions policies
and procedures have been delineated and discussed, hopefully for
approval soon, communications with the Admissions Dept. representative
for OTA continues to be a major problem. Perspective students are
complaining of a run-around and lack of information and guidance from
the admissions office. Additionally, students are being turned away, told
that the Program is now full!
We must remedy this situation soon!

GENERAL:
1. Pass rate on OTA National Certification exam: 100%

2. Admitted 28 students September, 2005   24 moved up to 2nd year
(illness, move, change of major were causes for loss of 4 students)

3.   Admitted 28 students September 2004, graduated 24 (June & August) (2 moved, 2 students did not succeed in fieldwork despite high grade point averages in academics.

CONCERNS:
Increased need for Full-time Academic Fieldwork Coordinator
This is an urgent request that needs to be <u>seriously considered</u> for the Fall, 2006.

PHYSICAL THERAPIST ASSISTANT/MASSAGE THERAPY
AY 2005-2006

Submitted by: Maria Masker, Chair

September of 2005 brought about a lot of changes in the Physical Therapist Assistant and Massage Therapy Programs. The abrupt departure of the Department Chairperson to these two programs was greeted with much initial anticipated upheaval and confusion however; with the aid of Sue Deer, Associate Vice President of Academic Affairs and full time Associate Professor Karen Stephens the two departments continued to run a normal course and semester. Karen Stephens while maintaining an expanded teaching schedule successfully located and recruited adjunct instructors who proved exceptional in their instructional abilities thus maintaining the high standards of teaching at this institution. She also assisted Sue Deer in the day to day operation of the department awaiting the employ of the new Chair.

In October 2005, a Search committee headed by Florence Hannes, Department Chair to the Occupational Therapy Assistant Program, was formed with the task of locating and hiring a suitable replacement in the position of Department Chairperson. The position was advertised, applications accepted over the course of the next several months, and the selection process began. Interviews were performed in February 2006 with a new Department Chair; Dr. Maria Masker was selected and initiated her employ March 27, 2006.

In the interim Sue Deer provided the APTA a progress note with relations to the search and its conclusions. This progress note was accepted without exception thus a smooth transition occurred without any disturbance to the accreditation process.

The school year ended with the programs successfully graduating six Massage Therapists and twelve Physical Therapist Assistants. In the fall of 2006 we look forward to the return of twelve Massage Therapy students and twenty Physical Therapist Assistant students into their second and final year of their respective programs. Additionally, to date, there will be seven freshman Massage Therapy students and eighteen freshman Physical Therapist Assistant students entering into their respective programs this fall. Further admissions are anticipated following the Summer I – III sessions as students continue to complete their admission criteria courses to gain entry to these programs.

The summer of 2006 begins the self study for the accreditation process of the Physical Therapist Assistant Program. In October 2006, Dr. Masker will be attending an accreditation workshop in preparation of the accreditation process. An anticipated site inspection will be prepared for in the year 2008.

The Massage Therapy program will be assessed for its future station at this institution and if proven viable will pursue accreditation of this program with the AMTA.

Over the course of the past several months Dr. Masker has participated in a series of meetings to discuss and reform the admissions process. In the impending years, other program growth is anticipated with the advent of solidified admission criteria and greater marketing of each program. Both Physical Therapist Assistants and Massage Therapists are statistically booming career choices in today's market.

ACADEMIC SERVICES, RECORDS & REGISTRATION
AY 2005-2006

Submitted by: Neil Foley, Director

Overview of Academic Services, Records and Registration
The Academic Services areas is responsible for student registrations, drop/adds, withdrawals, transcript requests, enrollment verification, section projections, preparation of course bulletins, monitoring of faculty loading, transfer credit evaluation, mid-term grade processing, final grade processing, change of grade processing, change of major processing, and other student record and registration related functions.

Highlights of the 2005-06 Academic Year
Full-Time Equivalency (FTEs) Enrollment for the Fall 2005 semester was up 2.6 percent. Full-Time Equivalency Enrollment for the Spring 2006 semester was up 2.3 percent.

