

# ACADEMIC AFFAIRS



## ANNUAL REPORT ACADEMIC YEAR 2006-2007

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## ***Academic Affairs at SUNY Orange: 2006-07***

***Absolutely amazing*** – two words that summarize the accomplishments within Academic Affairs during 2006-07. One cannot review the summaries of the three academic divisions and 18 departments along with support units such as CAPE, Center for Teaching & Learning, Learning Assistance Services, Library or Office of Educational Partnerships without being impressed; impressed by the sheer volume and high quality of what has been achieved and impressed by the people who have been involved throughout the process.

The fruits of labor of the Academic Master Plan are being realized. It has been a trying year to say the least. The vast number of college-wide projects such as Banner implementation, catalog revisions, and Newburgh branch campus planning to name a few, have challenged our psyches and our moods. A *HUGE* debt of gratitude is owed to the academic leaders listed below who have worked tirelessly to facilitate and support the many initiatives described in the 2006-07 Annual Report. Their efforts are appreciated beyond measure.

Sincerely,

Catherine Chew  
*Vice President for Academic Affairs*

### ***Thank you Academic Leaders!***

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## EXECUTIVE SUMMARY

Submitted by: Dr. Catherine Chew, Vice President for Academic Affairs

The heart of what we embrace and strive for in Academic Affairs is to enhance learning, to serve students and to act as role models for life-long learning. The Academic Master Plan 2005-2010 defines five common themes that have been the focus of our work. The division and department summaries contained within the Annual Report 2006-07 are categorized around the themes of technology, curriculum change/program design, professional development, collaboration/partnerships, and student support. The highlights described below are representative of the breadth and depth of initiatives occurring across campus and beyond.

Regarding ***technology***, significant strides have been made to update computer equipment in faculty offices and numerous labs throughout the campus. More than 70 new desktop and laptop computers were delivered to faculty; 3 state-of-the-art academic labs with 20+ workstations were completely redesigned and furnished, 8 portable smart cart stations were created, 6 overhead projectors were installed, 2 LCD projectors and 2 smartboards were delivered. Most division faculty and staff have participated in Banner and portal training. A faculty sabbatical has enhanced the use of simulation technology in the Nursing Department. Faculty in departments such as Biology and Business have wholeheartedly embraced the use of technology creating distance learning courses, web pages, hybrid courses, and on-line discussion boards.

Regarding ***curriculum change/program design***, major inroads have been made. The Business, Math, Science & Technology and Liberal Arts Divisions have kept the College Curriculum Committee busy all year long with major revisions and new program proposals in Architecture, CIT-Networking, CIT-Web Development, Human Services, International Studies, and Telecommunications. Planning is currently underway for new programs in Cyber security, Digital Media and Emergency Management. In addition, through non-credit offerings provided by the College, new certificates were created in Nuclear Medicine and Pharmacy Tech. And finally, more than a dozen new courses have been created in a variety of disciplines including ESL, Non-western Art, Computer Literacy, Latin American Literature, Ecology, etc.

Regarding ***professional development***, many faculty and staff have been extremely active attending and presenting at regional and national conferences to ensure professional currency and to identify best practices. Two faculty were selected for fellowships including the Asian Studies Institute in Hawaii and the Kampong of the National Tropical Botany Garden Institute in Florida. Special attention has been devoted to addressing issues of developmental education; benchmark visits were made to Bronx CC, Kingsborough CC and Hudson Valley CC during the spring semester. The Center for Teaching & Learning assisted new faculty through the Mentor program and sponsored initiatives such as the Learning Display Project and Faculty Innovation Grants. A commitment to professional development and growth is an obvious priority and evidenced throughout the Annual Report.

Regarding *collaboration and partnerships*, it is apparent that colleagues are making tremendous efforts to reach out to the business community, university and K-12 partners, and non-profit entities. Numerous articulation agreements have been newly created or updated. Creation of the Office for Educational Partnerships demonstrates the value the College places on relationships with a full spectrum of educational providers. A \$4 million grant to fund activities of the OURS Consortium, comprised of Orange, Ulster, Rockland and Sullivan Community Colleges, represents the beginning of joint programming that is unique to the SUNY system and Department of Education. Beyond the external relationships being cultivated, internal partnerships across disciplines and departments have been strengthened as well. The faculty panel presentation during College Assembly on learning outcomes in reading, writing and math developmental courses, the Global Initiative planning efforts, and the SUNY General Education Assessment conversations are examples of the scope of interactions taking place on campus.

Regarding *student support*, ultimately every effort is being made not only in Academic Affairs, but the entire College, to ensure that students are successful at SUNY Orange. A significant accomplishment of the Health Professions Division was the collaborative effort between Academic and Student Affairs to establish clear admission criteria, to implement an equitable process for enrollment selection, and to create a Pre-Admission Orientation. Many faculty are actively involved in student clubs, incorporating field experiences into courses, presenting at career days, and a whole host of other events that are described within the pages of the Annual Report. Faculty recognize the need to foster learning communities in their departments and buildings, which has led to the enhancement of student study lounge spaces in Horton Hall and Harriman Hall for Chemistry, Engineering and Math students. The establishment of the Information Commons in the Library is near completion and a noticeable increase in use of the facility has been observed.

All in all, this has been an extraordinary year in Academic Affairs. A huge transformation is in process, not only because of significant programmatic changes, but because of the monumental personnel changes that are underway. Sixteen faculty and chair searches were conducted during the spring semester alone, not to mention numerous other position searches throughout the academic year. The senior leadership team will be vastly different as two AVP's return to the faculty ranks. It is important that we value and appreciate the legacy of those who have departed the College, but it is also important that we welcome and support the new talents of those who will join this special institution in the coming year.

Finally, as with all achievements it is *not* one individual person or one department or office, but rather *many* individuals and *many* departments and offices that are responsible for our successes. None of the initiatives in Academic Affairs would have been possible without the support of all departments and offices under the purview of the Vice Presidents of Administration, Institutional Advancement and Student Services. A great deal of gratitude is owed to our colleagues throughout the College. Exciting days lie ahead for SUNY Orange!

## **LIBERAL ARTS DIVISION**

- Arts & Communication
- Criminal Justice
- Education
- English & Foreign Languages
- Social Sciences
- Honors

## **LIBERAL ARTS DIVISION SUMMARY AY 2006-2007**

Submitted by: Richard Heppner, Associate Vice President

Last year's End of Year Report spoke, in large measure, about transition. It was, for example, a year that saw the arrival of new academic leadership and the completion and implementation of a new Academic Master Plan. Additionally, as key members of the division began to look towards retirement, major changes began to take place in our faculty and in important leadership positions at the department level. Something called PBIE became a part of our daily lives, while continued growth underscored the need for additional faculty and facilities (both physical and technical). And, as a result of that growth, new approaches to planning were undertaken to meet the academic challenges presented by an increasingly diverse student population.

In an ideal world, the changes noted above (and a host of others) would be tempered by time, each judiciously studied, planned for, and implemented. Such should be the nature of transition. In reality, however, AY 2006-2007 was anything but "tempered." From the outset, AY 2006-2007 saw transition quickly give way to an avalanche of change demanding attention, answers, and action.

The following summary is an attempt to chronicle those changes. Needless to say, the pages that follow cannot do justice to the amount of work undertaken by department chairs, faculty, and staff within the division. While many important issues still require our attention, that which was accomplished during AY 2006-2007 was both important, impressive and, in many respects, foundational.

As was established last year, the format for this report follows the five main themes of the Academic Master Plan – teaching and learning, technology, students, collaboration and partnerships, and professional development. In addition, I have also included an update on staffing. Also included at the conclusion of the summary report are specific end of year reports from the following departments and programs: English and Foreign Languages, Criminal Justice, Arts and Communication, Education, Social Sciences, and Honors (which was placed under the supervision of AVP for Liberal Arts in the fall of 2006).