In preparation for the 2007-08 conversion to our new student system software Banner, our area, in concert with the Information and Technology Services department, performed 13 Business Process Analyses (BPAs). The purpose of a Business Process Analysis is to identify strengths and weaknesses in those processes which crossover departmental and divisional lines and to plan for a future desired state. The Banner consultants will use the BPAs to tell us how their student system can help us achieve our desired state. Those areas that can't be addressed through the new student system will need to be addressed by the college community.

The BPAs were conducted in the following areas:

Advising a New Matriculated Student in Registering; Degree Audit; Registering a Student; Creating the Course Catalog; Creating Credit Course Bulletin; Creating Non-Credit Course Bulletin; Faculty Loading; Identifying Special Student Populations; Attendance Processing; End of Term Processing; Processing a Transcript Request; Processing Graduation Substitutions/Waivers and Awarding Degrees in the System.

In addition to the above, our area now oversees Attendance Processing as of November 2005. The transition of this function from the Academic Affairs/Associate Vice Presidents area to the Records function of our department went smoothly and the feedback from those areas that utilize the attendance information (mostly the Business Office and Financial Aid areas) has been positive.

Staff Development

The entire Academic Services department, both full and part-time employees attended the three-part Customer Service Training this past academic year.

The Director continues to serve as a Regional Vice President for the SUNY Registrars Association and the Assistant Director is an active member of the organization as well.

ASSESSMENT
AY 2005-2006

Submitted by: Christine Work, Assessment Coordinator

The Annual Report is organized to address progress and/or accomplishments in the Five Common Themes as outlined in the Academic Master Plan. Future strategies are not emphasized in this report.

CURRICULUM CHANGE/ PROGRAM DESIGN
- Co-facilitated a Critical Thinking Workshop that shared both assessment results and introduced the "embedment" of critical thinking into courses and the General Education curriculum.

TECHNOLOGY
- An assessment web page is still in its planning stage - the page will be "up" this summer (thanks to the assistance of Andy Conrad)
- Ongoing encouragement of all programs to submit assessment documents electronically

PROFESSIONAL DEVELOPMENT
- As a member of the CTL "task force," I have consistently participated in planning meetings, facilitated CTL "activities" and advocated for assessment and critical thinking topics to be supported by the CTL.
- Provided individualized "assessment technical assistance" to those program representatives involved in conducting the SUNY SLO assessment of their programs.
  - Technical assistance topics included SLO development, curriculum mapping, rubric development, survey design, etc.
- Attended the Middle States sponsored Student Learning Outcomes Assessment in September 2005; completed SUNY Orange's year long Management Training program; participated in SUNY Orange's Leadership Conference (three days in May).
- Sponsored Assessment Advisory Committee members to attend a General Education Outcomes Development Workshop at Mount Saint Mary's; workshop presented by Linda Suskie of Middle States.

COLLABORATION & PARNTERSHIPS
- Chaired the Director of Educational Partnerships Search Committee
- Participate in the following committees: IT Governance Committee, PBIE, Assessment Advisory Committee, Course Evaluation Task Force, CTL, Banner Steering Committee, and the Academic Affairs Leadership Team

STUDENT SUPPORT
- Actively participate on the Course Evaluation Task Force - After conducting a pilot of the tool and facilitating focus groups, the task force has recommended the purchase and implementation of an online course evaluation service/tool.
- Attended the USA Funds Symposium, "Adopting the Plan - Models for Student Success" with SUNY Orange colleagues in order to learn more about best practices

in retention efforts. Ideas and strategies were shared with developers of the Title III grant
- Continued collaboration to automate Writeplacer
    - o Developed Excel spreadsheet and formula to automate test results and feedback for pilot (thanks to much assistance from Betsey Gray)

ADDITIONAL ASSESSMENT "ACTIVITIES"

SUNY Assessment of Student Learning Outcomes (SLO) in General Education
- Collaboratively developed Strengthened Campus Based Assessment Plans for Mathematics, Written Communication, and Critical Thinking. Plans were submitted to SUNY in February 2006.
- Supported the General Education SLO Assessments in Social Sciences, Mathematics, American History, and Western Civilizations.
    - o Strategies for assessment results will be developed and findings will be disseminated.

SUNY Assessment of Student Learning Outcomes (SLO) in the Major
- Provided ongoing assistance to program representatives in the planning and implementing of their SUNY SLO program assessments. (Programs scheduled for assessment during AY 2005/2006 include: Electrical Engineering, Exercise Science, Medical Laboratory Technology, Criminal Justice, International Studies, JRTEP & ECDC.)
- Draft of "SUNY Orange GUIDE to Program Assessment" completed; draft to be reviewed during summer; and implemented in Fall. The guide will need to address recent recommendations on SUNY reporting requirements as outlined in the May 2006 report to the Provost.

Assessment Advisory Committee
- Offer feedback, support, and ideas for future assessment initiatives as the committee begins the start of the Fall 2006 semester

Miscellaneous
- Reviewed and provided feedback on Honors Program's plan for assessment
- Assisted Human Resources in developing feedback forms for both students' experiences with college services as well as for HR sponsored workshops and activities
- Collaboratively developing a staff evaluation tool for the Staff & Chair Association
- Worked collaboratively to establish an Honorarium to be awarded to a program's external review team's members

CENTER FOR TEACHING AND LEARNING
AY 2005-2006

Submitted by: Jennifer C. Merriam, Coordinator

Introduction

This report covers activities of the Center for Teaching and Learning (CTL) from January 2006 through May 2006. I have divided the accomplishments of the CTL for spring semester 2006 into three broad categories, which are 1) research, 2) spring programming, and 3) planning for the fall.

Members of the CTL Taskforce played a large role in each of these areas of accomplishment. The active members of the taskforce were Maria Blon, Nancy Carlson, Andy Conrad, Christine Work and Joseph Zurovchak. Angela Elia, Jean Halpern, Ann Verschuuren and Mindy Ross were also members of the taskforce and participated as their schedules allowed. The taskforce met nine times during the semester. The following report summarizes the accomplishments of each of the three previously mentioned categories.

Research

Most of the work of the CTL this semester focused on providing a solid foundation for future activities by researching established faculty development centers and analyzing the professional development needs at SUNY Orange. These reflective activities were intended to ground the CTL in current best practices while also addressing the specific professional development needs of our college faculty and staff. One of the first accomplishments of the CTL was to **draft a mission sta**tement, which was essential in providing focus for the rest of the semester.

Several **benchmarking trips** to other faculty development centers allowed me to see what current best practices in faculty development are. Information gathering trips were made to the Middletown Teacher Center and several Maricopa Community Colleges. Accompanied by Andy Conrad, I attended the day-long SUNY Faculty Developers Conference at Westchester Community College. These benchmarking trips provided us with several models that will be invaluable in developing an effective CTL at SUNY Orange.

Specific professional development needs at our college were evaluated using **an electronic survey**. This survey was sent to all faculty and staff via email and enabled us to better understand the professional development needs of our community. In addition to the survey three **focus-groups** were held to get a more in-depth understanding of the professional development needs of this community. The focus groups were funded through a **small grant** ($300) from the Professional and Organizational Development Network (POD Network). Several books were purchased with this grant and are currently circulating among the focus-group participants.

Spring Programming

While much of the semester was focused on research, we were also able to arrange several events for the college community. Patrice Jenkins, the Assistant Dean from Green County Community College was brought to for an afternoon and evening workshop on **Positive Psychology** and **"Bringing Your Gifts to Work".**

Lucinda Williams and Steven Winter presented the talk they gave at the recent CIT conference **"Log On or Retire"** about the benefits of online teaching. Also the CTL

sponsored a workshop at the final college assembly meeting to generate a list of **"Ten Best Teaching Tips"**. The taskforce also conducted a **Design Contest** for a CTL logo and awarded Denise Stewart a prize for the winning design. Andy Conrad has also offered several **distance learning workshops** this semester and the CTL has provided the space for a **faculty discussion series** organized by several other faculty members.

Planning for the fall

Plans have begun for the **New Faculty and New Chair Mentoring Program.** Chris Godwin, John Cummins and Peg Scribner and I have drafted a schedule and philosophy statement for the new faculty and chair mentoring program. A gathering of senior faculty was held to further define the role of a mentor and to seek volunteers for faculty mentoring.

The **physical space of the CTL** has been discussed with several key figures including President Richards, Dan Bloomer, and Mike Worden as this report is being written, I am unaware of any final decisions made regarding the space for the CTL. The CTL has also submitted a **budget** for the fall.