### **Teaching and Learning:**

In the midst of Banner and Oracle training, catalogue revisions, the introduction of a new alpha numeric course system, the creation of cluster brochures, debates over scheduling and course evaluations, and everything else that comes with the day-to-day operation of an academic department, chairs and faculty were incredibly productive in the area of program design and curriculum development. In a continuing effort to insure that our programs and courses remain relevant and up-to-date, the following new programs, program revisions, and

new course proposals were submitted, approved, and/or initiated during the course of AY 2006-2007:

New Programs and Program Revisions:

- In response to last year's program review, the Social Science Department revised the entire International Studies program (revisions approved by New York State in May, 07).
- The Department of Social Sciences received New York State approval for a new Human Services Degree program.
- As a result of an all-day retreat in January, the Arts and Communication Department began development of a new communication degree in Digital Media
- Additionally, Arts and Communication also began planning for a new Technical Theater degree program.
- The Education Department launched new JRTEP 7-12 concentrations in Biology, English, Social Studies, and Spanish.
- In response to the previous year's external review, the Criminal Justice Department identified curriculum changes that needed to be made to maintain relevance of courses, including: identity theft, DNA, and cyber crime.

New Courses (approved or first offered):

- ESL Reading
- Special Studies in Literature: Latin American Literature
- Digital Radio Production
- Audio Engineering
- Jazz/Commercial Guitar I
- Songwriting
- Non-Western Art
- Social and Philosophical Foundations of Education in America
- New Honors courses in Business and Movement Science

In addition to the above, General Education Assessment was conducted in the areas of written communication, oral communication, and history. At the conclusion of the academic year, the Honors Program was assessed by an outside evaluator. Her report is pending.

Finally, the biggest academic change within the division came with the decision to restructure the Department of Social Sciences. In an effort to better serve students and the needs of individual disciplines, the Department Social Sciences was, in essence, split in two. The areas of Psychology, Sociology and Human Services will now make up the new Social Science Department. History, International Studies, Anthropology, Economics and Foreign Languages will make up the new Cultural Studies Department. With the addition of Foreign Languages to the new department, along with the benefits of the new Gillman Center and plans for a study abroad program, it is anticipated that we can now fully develop a concentrated effort in the field of global studies. At the same time, under a reconstituted



Department of Social Sciences, these changes will also permit proper development of the new Human Services program and the expansion of our offerings in the field of psychology.

## **Technology**

This year marked the second consecutive year of our effort to insure that all faculty and departments have the technology they need to effectively deliver programs and classes. Once again, the three academic divisions submitted a combined technology plan which included requests for desktops, laptops, projectors, smart boards and printers. Although delays in distribution and budget restraints late in the academic year somewhat mitigated the plan's impact, we continue to "inch" ahead in our efforts to improve our technological base.

As a result of this year's technology plan, the following was ordered for division faculty and departments:

- 8 laptops
- 39 desktops and monitors (including English Department's lab)
- 6 projectors
- 1 smart board

Note: 9 printers were not ordered due to end of year budget constraints.

In addition to the above, faculty and chairs were also busy in a number of other technological areas, including:

- Banner and Oracle training.
- Blackboard and Angel training.
- Launching of a new Internet radio station (Arts and Communication).
- Increasing film holdings (Criminal Justice).
- PBIE recommendation to create Smart Classrooms in Harriman Hall.
- Creating new Smart Classroom for Honors program (Morrison Hall).
- Upgrading theater lighting and audio and creating a stage manager's station.
- Continued training and use of TurnItIn anti-plagiarism software.
- Updating of Honors web site to include testimonials and images.

## **Collaboration and Partnerships**

Following on last year's efforts to increase collaboration – both internally and externally – departments within the Liberal Arts Division continued their efforts on a number of fronts - while opening new initiatives in other areas as well. Of significance were:

- Continued collaboration with the Consortium of Community Colleges for Domestic Preparedness, Response and Recovery. Division efforts focused on collaboration with other divisions in developing the college's new cyber security program. Specifically, the Criminal

Justice Department was instrumental in identifying a consultant for the project while continuing to upgrade their courses to meet the requirements of the new program.

- The Liberal Arts Division, through Paul Basinski, has been instrumental in developing plans for next year's global initiative focusing on Latin America. Specifically, departments and faculty have begun to develop an impressive amount of programming for this collaborative effort, including: theater and music events, new and revised courses, academic travel opportunities, and guest lecturers.

- Working closely with the new Director of Educational Partnerships and the new CCHS Coordinator, the English Department continued its support of the Community College in the High School Program. Over the course of the year, discussions have been held focusing on raising entry standards for the program. This year also saw the inclusion of Goshen High School in the program.

- Through the efforts of the President, AVP for Liberal Arts, English Department Chair and the Honors Coordinator, a new relationship was developed with a number of four year and two year colleges through the NEA Shakespeare and Rembrandt study abroad program. As a result of this collaboration, two SUNY Orange two students were among twelve students selected nationally to study Shakespeare and Rembrandt within the context of the environments they lived and created in. Their selection presented them with the opportunity to spend four weeks during the summer to study in England, France, Amsterdam and New York.

- Collaboration also began during the year between the Education Department, West Point, and Mount St. Mary College to develop specific education articulations.

- The Department of English and Foreign Languages joined together with representatives of the Math Department, Institutional Research, Learning Assistance and Counseling on benchmarking visits to Hudson Valley Community College and Bronx Community College to explore innovative approaches in developmental education.

- The Arts and Communication Department began their first year of collaboration with the City of Middletown and the Paramount Theater. This unique arrangement provides a practice and performance facility for the rapidly growing SUNY Orange Community Orchestra and the SUNY Orange Symphonic Band.

- Additionally, the Arts and Communication Department began a new outreach program with the working artists in Sugar Loaf. Under this arrangement, internship sites are being developed and new course possibilities in Sugar Loaf are being explored.

- The Honors Program began development of an Honors Advisory Board. Once fully in place, the Board will represent a unique partnership between students, community members and faculty.

- Through collaboration with CAPE, the Education Department added more sections of their Mandated Training course with increased “drop in” opportunities for community members.

### **Students**

In addition to the major curriculum work conducted within the division over the course of the year, a number of other initiatives were also undertaken in effort to further enhance our student’s academic experience and opportunities:

- The Criminal Justice Department updated articulation agreements with Marist College and BOCES, while the Arts and Communication Department updated its Visual Communication articulation with BOCES.
- In an effort to provide greater opportunity for access, the Education Department expanded and relocated its Curriculum Resource area to the Library.
- Additionally, the Education Department hosted more than 40 students from NFA and BOCES for individual Tech Prep days.
- The Arts and Communication Department continued to provide students with a number of performance and exhibition opportunities and, in the process, raised additional money for student scholarships.
- Thanks to faculty and staff efforts, a number of students were honored during the course of the year. These awards included, but were not limited to: three awards at the 2006 SUNY Art Exhibition in Albany, two Chancellor’s Awards, two students selected for NEA grant, alum accepted for Vassar summer program, two New York State Theater awards given to the production of *Suburbia*, and 15 Honors students received awards at the end of year awards ceremony.
- Five students completed their Honors Capstone projects while a number of others, as part of the Service opportunity course, hosted walks for domestic violence and breast cancer.
- Members of Colt Rock Radio hosted a “Vocal Vigil” in response to the shootings at Virginia Tech.
- Visual Communication students collaborated with the Army National Guard to design posters for regional and state recruiting efforts.
- For the first time (for the arts), a program specific recruitment night was hosted by Arts and Communication Department in cooperation with the Admission’s Office.
- To facilitate proper placement and increase overall placement speed, the English Department has begun to utilize web access and the portal workspace to review placement tests.