Part of the planning process this semester required that the CTL **define its relationship to the Faculty and Staff Development Committee (FSDC).** The FSDC will continue to play a role in professional development across the college by providing funding for coursework and acting in an advisory role to the CTL. The CTL will have the more specific focus of pedagogy and faculty development. This was a lengthy negotiation was needed to ensure that professional development monies for conferences and coursework will still be transparently distributed to the faculty and staff.

I have also **investigated the potential for outside funding** in several conversations with Joseph Cutshall-King and Fontaine MacNamara however no external funding sources were identified.

For college-wide communication in the fall a CTL **website** has been established by Andy Conrad

Summary

This semester was primarily a time for the CTL taskforce and myself to research what other faculty development centers are doing and what the needs of our college are for faculty development. The taskforce also sponsored several events for the college community. Additionally, with the assistance of three senior faculty members, we have begun plans for a new faculty and chair mentoring program to begin this fall.

CONTINUING AND PROFESSIONAL EDUCATION
AY 2005-2006

Submitted by: David Kohn, Director

- Hosted a Healthcare Industry Forum inviting executive management from the top healthcare organizations in Orange County to help identify areas of assistance that can be provided by the College, and to review workforce requirements that can be met through the provision of quality degree, certificate, and training programs that produce well-trained and skilled graduates. As a result of the Forum, CAPE is currently working with these organizations in developing and implementing programs and services to meet industry needs. In addition, CAPE is collaborating with the Health Professions Division on launching some of these new healthcare initiatives.
- Created a stand alone bulletin for Continuing and Professional Education courses and services. The bulletin will better serve the continuing education market; increase the visibility of the college; and ultimately increase enrollments.
- Obtained a one year $200,000 Workforce Investment Act Title 1B Youth Grant through the Orange County Workforce Investment Board. This grant will allow the College to serve at-risk in-school and out-of-school Youth in Newburgh, Middletown, and Port Jervis.
- Hosted the Institute for Nonprofit Leadership and Management Annual Conference, Changing Times: The New Realities for Nonprofit Organizations. More than 160 participants from organizations throughout the Hudson Valley attended workshops and enjoyed a plenary session titled "Resistance to Change," by West Point's Major Brian Tribus.
- Collaborated with Orange County Employment and Training Administration in offering a seminar titled, "Engaging Community College Partnerships with Workforce Investment Boards." The seminar served the Hudson Valley region by having Community College staff from the surrounding areas interact with their local Workforce Investment Board through instructor facilitated exercises and networking.

HONORS PROGRAM
AY 2005-2006

Submitted by: Elaine Torda, Coordinator

The academic year began with the goals of working on assessment, program enhancement (academic and students), visibility and recruiting. We accomplished major gains in all but one of the areas.

Numbers: Began with a total of thirty-five students: eighteen registered for the fall as sophomores and seventeen incoming freshmen, two of whom did not take Honors courses the first semester. When they again did not sign up for Honors courses in the spring, they were removed from the program list. Of the remaining fifteen, two disappeared before the end of September and one transferred to St. Johns in January, leaving thirteen freshmen. Of the sophomores, two transferred to four year schools in September, one left in mid October, and one graduated in December.

Rationale: Incoming freshmen numbers were down, primarily due to the increased numbers of students testing into developmental classes, making them ineligible for Honors. Of those who began, as we are seeing more and more, high school grades do not reflect true college ability. Of the thirteen freshmen, four were (mutually) removed from the program in May 2006, with one more who probably will be removed. This means a total of eight freshmen will move to sophomore Honors level.

Mid-year recruits: two new people admitted in January, giving us a total of ten sophomores for fall 2006.

Graduates: One graduate in December, one last spring, but walks this spring with a second degree and three May graduates with the full Honors designation. Another six graduate, completing all requirements but gpa.

The remainder of the report will follow the AMP breakdowns:

Technology:
- o Still waiting for two computers and a printer from the reallocated, refurbished units for the student study area
- o Received grant to use for smart classroom technology: to be implemented for the fall

Professional Development:
- o Attended the National Collegiate Honors Council annual conference
- o Gave a talk at NCHC conference entitled: "Working Miracles on a Shoestring Budget"
- o Made an honorary member of the California Transfer Consortium
- o Serve on the NCHC's Two Year College standing committee
- o Elected co-chair of said committee for two year term commencing Fall 2006
- o Had new topic proposal accepted for the Nov. 2006 NCHC conference (Honors Students as Special Needs).

Curriculum Changes:
- o Implemented Honors Capstone course. First offerings of Honors Capstone Project for two students: Laura Carson (string theory; mentor: Dr. John Cummins) and Deanna Rajsz (Ukrainian Famine; mentor: Dr. Kontos). Both projects presented publicly to about twenty people.

- Implemented first Honors: Service Learning. Seven students completed the 45 hour requirement, working on projects both on and off campus.
- With Cultural Affairs, offered first master class (Buster Olney: sports & journalism). This will become a regular part of Honors education.
- The Honors Committee reviewed all program requirements, voting to maintain the current admission requirement of placement into 11101.
- The Committee explored the possibility of an Honors minor, with fewer requirements. Discussion tabled until next academic year.
- An assessment plan and numerous tools were created to assess the entire program. The first aspect, gathering of information and history, was begun this year.

Collaborations:
- Co-sponsored two speakers: the first with Cultural Affairs and International Studies and the second with the Center for Teaching and Learning and Education.
- With Marketing held an Honors Program Information Colloquium on November 15th. Eleven prospects joined several current Honors students in a discussion of creationism versus evolution.
- Wrote and submitted to the editor, Dr. Joan Digby, our entry for the inclusion in the newest edition of *The Peterson's Guide to Honors Programs*.
- With Vinnie Cazzetta, Honors Program shirts were purchased for the students to wear as part of our recruiting and visibility efforts.
- Two other collaborations listed under Curriculum Changes and Students.

Students:
- Students displayed art work in a joint art show with Arts & Communication and Education depts.
- Sent congratulations notes to all students at end of fall and spring semesters with 3.4 gpa or better
- Expanded the Honors Orientation to include more leadership & ROPES activities. Approximately twenty-two new and current students attended.
- Formally implemented in-program peer tutoring program.
- Improved the Honors students lounge with chairs, a couch and recycled tables for computers. Working on computers for the study area and lighting for all areas.
- Mary Catherine Halfpenny was accepted into the Vassar summer program. She was also one of four finalists for a Price Chopper national scholarship.
- Worked on the program's website, but are experiencing difficulties and slow downs from the IT side.
- Held an Honors Program logo contest; a formal logo was created by Mary Catherine Halfpenny.
- Completed basic policies for students to be distributed and implemented in fall 2006. Most are clarifications of current policies or material that needed to be put into writing. Reviewed by N. Foley (registrar) and S. Harpst (from Student Development).
- Had annual Breakfast with the President; approximately eighteen students attended to meet administrators, discuss the year and honor the graduates, who all received stoles and pins.
- Received our first grant to create a dedicated Honors seminar room to hold all classes and master classes and small events and to provide students in the program with the ability to prepare, practice and deliver presentations using updated technology.
- Planned and held the first program fundraiser, a student-acted murder mystery, which was quite successful, gaining about $3000 for student scholarships and conferences as

well as external visibility for the program. Approximately 115 people attended three performances.

- o Another first: submitted three student art pieces to NCHC's Art Acquisition National Competition.
- o Two of our Honors students just were invited to participate in the NCHC's fishbowl discussion at the national conference in November to represent up and coming two year school programs and students.

Misc:

- o Honors Committee worked diligently on a proposal and rationale to change the Honors Committee from Governance to an advisory board format.
- o Formalized a new recruiting format for internal candidates: formal letter to students recommended by faculty (full-time and adjunct) and staff.
- o Attended all Open Houses, Admissions receptions / functions, etc. to talk to potential students

INSTRUCTIONAL TECHNOLOGY
AY 2005-2006

Submitted by: Andy Conrad, Coordinator

2005/2006 Report for Information Technology

The Instructional Technology Department supported the Academic Master Plan by:

Technology:
Create faculty and department web pages for posting assignments, syllabi, activities, updates, etc.;
- Working with Artur Charukhchyan on the feasibility of training instructors to use the Contribute system to create authorized web pages. Once the feasibility is determined, training would begin. Group training would include:
    - SUNY Guidelines / Policies and Procedures
    - Basics of Web Design as it applies to SUNY Orange
    - Contribute
    - Design of Personal Web page

Provide hands-on technology skills training and consultation through the Center for Teaching and Learning to keep staff current on the latest hardware and software
- Trained 30+ instructors in 6 different sections on the basics for offering online instruction.
- Trained 25+ instructors on how to use Excel for their classroom grade book
- Worked with over 40 individuals on a one-to-one basis with technology in session lasting from 30 minutes to two hours.