- The Education Department continued to host a holiday brunch for education students.
- Division faculty continue to serve as club advisors in a number of areas.

### **Professional Development**

Efforts continued this year to encourage more professional development opportunities for faculty. As a result, AY 2006-2007 saw the following activity:

- New faculty members and chairs received mentoring through the Center for Teaching and Learning.
- A number of individuals pursued professional development in wide variety of areas through funds allocated by the Associate Vice President's office and department funding, including:
  - Nancy Carlson and Elizabeth Tarvin (National Educators conference)
  - Barry Kass (archeology conference)
  - Jack Gensch (Homeland Security conference)
  - Susan Slater-Tanner (College Art Association conference)
  - Abdel Farah (economics conference)
  - Kathleen Wright (writing conference)
  - Elaine Torda and Richard Heppner (National Honors Conference)
  - Max Schaefer (Theater Association of New York)
  - Members of the Criminal Justice Department (Criminal Justice Educators Assoc. of New York and the Academy of Criminal Justice Sciences)
- Joan Siegel received the Chancellors Award for Excellence in Teaching.
- Honors Coordinator, Elaine Torda was a presenter at the NCHC Conference. Her topics included:

*Honors Students as Special Needs and Gaining Administrative Buy-in.*

- Kathleen Wright received a fellowship to study at the Asian Studies Institute in Hawaii.
- As noted previously, training in both Banner and Oracle was conducted for all faculty and staff in the division during the spring semester.
- Faculty delivering online courses for the first time received Blackboard training while those faculty offering online courses in the fall received initial training in Angel.

A final note regarding professional development... At the conclusion of the academic year, more than a third of the \$10,000 allocated to the division for professional development remained unused, despite reminders at meetings and by e-mail. It is obvious that efforts need to be made to further engage faculty in the professional development process. Hopefully, in the coming year, department chairs and the AVP's office can do more to identify

opportunities and enhance discussion on the benefits – beyond achieving tenure - of professional development.

### **Staffing:**

At this time last year, the division was still in the midst of a number of personnel changes. As a result of efforts over the summer, a number of changes in our faculty and in department chairs occurred. To summarize:

- two new chairs were selected (Criminal Justice and English)
- a new position in Education was created and searched (the second within a year)
- a new stage manager/technical assistant position was searched and filled.
- two full time tenure track positions in English were searched and filled (retirements)
- one fulltime temporary position in English (due to reassignment) was searched and filled
- an open line in Criminal Justice was filled (full time temp)

As we approached the conclusion of this academic year, however, it became apparent, due to retirements and PBIE recommendations, that this year's hiring efforts would dwarf those of last summer. At the conclusion of the spring semester, a number of searches had concluded with the hiring of eleven full time tenure track and full time temporary faculty. These included:

- History (new/PBIE)
- History (retirement)
- Anthropology (retirement)
- Criminal Justice (move to tenure track from full time temp)
- Reading (move to tenure track from full time temp)
- 6 English Faculty (retirement – 5 tenure track, 1 full time temp)

The above represents a major change in our core faculty. The additional History position will do much to enhance course offerings in areas where we have not had full time representation for some time. Specifically, along with the anthropology position, we will now be able to offer courses with content that speaks to the true diversity of our planet.

The move of the Reading instructor to full time tenure track reminds us that our developmental population continues to grow and of the ever-present need for qualified faculty to meet that challenge.

As the Criminal Justice Department continues to evolve, here too change has been the catalyst. As issues involving homeland security, privacy, cyber security and terrorism continue to dominate the debate, having a full time tenure track faculty member versed in these areas will be an important addition to the department.

While change in personnel is inevitable, the loss of a number of well-respected, key faculty members reminds us that good teachers are not easily developed. As a result, it becomes incumbent on administrators, chairs and faculty alike to work with our new faculty members to insure that the quality our retired faculty brought to the classroom is sustained - and that the conviction that “standards matter” is at the center of our academic efforts.

**A Final Note:**

Attached, please find year end reports from each department and program within the Liberal Arts Division. What I have presented here is but a summary. While the above appears like a great deal of hard work, it is only a part of what occurred over the past year. For their efforts, faculty, chairs and staff within the division are to be commended for the incredible amount of work and effort they undertook during the course of this academic year. As noted at the conclusion of last year’s report, each “bullet” in this summary represents many hours of work on the part of a number of individuals and continues to underscore the dedication that so many within the division have contributed to improving this institution.

## ARTS & COMMUNICATION AY 2006-2007

Submitted by: Mark Strunsky, Department Chair

The Arts and Communication Department enjoyed an extraordinary academic year. In addition to presenting our usual extensive series of productions and exhibits in the areas of Art, Music, and Theatre, the department offered many additional events and made many significant advances, particularly in the fields of curriculum development and partnership.

In January, the department held a retreat with A.V.P. for Liberal Arts Richard Heppner to assess the current state of the department, discuss key issues, and develop a new vision for the future. Out of the many topics discussed that day, three top priorities emerged: programmatic development, scholarship development, and space / facilities issues. Department members organized committees and began to address each of these areas.

[NOTE: Accomplishments and activities listed are not in chronological order or order of significance.]

### Technology

- Purchased computers, software, and peripherals for office and classroom use (art, audio engineering, communication, television studio)
- Launched internet radio station (Colt Rock)
- Upgraded lighting and audio and created stage manager's station in Orange Hall Theatre
- Purchased music stands and carts, risers and cart, percussion cabinet, podium
- Maintained television studio and Orange Hall Mac lab
- Piano maintenance (routine and work on Steinway grand)
- Acquired equipment for art studios
- Developed / investigated alternative funding sources (music performance admissions and donations, Grants Coordinator, Hudson Valley Performing Arts Foundation)

### Curriculum and Program Design / Teaching and Learning

- Developed alpha-numeric course designations and revised course descriptions, pre-requisites, and developmental course listings to reflect course content more accurately.
- Conducted General Education assessment in the areas of Communication and Humanities.
- Hired and mentored new adjunct faculty in communication and music areas
- **Art**
  - Ran new *Non-Western Art* course
  - Offered Honors *History of Art 2*, Spring 2007
  - Began development of multiple track A.A.S. New Media / Digital Arts program
  - Brainstormed development of multiple track A.A. Art program

- NEA grant for student to study in Europe, Summer 2007
- Ongoing exhibition series in Harriman Hall Gallery
- Student art show in Orange Hall Gallery
- Successful participation in Fall 2006 SUNY Student Art Exhibition in Albany
- Facilitated first run of distance learning *Introduction to Art* course for Fall 2007
- Advised concerning Summer 2007 renovations in Harriman Hall studios and gallery
- Revised Visual Communications / BOCES articulation
- Began development of internship opportunities and arts / business course in Sugarloaf and offered *Arts and Communication Practicum* course for the first time Summer 2007
- **Communication**
  - Created *Digital Radio Production* course for Fall 2007
  - Continued implementation of new General Education Assessment-based guidelines for *Fundamentals of Speech Communication*
  - Offered Honors *Fundamentals of Speech Communication*, Fall 2006
  - Rededicated to development of multiple track A.A. Communication program
- **Music**
  - Began implementation of programmatic changes approved A.Y. 2005-2006 including notification of area educators and offering *Fundamentals of Music* Summer 2007
  - Ran three new courses: *Audio Engineering and Design for the Arts*, *Jazz/Commercial Guitar 1*, and *Songwriting*
  - Increased participation in *Symphonic Band* to over forty players
  - Initiated rehearsals and performances of *Orchestra* and *Symphonic Band* at Paramount Theatre
  - Held two *How to Improve Performance* (H.I.P.) jazz workshops, Fall 2006 and Spring 2007
- **Theatre**
  - Began development of technical theatre program
  - NEA grant for student to study in Europe, Summer 2007
  - SummerStar Theatre returns for Summer 2007 with Sondheim's *A Little Night Music*

#### Professional Development

- Max Schaefer – Theatre Association of New York State conference, Glens Falls Fall 2006
- Susan Slater-Tanner – College Art Association conference, N.Y.C. Fall 2006
- Secured stipends for music performing ensemble directors

#### Collaboration and Partnerships

- NEA grant for two students (art and theatre) to study in Europe, Summer 2007
- Successful participation in Fall 2006 SUNY Student Art Exhibition in Albany
- Revised BOCES / SUNY Orange Visual Communications articulation agreement
- Began development of internship opportunities and arts / business course in Sugarloaf



- Visual Communications majors collaborated with Army National Guard designing four posters selected to be printed and displayed at regional and state recruiting and training facilities
- Student Art Show in collaboration with Lyceum and the Honors Program
- Advised Maintenance on Summer 2007 renovations in Harriman Hall art studios and gallery
- Successfully initiated SUNY Orange Community Orchestra and SUNY Orange Symphonic Band rehearsals and performances at Paramount Theatre
- Met with Dan Chester (Hudson Valley Performing Arts Foundation) about possible acquisition of new pianos through Steinway's all-Steinway school program and grant opportunities
- Collaborated with Grants Coordinator in efforts to win grants for music equipment
- Chris Parker participated in jazz film / lecture series at Thrall Library
- Concerto / Aria Competition chose Warwick High School student soloist for spring Orchestra concert
- Collaborated with Lyceum to present Dave Leibman Big Band, Spring 2007
- Held meetings with Mr. Joy Tan representing the Conservatory of Music at the Jiangsu Institute of Economic and Trade Technology in Nanjing, China to discuss possible joint ventures
- Facilitated on-campus summer production by Hudson Opera Theatre
- Sponsored National Federation of Music Clubs adjudication, Spring 2007
- The Apprentice Players
  - Co-produced two productions in association with the department
  - Sponsored two trips to NYC to see plays on and off Broadway
  - Sponsored two workshops in Stage Combat
  - Collected food for the Meals on Wheels program at Webb Horton Church
- Joined the Theatre Association of New York State. Production of *Suburbia* adjudicated and awarded two awards – Merit Award for Ensemble Production and award for Excellence in Directing to SUNY Orange Alumnus George Gallo
- Received gift from Encore to purchase lighting and audio equipment for Orange Hall Theatre
- Won Center for Teaching and Learning grant to create stage lighting laboratory for Hands On Learning exhibition
- Max Schaefer offered weekly theatre workshops at Otisville State Correctional Facility
- Max Schaefer and student Marylee Shorr presented *Reunion* at Otisville State Correctional Facility
- Met with members of the Movement Sciences Department to gather information about their scholarship program as a model for the Arts and Communication Department
- Jennifer Lehtinen served as College liaison with SUNY Purchase Baccalaureate and Beyond program
- Collaborated with Admissions on Arts and Communication admissions reception, May 2007
- With Maintenance, arranged tree planting and memorial plaques in memory of Marvin K. Feman

#### Student Support

- Departmental open house advising / registration sessions (fall and spring)
- Extensive, ongoing, and diverse performance and exhibition opportunities
- Obtained NEA grant for two students (art and theatre) to study in Europe, Summer 2007
- Art alumna attended Vassar summer program
- Raised money for scholarships through donations at all music events
- Instituted theatre scholarship fund and presented theatrical production (*Reunion*) as fundraiser
- Identified comprehensive departmental scholarship program as a top priority and began design of such a program
- Theatre Arts area sponsored seven off-campus trips to view plays, including Broadway, local and college productions
- Linda Fedrizzi facilitated “A Vocal Vigil” panel discussion following the Virginia Tech tragedy
- Sponsored performance by former SUNY Orange music major Robert Kopec’s “Big Bang Jazz Gang” with proceeds going to music scholarship

In addition to these achievements, the Arts and Communication Department has taken an active role in planning and working on the Global Initiative for the 2007-2008 academic year. We are committed to presenting or facilitating several events in the areas of art, music, and theatre that will relate to the year’s Latin American theme. In addition, we have agreed to serve as a clearinghouse for the year’s events and to dedicate a phone line and personnel in the department office to handle requests for information, reservations, etc.

## **CRIMINAL JUSTICE**

## **AY 2006-2007**

Submitted by: Dennis O'Loughlin, Department Chair

The Criminal Justice Department during the 2006-2007 school year initiated a review of all programs to insure that they coincide with the college wide implementation of the SUNY/Orange Master Plan. This review process will be on-going over the next several years as the Department keeps pace with the constantly changing technological advances that impact the criminal justice system and which present the greatest challenge to the future development of our program. These advances impact all of the major themes of the master plan and are effecting changes in curriculum, program design and instructor development as well as spawning new collaborations and partnerships throughout the college community. The following report is a listing of the major themes of the master plan with a brief summary of the criminal justice department's efforts to improve our program's capability to meet the vision of the master plan and to address the needs of our growing population of criminal justice students.

### **Technology**

Up-graded our classroom instructional technology through the purchase of a new lap-top computer and projector that were needed to enhance class lessons through the utilization of contemporary criminal justice software programs and power point presentations. This upgrade represents an incremental approach that will enable our instructors to immediately introduce state of the art technology into our courses. We have requested funding through the PBIE process to develop a SMART class room. Until all our classrooms are SMART capable, we can anticipate a continued need for more laptops and projectors.

All full-time instructional staff have been issued new office computers loaded with contemporary software programs. This represents a significant improvement over the 2005-06 college year where all criminal justice department computers were antiquated and featured outdated software. This upgrade of computer equipment has already improved our communications, resulted in greater productivity and increased staff morale.

Increased the criminal justice film library at both Middletown and Newburgh and the department has purchased criminal justice software to increase our hands-on assignment capability.

The Department Chair has met with the Director Learning Resource Center to discuss potential partnerships in the development of a centralized criminal justice learning center in the library where software programs may be utilized for student development.

### **Curriculum and Program Design**

In an effort to fulfill the mandates of the college wide master plan, we have established the first criminal justice distance learning course. A distance learning course on the Criminal Justice System is scheduled for the Summer Session and a Criminal Justice distance learning course has also been scheduled for Fall 07.

The Criminal Justice Program has commenced the implementation of the Spring 06 Semester's internal and external review recommendations. The external reviewers recommended that we revise our Criminal Justice AS and AAS student learning objectives. Our internal review revealed that many of our course descriptions needed to be updated to reflect curriculum content changes that have taken place over the last several years. Contemporary criminal justice topics such as terrorism, identity theft, DNA and cyber crime were not reflected in these course descriptions. To meet these mandates, our criminal justice catalog course descriptions and student learning objectives needed to be totally re-written. This project was completed during the Fall 06 and Spring 07 semesters and these changes will be reflected in the new catalog that will be published in the fall 07-08 Semester.

### **Collaboration and Partnerships**

The Criminal Justice Department collaborated with the Applied Technologies Department, the AVP's from Liberal Arts, Health Professions, and Business, Math, Science and Technologies and the Hudson Valley Consortium for Homeland Security on the development of the Suny/Orange cyber security program. The Criminal Justice Program was instrumental in identifying a consultant for this project. The Criminal Justice Department will be providing continued support in the further development of this initiative.

Our external reviewers recommended that we obtain access to a direct criminal justice holdings program. The Department Chair has met with the Director, Learning Resource Center on this matter and a program has already been purchased that will fulfill this recommendation. We will be further collaborating with the Learning Resource Center on this and other projects next semester.

Collaborated with the Director of the Newburgh Educational Center on the Criminal Justice documentation for the establishment of the Newburgh Center as a Branch Campus.