Curriculum Change/Program Design
Explore the need for evening, weekend and non-traditional scheduling options for the delivery of programs and curriculum to better meet the needs of diverse students and the workplace;
- Offered DL training on Saturday's and evenings to accommodate instructors' schedules.

Professional Development
Address the ongoing need for technology training through the Center for Teaching and Learning and initiatives such as a Technology Academy with hands-on learning.
Will be working over the summer months to expand the training offered (based on the CTL survey). New training offerings will include:
Smart Board (3 different sessions)
Power Point (2 different sessions)
Digital Photography (3 different sessions)
Scanning (1 session)

Collaboration and Partnerships
Worked with Applied Technologies and ITS to write the NSF ATE grant (was not funded). A member of the writing team for the Title III grant that was recently submitted. Co-chair the Assessment Committee as well as sit ex-officio on the Information Technology committee within governance. Served on three library search committees.

Student Support
- Provided second level technology support for students that have problems with Blackboard.

LEARNING ASSISTANCE SERVICES
AY 2005-2006

Submitted by: Eileen Burke, Coordinator

Overview of Learning Assistance Services

Academic support services were available to all students via tutoring in the Tutorial Center and specialty labs on campus and at the Newburgh Extension Center. In addition to our focus on assisting students in their mastery of course content, this year we increased emphasis on facilitating critical thinking skills and study skills that will transfer to all courses. Tutors were trained to assist students in developing strategies to maximize the benefits of classroom instruction through active learning and increased interaction with their instructors.

Middletown Campus Tutorial Center (TC) and Labs

Academic Year	TC Tutors	Students tutored in TC	TC Tutoring sessions	Lab Tutors
2005-2006	41	341	4088	20
2004-2005	51	329	3965	27

Newburgh Extension Center

Academic Year	TC Tutors	Student Visits -TC	Lab Tutors
2005-2006	7	713	6
2004-2005	12	534	7

Highlight from Tutee Evaluations of tutoring received in the Middletown Tutorial Center:
Question: Have you developed study habits that will help you in your other courses?

Fall	%Yes	%No	%NR	Spring	%Yes	%No	%NR
2005	71	21	7	2006	93	3	3
2004	86	0	14	2005	85	8	8

Special support was provided to students starting out in two or more developmental courses. Outreach initiatives from last year were expanded and provided a continuum of services with support available at critical times to facilitate student success. This year our focus was on new students. Helen Motola, our Counselor/ Student Advocate met with students through a variety of LAS services including *Planning for Success* which included our Smart Start Workshop, 3rd week check and U-grade follow up. Helen had planning appointments with over 125 new students who responded to our outreach to new students for Fall 2005. Data regarding the number of appointments, referrals made, student access of services and student success will be available when the database we developed is fully functional with help from IT.

This spring semester we refined our Developmental Review Board database to track first semester students. This summer we will be contacting students who are on probation after their first semester as a target group for intervention. In Summer 2005 we began recognizing students who were in good standing throughout 04-05 AY with award certificates.

Selected data from Developmental Education Review Board statistics excluding non-compliant students: (Significant decrease in non-compliance Spring'03-Spring'06)

Semester	Records Reviewed	Good Standing	%	F or H Grade(s)	%

Spring 2006	474	161	34	252	53
Fall 2005	613	207	34	330	54
Spring 2005	450	160	36	223	50
Fall 2004	500	171	34	260	52

<u>Highlights Related priority department goals and Academic Master Plan Themes</u>
Tutorial Program Goals:
1. To improve and expand current offering to students with increased supervision, training and evaluation of tutors and increased tutee contact.
2. To work with individual departments (including non-credit) to provide specialized academic support for students enrolled in their courses.
3. To improve professional appearance and office efficiency

Developmental Education Goals:
1. To enhance academic, career and personal counseling offerings.
2. To Improve the Developmental Education Review process