### **Student Support**

Identified and hired a temporary full time instructor for criminal justice and conducted a search for a full time instructor.

Collaborated with the Director of Educational Partnerships on the development and updating of articulation agreements with Marist College and BOCES.

### **Instructor Development**

All full time personnel have joined the Northeast Criminal Justice Educators Association of New York (CJEANYNS). One of our instructors was sent to the annual meeting in October. The Department Chair is a member of the Academy of Criminal Justice Sciences (ACJS) and two department members are officers in the American Society of Industrial Security (ASIS International). Through attendance at the above noted organization's meetings and seminars, our department has developed a network of criminal justice professionals that have enabled the department to keep abreast of current forward thinking of criminal justice programs throughout the country.

One of our instructors attended the ASIS International national homeland security and counter terrorism seminar that was conducted in Washington D.C. and attended by homeland security and counter terrorism experts from throughout the country.

## **EDUCATION**

## **AY 2006-2007**

Submitted by: Nancy Carlson, Department Chair

### **TECHNOLOGY**

- Added a third laptop for fulltime instructor
- Obtained updated PC for office support staff
- All fulltime faculty trained in Banner and Oracle systems
- Chair trained in SmartBoard, other faculty to follow in fall 2007
- Included Blackboard component in Social Philosophical Foundations of Education
- Purchased TV and VCR unit for student use in the Education Resource Room
- Increased by 6 pieces the Video and DVD inventory for faculty and student use
- DVD component for TV unit in budget for next year

### **CURRICULUM AND PROGRAM DESIGN**

- Launched new SUNY mandated course, Social and Philosophical Foundations of Education in America during spring 2007 semester.
- Expanded pilot project to Newburgh allowing the general public to attend “drop in” non-credit option for NYS Mandated Training course/certificate
- Conducted a fall in-service workshop for Education Department faculty relative to the application of NAEYC standards to college student cognitive and behavioral objectives. (National Association for the Education of Young Children)
- Held a Winter Break faculty retreat to better synchronize student learning outcomes, assignments, best practices, and projects among all the Education courses.
- Added the Mandated Training course to the Teaching Assistant Certificate program
- Scheduled to offer a Saturday Mandated Training course in Newburgh for Fall 2007
- Planning a new initiative, the P3 project, Professional Partners Project, designed to increase higher level critical thinking and research to AAS ECDC degree through partnering final semester Field Placement students with Master Teachers in local sites. Research action projects, technology-based sharing, collaborative discussion groups, and more will comprise this initiative. Funding was approved for this pilot through a Learning Innovations Grant award.
- Wrote informative article for Times Herald Record highlighting Education programs

### **PROFESSIONAL DEVELOPMENT**

- Completed trainings listed above
- Chair and Field Supervisor attended NACCTEP conference in New Orleans-Spring 2007 (National Association of Community Colleges with Teacher Education Programs)
- Chair attended Fall and Spring NYS ACCESS conferences (American Associate Degree Early Childhood Educators)
- Chair attended NYS NAEYC conference in Rye, NY

- (National Association for the Education of Young Children)
- Chair continues to serve with Advisory Group for Center for Teaching and Learning
  - Chair presented two workshops for School Readiness Team of Healthy Orange series  
“Stepping Stones to School Success”
    - Literacy Readiness in Early Education
    - Math –Curriculum and Readiness
  - Chair and/or faculty attended campus seminars/workshops by Brower, Jenkins, Loeb
  - New FT instructor in mentoring program
  - New FT instructor serving as Learning Assistance Liaison for Department
  - FT Instructor/Field Supervisor continues as FTA Advisor
  - FT Instructor/Field Supervisor serves on Scholarship Committee

### COLLABORATIONS/PARTNERSHIPS

- Redesigned mission and membership of former Advisory Board to better reflect Education Department profile, now encompassing Birth through High School
- Hosted long-standing Tech Prep Day with OUBOCES Early Childhood Services Academy and final semester SUNY Orange Field students- Spring 2007
- Hosted 20+ NFA students in Tech Prep Day –Fall 2006
- Began visitation/evaluation system for current and new field sites, now over 100 local agreements for student observation and participation
- Chair continues membership on
  - JRTEP Advisory Group at SUNY New Plats
  - Middletown Teachers Center Policy Board
  - School Readiness Team of county-wide Healthy Orange
  - OUBOCES Early Childhood Services Academy Advisory Board
  - Middletown and Newburgh RECAP Head start Advisory Boards
  - Middletown Agri-Business Child Development Center Policy Board
- FT Instructor/Field Supervisor member of Amy Bull Crist Reading Council
- Expanding pilot connection with Middletown ABCD center as a site for observation/integration of Spanish-speakers with select Education courses
- Currently working on new articulations with Mount St. Mary and West Point.

### STUDENT SUPPORT

- Added significantly to Education Resource materials for student use.
- Relocated Education Resource Room from Sarah Wells to the Library allowing for more available student access, now named Education Resource Area.
- Added laminating machine for department and student use.
- Budgeted for Binding machine for department and student use.
- Participated in Hands-on-Learning Exhibit (select student work showing best practices)
- Updated and streamlined student system/paperwork for choosing field observation sites
- Hosted several informational meetings for varied Education programs
- Communicated with over 400 Education Department students via snail mailers each

- semester relative to changes, course sequences, transfer, and other news
- Updated and grouped advisees into appropriate categories for better results
  - Continued participation in OUBOCES Early Childhood Service Academy senior portfolio review and exit interviews for prospective Orange AAS students
  - Hosted 2<sup>nd</sup> Holiday Breakfast for Education students
  - Department representation at all Open House, Receptions, Registration events
  - Planning a tutorial session with Counseling to clarify advising

## **ENGLISH**



## AY 2006-2007

Submitted by: Mary Warrenner, Department Chair

**Summary:** A year of transition, the department began undergoing major changes in personnel, including four new faculty members, two tenure-track, two full-time temporary, a new special assistant to the chair, and a new chair, while also conducting a major search that promises even greater change in the fall. In addition, the department has focused on both reaching out to departments across campus to help faculty understand the needs and skills of developmental reading and writing students and going out to other institutions to study and learn from the priorities, methods, and organization of their developmental programs.

### Curriculum and Instruction:

#### New Courses

- **ESL Reading:** Developed through several grants, ESL Reading, including its co-requisite one-credit support module, was offered in both the fall and spring semesters and was taught by Elaine D'Ambra, senior Reading professor.
- **Special Studies in Literature: Latin American Literature:** This course, developed by Kathleen Wright and in keeping with the college's Global Initiative, received the full support of the department and the Curriculum Committee and will be offered for the first time in spring 2008.

### Writing Consultancies, Continuing and Planned:

- **Continuing:** We will continue to offer Technical Writing Modules linked to content area courses in OTA, MLT, and Telecommunications.
- **Planned:** Development work continues on modules for Human Services, which will be offered for the first time in Fall 2008.

### Elective Offerings

In addition to offering our usual day and evening sections of Philosophy/Religion/Ethics, the department has planned, in consultation with the AVP and the Director of the Newburgh Extension Center, to increase our offerings starting in spring 2008 in order to provide greater access to the courses. We also offer special Freshman English for the Honors program and 200-level electives when they are requested. We hope to offer Special Studies in Literature: Immigrant Experience in spring 2008.

Two major initiatives are accelerated courses and distance learning courses:

- **Accelerated:** Nursing and Writing 1-4; Contemporary Novel and Contemporary Short Story (Fall 2007)

- **Fully online:** Freshman English 2; **Hybrid:** Nursing and Writing 1-4; **Web-enhanced:** numerous 200-level electives, Freshman English, Technical Writing, Reading and Study Skills 2 sections.

### **Professional Development**

All new department faculty received formal mentoring from department members, organized through the Center for Teaching and Learning.