Technology: Tutortrac established in the Bat Cavern and fully operational for start of Spring Semester. Worked with IT to identify fields to be imported from Banner for Tutortrac reporting on student cohorts, academic status etc. Participated in business process analysis and banner academic task force. Developed database to identify new students in developmental education and track interventions, referrals and student progress (Niagara University has expressed interest in using our system as a model). Developed a program for tracking multiple student cohorts who participated in the Summer Institute. Researched and forwarded ESL software and Study skills software to the English Department for review. Erected partitions with wiring for PC's etc in updated tutorial reception area. **Program Design:** Increased evening tutor availability. Tutor training to encourage increased critical thinking skill development. Provided input regarding changes in distance learning policies and other developmental education issues. Expanded instructor led smart start workshop for new students with emphasis on course syllabi. **Professional Development:** Postgraduate courses in Counseling and Development**.** Tutor Training workshops including development of *Tutor Tool Box* and LRC Research/Library Instruction workshop for Professional Tutors. Staff participation in CTL focus group, Critical Thinking Workshops, local retention conference at Dutchess Community College, NYCLSA conference, National Retention Symposium in San Antonio TX. **Collaboration**/ **Partnerships and Student Support:** Participated in Student Development Days. Developed workshops with English and Math Department

faculty. Increased faculty recommendation of tutors. Collaborated with Biology, English and Math faculty regarding tutorial labs. Worked with Academic Services and Student Development for improved new student registration. Increased referrals from Student Development offices for *Planning for Success* appointments.

LEARNING RESOURCE CENTER
AY 2005-2006

Submitted by: Susan Parry, Director

It has been a busy academic year for the LRC staff. Our major first floor renovation that was begun in December 2005 was completed in May 2006. Throughout this period, we continued to provide services; at times in new

locations, and under less than perfect working conditions, but we persevered. The results were well worth the inconvenience.

The bulleted list below highlights the many LRC accomplishments of 05/06.

Technology
- Implementation of a number of library software productivity tools (WebFeat, ContentDM, Continuation of SFX target improvements, etc.)
- Upgrade of Library Management Systems version 14.2.7 to version 16
- Participation in the Hudson Valley Digital Heritage Project (first year). Began scanning and placing historical content on the regional shared Hudson Valley Heritage web page.

Curriculum Change/Program Design
- Information Commons planning and development.
- Reorganization/realignment of LRC positions to better meet current and future needs.

Professional Development
- Librarians have been typically active this year attending regional workshops, conferences and training sessions. (list attached)
- Benchmarking process for Information Commons
- Smart Board Training

Collaboration and Partnerships
- Formation of IC Advisory Committee
- Development of tutor training library instruction sessions (M.VanBenschoten)
- LRC involvement with the Beacon Conference and collaboration with regional community colleges (M.VanBenschoten)
- LRC librarians served on and chaired regional library committees
- Participation on the SUNY Aleph (Library Management System) Enhancements Committee (A.Hillick)
- Librarian participation on the regional ENY/ACRL membership committee (Academic and Research Libraries national organization with ALA affiliation) (A.Hillick)

Student Support
(In this section, please note that for the 04/05 academic year the LRC was fully staffed. For the 05/06 AY we were short 1 full time librarian which represents .25 of LRC professional staff.)
- Delivered 144 Library Instruction Sessions (04/05-125 sessions)
- Reference Transactions: 5267 (04/05 5388)
- Interlibrary Loan Transactions: 405 (04/05 426)
- Circulation Transactions: 9175 (04/05 11,098)

Professional Development 2005/06 - Amy Hillick
Committees
Academic Policy
Ad Hoc Professional Recognition and Awards
SUNY ALEPH Enhancements Committee
ENY/ACRL Membership Committee