In addition, Professor Joan Siegel was awarded the Chancellor's Award for Excellence in Teaching and Professor Kathleen Wright received a fellowship to study this summer at the Asian Studies Institute in Hawaii.

### **Placement Testing**

After successfully implementing the department's plan to use Blackboard to improve faculty readers' access to placement essays and therefore increase overall placement speed, a technical problem (incompatibility of Blackboard and Internet Explorer 7) has forced us to move our Web access to Workspace in Portal. We anticipate that this move will be completed by the end of June if not sooner.

### **Developmental Reading and Writing**

Working with Catherine Chew and Eileen Burke, members of the English and Math Departments presented specific, essential information about the skills and abilities of students placed into developmental courses at a workshop held after the January College Assembly. This workshop served to kick off a department outreach effort that has included the formation of a department developmental committee whose purpose has been to develop and organize collaborative efforts with instructors teaching courses that students placed in developmental reading and writing courses are most likely to take. We intend to continue this work throughout 2007-2008 and expand our collaboration as much as possible. The more integrated we are as a college community, the more focused in our understanding of these students' unique challenges, the more concentrated and successful our efforts will be to facilitate their success and to retain them.

In keeping with our focus on our developmental courses, the Chair and another department faculty member, Pat Sculley (representing the college-wide Developmental Education Committee) joined the Chair of the Math Department and the Directors of Counseling, Learning Assistance, and Institutional Research in two very informative benchmarking visits, the first to Hudson Valley Community College and the second to Bronx Community College. The chairs of the Math and English Department then presented an update on developmental issues specific to their areas and possible innovative approaches to the College's Board of Trustees at their retreat in May.

The Math and English Departments, in conjunction with the Director for Educational Partnerships, have also agreed to meet with high school administrators and faculty to provide a workshop similar to the one given at the College Assembly but tailored to help high school

and faculty administrators address the underlying causes of the increasing percentage of students who place into developmental courses. That workshop is tentatively scheduled for November 2007.

## **IT**

Department members received training in both Portal and Banner, and those teaching distance learning, hybrid, or Web-enhanced courses were also trained in the new online platform Angel. In addition, the department continued to replace outdated computers, add printers, and provide a limited number of faculty members with laptops.

## **Community College in the High School**

Working closely with the new Director of Educational Partnerships and the new CCHS Coordinator, the department is seeking to raise entry standards for the CCHS Program. We have also continued existing CCHS partnerships and have developed another at Goshen High School.

## **2007-2008 Review and Discussion**

The department will review the following in the coming year:

- Basic Writing Skills 2 exit exam;
- Interventions and workshops as success and retention strategies for developmental students;
- Grading calibration (continuing from this past year);
- Department course-based critical thinking strategies.

Thanks to the all the members of the Department of English and Foreign Languages for their support throughout this year and especially to those who went above and beyond not only without complaint but with enthusiasm: Diane Bliss, Anne Sandor, Pat Sculley, Alex Jakubowski, Linda Stroms, and, of course, Judy Jackman.

I am particularly indebted to Richard Heppner who has been consistently generous with his time, his wisdom, and his inspiring wit. He is everything a teacher and a leader should be.

## **SOCIAL SCIENCES AY 2006-2007**

Submitted by: Patti Guallini, Department Chair

During the 2006-07 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.

<b>Goal</b>	<b>Action</b>	<b>Responsible Person(s)</b>
Revise IS Program	Revise the International Studies Program reflecting changes suggested by outside reviewers. Submit through college and state curriculum change process.	Paul Basinski Patricia Guallini
Global Initiative	Developed year-long plans for Latin America program under the guidance of Academic V.P. Dr. Chew	Paul Basinski,
Hire full-time replacement Anthropology	Conducted national search – hired Ph.D. Anthropologist.	Patricia Guallini Barry Kass Lee Hunter
Hire full-time replacement History	Conducted national search – hired Ph.D. Historian (female)	Paul Basinski Demos Kontos Frank Kalesnik
Not listed	Purchase of new Toshiba e-studio 350	
Hire full-time faculty in History (PIP)	Hired second Ph.D. from above search in History. 1 year temp (female)	Paul Basinski, Demos Kontos Frank Kalesnik
Category 4 General Ed.	Conducted assessment of category 4 General Education.	Patricia Guallini
Not Listed	Reorganization of Social Sciences Dept. Two departments: Global Studies and Return to Psychology/ Sociology to better focus on needs of diversified programs in the future.	Patricia Guallini Richard Heppner
Not Listed	Added Foreign Languages to Global Studies Department to help broaden	Patricia Guallini, Rich Heppner

	global aspects of I.S. Program and	Mary Warrener
Not Listed	Three travel courses offered Italy (interdisciplinary) Greece Peru (Summer)	Coccia/Gutierrez Kontos/Basinski Kass/Kontos
Furniture Replacement	Replaced desk, file cabinet and chairs - Chair's office Replaced desk, book shelf – Assist. Chair's office Replaced desk, book case – Coordinator IS office Replaced tables in Workroom – from LRC Replaced chairs in Workroom – from LRC (still need new ones next year, chairs are loose) Donated old chairs to Honors Program classroom for student use.	Patricia Guallini
Computer replacements	Replaced 7 departmental faculty staff computers Secured computer for HU 201	Richard Heppner
Office Reassignments	Assigned offices for new faculty resulting in their being in closer proximity to appropriate Dept. Chair enhancing opportunities for communication and mentoring.	Patricia Guallini
Human Services Degree	Announced program approval at County Consortium – 30 local agencies Secured list of 20 interested agencies for field placements.	Doug Sanders Carl Ponesse

**HONORS PROGRAM  
AY 2006-2007**

Submitted by: Elaine Torda, Coordinator

The academic year began with the goals of working on assessment, improving the program, visibility and recruiting. Gains were made in all areas, though some are still in process.

Numbers: Began with 20 new students recruited for fall and only seven sophomores. In second semester, one transferred, two left school, three left the program and three are in flux. Approximately five others are taking classes.

Mid-year recruits: three new students accepted in January. Two others taking courses.

Graduates: Six students graduate in May: three with the grade requirement, though only two with the course reqs; the others have met all program requirements but do not possess the gpa of 3.5.

Academic Master Plan Categories:

Technology:

- + Smart classroom (details under collaboration)
- + Added 3 computers to computer/study room: 1 new; 2 refurbished.
- + Added printer donated from Marketing

Professional Development:

- + Attended 2006 NCHC national conference with AVP R. Heppner
- + Gave two talks at NCHC Conference: *Honors Students As Special Needs & Gaining Administrative Buy-in*
- + Serve as 2<sup>nd</sup> co-chair of the NCHC's Two Year College Committee
- + Beacon Conference
- + Attended NEA Mini-Conference on Rembrandt and Shakespeare in Chicago
- + Two paper topics accepted for 2007 NCHC Conference

Curriculum:

- + Spring 2007; Honors Program student overnight trip to Walden Pond and environs (MA) for lectures, writing, museums, etc (students)
  - + All courses scheduled ran
    - Fall: *Honors Eng 101*; *Hon. Fund of Speech*, *Hon. Psychology*; *Hon. US History post 1865*; *Hon Service Learning*; *Hon. Seminar: Latin American Culture*: 2 sec
    - Spring: *Hon. Eng 102*; *Hon. History of Art 2*; *Hon. Archeology & Prehistory*; *Hon. Middle East*; *Hon. Concept of Physical Wellness*; *Hon. Modern Dance*; *Hon. Seminar: Monopoly Power*: 2 sec; *Hon. Capstone*
  - + Hosted guest speaker on forgiveness, passive resistance (Pastor Arnold)
  - + Honors Capstones: five completed: Kaitlyn Calauca (Prof. Wolbeck); Sara Morgan (Prof. Zurovchek); Theresa Corbett (Prof. Tarvin); Jordan Ast (Prof. Irlbacher) and Chris Rugnetta (Prof. Torda).
- Public presentations to approx 45 people on first date and 12 on second date.

All presentations used power point. K. Calaluca also created a three dimensional model to accompany her paper.

- + Created rubrics for paper and presentation of Honors capstone projects with S. Stepp and E. Irlbacher
- + Instituted mandatory Honors courses Student Learning Outcomes
- + Instituted public presentations for Eng 101
- + Extra museum trips for: *History of Art 2* (collab)
- + New courses added: Honors seminar from Business; dance class from Movement Science (collab)
- + Creating new seminars to provide credits for NEA travel program (collab)

#### Collaboration:

- + With NCHC and Dr. Richards: Spring 2007 semester: created dedicated Honors seminar smart technology classroom (MO 01); mostly funded via NCHC Portz Grant. Contains:
  - portable ELMO, laptop, projector, projection screen
  - world map added (contributed by social science dept)
  - white board and podium from program budget
  - tables and chairs from Library, English and Social Sciences depts
- + With VP Paul Broadie: assigned official Honors Program counselor: Terri Van Everen
- + With VP Paul Broadie: working to turn over all recruiting to Admissions
- + With Advising: finding additional students for Honors courses
- + With Arts & Communication department: 3<sup>rd</sup> annual SUNY Orange Art & Honors Student Art Show: 4/19-5/19
- + Funded biology photography display; prepared for fall 2007 class: *Honors Biology for Today*
- + With VP Cazzetta: \$3500 – 4000 for sophomore scholarships
- + With VP Cazzetta: sponsored Honors Colloquium for recruits
- + With D. Bress: created marketing pieces, mailings, etc.
- + With Financial Aid and Scholarship Committee: Honors Program information is now included in all award letters to Presidential Scholarship winners
- + More listed under other headings

#### Students:

- + Two students received NEA grant; students will receive Honors seminar credit
- + Honors Student Committee established
- + Annual lunch with the president: seventeen students attended
- + Service Opportunities:
  - Hosted “Silent Walk” with other colleges in NY to raise awareness of domestic violence: included t-shirt clothes line; THR and Cable 6 coverage.
  - Group participation in walk for breast cancer awareness
  - various on-campus activities including help with: nursing, Honors, theatre, Harriman Student Gallery, etc.

+ Two students received Chancellor's Award for Student Excellence: Richard Van Dyke and Sara

Morgan

+ Honors students earned over fifteen awards at this year's awards ceremony

+ Last summer: MC Halfpenny selected for and attended Vassar's summer program: has since transferred there

+ K. Calaluca is our first engineering Honors student to graduate in two years

+ Began portfolio development for each Honors student; hampered by lack of support staff.

+ Six graduates are transferring: S. Morgan to SUNY College of Environmental Studies and Forestry, K. Calaluca to RPI, R. Van Dyke to American, T. Corbett to East Stroudsburgh, J. Ast to

Marist and C. Rugnetta to SUNY Albany

+ Orientation again revised and expanded. Twenty-one attended.

+ Photographs sent to last year's graduates

+ Congratulations notes to all students in fall and spring with 3.3+gpa

+ Following tighter gpa qualifications to remain in program

+ Created certificates of achievement for students completing Capstone and Services courses

#### Misc:

+ Outside evaluator came in May for program assessment: 30% funded by NCHC grant

+ Created a handbook of all work done and materials used in program for evaluator; D. Bress did another for all publicity and marketing pieces

+ Honors Committee (part of governance) dissolved; switch to Advisory Board. Spent much of academic year working on goals, mission, make up, including student and community representation.

+ Continued parts of program assessment including:

-- faculty self assessment

-- courses offered

-- faculty used

-- faculty completed course surveys

+ Worked with faculty new to Honors teaching

+ Faculty recognition: faculty who have taught more than two Honors courses denoted in catalog

+ First articulation agreement with CW Post at LIU in process

+ Complete redo of 5 year plan

+ Letters for PRT to all faculty

+ Revised catalog pages

+ Switch to alphanumeric

#### Recruiting:

+ Attended every open house and accepted student nights; training student to help with this.

+ By May 18: have generated approximately eighteen applications for Honors and sent out 40 letters to perspective students. Who follows through or places into Eng 101 remains to be seen.

+ Planned Honors Colloquium; cancelled for poor weather. Met individually with 11 recruits

+ Experiencing problems with recruiting due to applied student information being partially in Banner and RISC; cannot access necessary names and data to recruit.



- + Revised web site including addition of student testimonials and photo gallery
- + Working to turn recruiting over to Admissions

## **BUSINESS MATH SCIENCE & TECHNOLOGY DIVISION**

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

**BUSINESS, MATH, SCIENCE & TECHNOLOGY  
DIVISION SUMMARY**

## **AY 2006-2007**

Submitted by: Dr. Melody Festa, Associate Vice President

### **Technology**

#### **Equipment**

1. New “Smart Board” for the Newburgh EXT, Room Key 317, funded by the Center for Teaching and Learning.
2. 18 new computers for faculty & chairs.
3. 8 new “smart carts or stations”.
4. New computer lab HA 217.
5. Replace computers in HA 215 with ones from HA 217.
6. NSF Grant developed and submitted for a new FITR spectrometer and a gas chromatograph spectrometer.
7. New Telecommunications Laboratory created in BT 357 with the assistance of Frontier Communication.
8. New Computer Design Studio for Architecture/Engineering created in BT 355.
9. Relocated Drafting/Building Architecture Studio to BT 353.

### **Curriculum and Program Design**

#### **Science & Engineering:**

1. General education assessment of natural sciences courses sponsored by the Science and Engineering Dept with results of 92% meeting or exceeding the criteria.
2. Innovative physics laboratory assignment, made possible by the Center for Teaching and Learning.
3. Integration of the Architectural Technology Program into the Department of Science and Engineering to eliminate the replication of a CAD laboratory and to integrate CAD and Engineering 1.
4. Alternate scheduling, offered the AS Engineering Program in the evening with courses General Physics 1 & 2 with Calculus and Engineering 2 [C++].
5. Articulation agreements with Clarkson University and Manhattan College for seamless transfer of the AS Engineering.

#### **Biology:**

1. General education assessment of natural sciences courses sponsored by the Biology Dept, results will be compiled this summer.
2. The Biology Dept developed a common web site for the students in all Introduction to Biology classes to access.

3. Biology Dept has developed a web based data bank for all common plant and animal species in Orange County. Used by many classes as well as community.
4. New Ecology course sponsored by the Biology Dept was approved by curriculum Committee, will enhance the Biology major program.
5. Developed a lab facility (KEY 317) to enable "Diversity of Life" to be taught at NEC. One lecture and two lab sections of "Diversity" were offered at NEC in both Fall 2006 and Spring 2007 semesters.
6. Participated in the "PM-Express Schedule" at NEC offering "Nutrition" Wednesday afternoons both Fall 2006 and spring 2007.
7. Participation in "Honors Program"; one section of "Prehistoric Life" was taught as an Honors Program offering, Fall 2006 and Spring 2007.
8. Increased the number of sections of "Introduction to Biology" offered at NEC.