Meetings and Workshops
10/7/05   SENYLRC ILL Workshop
10/14/05 SUNYAUG Conference
10/18/05 SENYLRC Digitization Workshop
10/21/05 ENY/ACRL Conference
10/26/05 Web Page Managers Meeting
10/27/05 New Faculty Orientation
11/9/05   SENYLRC Digitization Workshop
11/10/05 New Faculty Orientation
11/18/05 Advanced Microsoft Access 2000
11/29/05 ALEPH Version 16 demonstration/HVCC
12/6/05   Banner Workshop
12/8/05   New Faculty Orientation
1/11/06   SENYLRC Digitization Workshop
1/19/06   New Faculty Orientation
2/8/06   SENYLRC Digitization Workshop
4/5/06   SENYLRC Digitization Workshop
4/13/06   Web Page Managers meeting
4/17/06   Positive Psychology workshop
4/19/06   Aleph Version 16 Circulation and Cataloging
4/20/06   Aleph Version 16 Systems and Printed Products
5/3/06   Smart Board Training
6/9/06   SENYLRC Annual Meeting
6/20/06   SENYLRC mid-program review

Projects
WebFeat trial with NYSL-Year 1
Hudson Valley Digital Heritage Project-Year 1
SFX Version 2 to version 3 upgrade
ALEPH version 14.2.7 to 16 upgrade

Professional Development 2005/06 - MaryAnn VanBenschoten
Committees
Steering Committee Beacon Conference
Curriculum Committee
Faculty and Staff Development Committee – voted chair for 06/07
Member and past chair Electronic Resources Advisory Committee of
Southeastern New York Library Resources Council

Meetings and Workshops
11/10/05 Information Commons Conference Saratoga New York
4/30/06   Moderator at the New York State Archaeology Conference
3/17/06   Special instruction session: Library Instruction for Tutors
5/24/06   Leadership Conference

Projects
Designed historic displays and provided related supporting text for Morrison
Hall Library
Organized weeding project of LRC Periodicals Collection

Professional Development 2005/06 - Susan Parry
Committees
PBIE
IT Committee
Banner Academic Task Force
IC Advisory Committee
Gen Ed Assessment SubCommittee
Librarian Search Committee

Meetings and Workshops
8/05   IC Planning visits: Vassar, Marist, Brookdale
10/21/05 SUNY Library Directors Meeting Ithaca
10/19/05 SENYLRC Regional Librarians Meeting
11/10/05 Information Commons Conference Saratoga
11/15/05 Critical Thinking Round Table
1/18/06   SENYLRC Library Directors Meeting
3/24/06   Economic Summit
4/24/06   SUNY Library Directors Conference Saratoga
5/3/06   Smart Board Training

TECH PREP PROGRAM
AY 2005-2006

Submitted by: Lynne Sheren, Coordinator
                John Hoffman, Coordinator

Five Common Themes of the Academic Master Plan

The Tech Prep agendum for 2005-2006 focused on fostering linkages between secondary school career academies and the postsecondary programs with which they articulate.

1. Technology
upgrade computer hardware and software within faculty and department offices
Tech Prep purchased two Pentium 4 desktop computers for Academic Services

2.Curriculum Change/Program Design
increase program articulation agreements to ensure a seamless transition and to broaden career paths for students
Tech Prep established a Materials Testing laboratory for the Engineering Science department. The lab is a "next step" in preparing SUNY Orange students to make a seamless transition to materials science courses at the upper division level.

3.Professional Development
provide mentoring for…Community College in the High Schools
Tech Prep sponsored a Curriculum Alignment/Pedagogy project for the CCHS program. Mentorships were completed in:
 Biology I and II (31101, 31102); General Chemistry I and II (34105, 34106)
 Freshman English I & II (11101, 1102); Criminal Justice (28101); French II (44102)
Mathematics (Trigonometry 38108, Precalculus 38109, Calculus I 38205 & II 38206)

4.Collaboration and Partnerships
strengthen and expand partnership efforts with…K-12…and BOCES
Tech Prep sponsored the participation of three high school teachers (2/NFA; 1/Pine Bush) in a full day, hands-on training for health care career awareness. Conducted by the Catskill Hudson Area Health Education center, the training included a take-home curriculum toolkit
The Tech Prep coordinators are members of the BOCES Tech Advisory Board, BOCES Craft Advisory Committee, NFA's Career Academy Advisory Committees (Health and Construction academies), and the Pine Bush HS Health & Human Services Academy Advisory Committee.

5.Student Support
enhance retention efforts through collaboration between Academic Affairs and Student Development
Tech Prep collaborated with Student Development to bring 35 NFA Health & Human Services students to campus for a half day of hands-on laboratory experiences, health careers pathways and college application process workshops.