### **Business Management:**

1. Continued collection and assessment of the Student Learning Objectives for all Business Management courses.
2. PM Express courses at Newburgh Extension Center in Human Resource Management.
3. Honors Seminar Course in Monopoly Power.
4. Instituted a formalized Accomplishments Portfolio project with a handout that is distributed to students each semester in Introduction to Business and Principles of Marketing.
5. Submitted Quality Assurance report for two programs (AS Business Administration, AAS Business Management) to ACBSP.
6. Develop Franklin University Alliance with all Business Management programs for transfer ease.
7. Developing proposal for AAS Business Management degree at the proposed Newburgh Branch Campus.
8. Developing proposal for all of the Business Management Degrees to offered on line

### **Mathematics/Computer Science:**

1. Math department reviewed their assessment results from last year and plan to implement some changes in teaching techniques based on these results.
2. The Math department decided on the required and optional topics for each of the courses offered. Wrote SLO and corresponded to the appropriate sections in each text book. These SLO's are given to the adjuncts to insure that the appropriate topics are being covered.
3. Use Mini-Tab, a computer statistical software to supplement Statistics class.
4. Formulated a transition time line for the Computer Science Program to transfer from the Mathematics Department to the Applied Technology Department.
5. Benchmark visits to Hudson Valley Community College and Bronx Community College to investigate their handling of developmental education.

6. Visited Dutchess Community College to investigate the use of computerized programs in their math courses and to look at their math resource room, how it was run, and what support services it offered to students.

### **Applied Technologies:**

1. Redesigned Electrical Engineering Technology curriculum to reflect current trends in telecommunications technology. Status – currently filed with the state.
2. Redesigned Architectural Technology curriculum to reflect current trends in Architecture and the use of technology. Status- currently filed with the state.
3. Information Technology (IT) program was significantly reworked to reflect the current trends in networking technology. The program has been changed to Computer Information technology (CIT) – Networking. Status – passed curriculum, SUNY program revision filed with VPAA's office.
4. Computer Information System (CIS) Internet Option was significantly reworked to reflect the current trends in Web Development. The program has been changed to Computer Information technology (CIT) – Web Development. Status – passed curriculum, paperwork being put together to be sent to the state.
5. Computer Information Systems – Programming option has been discontinued.
6. Over the next year, the A.S. in Computer Science will be transferred to the Department of Applied Technology.
7. Computer Information Technology (CIT) – Cyber Security Program has been developed and is currently being reviewed by the consortium.
8. Discussion with Rochester Institute of Technology (RIT) on creating an articulation agreement between RIT Telecommunications and the potential programs in EET.
9. Developed a Computer Literacy course that was granted a Liberal Arts designation. This course emphasizes technology and its impact on society. Students will gain the foundations of critical thinking and research skills.
10. Revised Computer Applications and Graphics to a 3 credit course. Created a book package which included a customized workbook that would incorporate exercises that would be specific to Engineering, Diagnostic Imaging, Visual Communications and Telecommunications.
11. Began discussion with the Business Management Dept., and Accounting and Office Technologies Dept for the revision of Microcomputer Applications.
12. Developed a new Cyber Security degree with Dept of Applied Technology, & Criminal Justice.

### **Accounting/Office Technologies:**

1. Developed and currently collecting and assessing second set of SLO's for all Accounting and Office Technologies Department courses.
2. Survey (mailed) to Accounting graduates and follow-up.

3. Achieved removal of two citations during the reaffirmation process for four programs (AS Accounting, AAS Accounting, AAS Medical Office Assistant, AAS Office Technologies) from ACBSP.
4. Revised the Accounting Procedures Certificate program.
5. Updated the Accounting Practice course.
6. Articulated all Accounting and Office Technologies programs with Franklin University.
7. New DL courses delivered in 55118 Personal Finance, 55206. Records/Information Management and development of 55106 Keyboarding.
8. Increased Web-Enhancements—seven additional course sections.
9. Developed proposal for AAS Office Technologies degree at the proposed Newburgh Branch Campus.
10. Began development of proposal for all Accounting/Office Technologies programs to be offered online.

### **Professional Development**

- All Departments participated in Banner and Portal training.
- The Math department hosted a dinner and Banner Training session for all adjuncts.

### **Accounting/Office Technologies:**

1. Attendance at the Interop Conference/Exhibits on web, September 21, 2006 - Krissler.
2. Attendance at the Eastern Business Educators Association Fall Conference in October 2006 - Krissler.
3. Attendance at the BOCES C-Tec workshop on October 27, 2006 - Krissler.
4. Attendance at a Webinar for Angel, November 2006 - Haring-Robinson, Krissler May 3, 2007 - Krissler.
5. Attendance at the Acrobat 8 Workshop, November 8, 2006 - Messina.
6. Attendance at the Accounting Educator's Conference, November 2006, (Foundation of Accounting Education/NYSSCPA) - Goldberg.
7. Attendance at the NYSUT Conference on Community Colleges, November 2006 - Goldberg.
8. Attendance at the Mid-Hudson Community College Accounting Educators' Conference "Accounting: Tools for Business Decision Makers", February 9, 2007 - Goldberg.
9. Attendance at the Illinois Online Conference, February 12, 2007 - Messina.
10. Attendance and membership at BEAM (Business Educators Association of Mid-Hudson) conferences in March and May 2007 - Krissler.
11. Attendance at NBEA April 5-6, 2007 - Haring-Robinson, Krissler.
12. Attendance and membership at BOCES Craft Consultant conferences - Krissler.
13. Six credits of graduate course work - Stack.

14. Professional memberships in NYSCPA - Vondras AICPA, Business and Professional Women's Club of Middletown – Goldberg, EBEA, NBEA, BEAM, ABC - Krissler, PICA, AAI American Association of Individual Investors -Stack.

#### **Business Management:**

1. Served as a Faculty Mentor for a new, full-time colleague (Fiorello, Winter).
2. Presented at the League for Innovation Conference in Charlotte, NC in October 2006 - Fleming, Winter.
3. Attendance and membership at BEAM (Business Educators Association of Mid-Hudson) - Fleming.
4. Professional memberships in NBEA, EBEA, BEAM, AAUW - White, Fleming, Fiorello.
5. A presenter and participant in the OCCC Leadership Conference in May 2006 - Fleming, Fiorello.

#### **Biology:**

1. 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.
2. The Biology Department is also a member of the Environmental Consortium of Hudson Valley Colleges and Universities.
3. Channel 6, Global Warming Forum Discussion - Jahn, Merriam, Vacura, Verheyden, Zurovchak.
4. Tuesday-Thursday Lecture Series – organized by – Jahn.
5. European Scientific Foundation Conference, Feb. 11-16, 2007 -Verheyden, Keynote speaker.
6. "Greening the Campus" – Environmental Consortium of the Hudson Valley at SUNY Purchase, Nov. 16, 17, 2006 - Vacura, Zurovchak.
7. ESATYCB, Rochester, NY, April 28, 29, 2007 – Merriam.
8. The Kampong of the National Tropical Botany Garden, FL, June 2007 – Merriam.
9. Microsoft Training – CAPE, Feb. 16 & 21, 2007 - DeFazio-Schultz.
10. Safety in the Laboratory, The Laboratory Safety Institute, Natick, MA, May 15, 2007 – Gabrielsen.
11. Pandemic and Public Health – Bird Flu, West Nile, Lyme Disease, Lyceum, Nov. 30, 2006 - Gabrielsen, Traeger, Vacura.
12. America's Scramble for African Energy, Lyceum, Nov. 1, 2006 - Traeger, Vacura.

#### **Mathematics/Computer Science:**

1. Five day workshop on Mathematics and Art - Pinkall

2. Take math courses beyond their masters degrees. Pinkall, Tubbs, Prial

### **Applied Technology:**

#### Electrical Engineering Technology

- i. Professional Memberships in IEEE, NYSETA, Microwave Society, Communications Society
- ii. Attended class on Fundamental of Telecommunications - Bartlett
- iii. Attended class on Wireless Communications - Bartlett
- iv. Training by Frontier in use of new donated equipment - Bartlett, F. Steane, J. Steane.
- v. Currently Teaching a Computer Literacy (Computer, Technology and Society) course at Iona College in the Computer Science Department – F. Steane

#### Architecture

1. Attended a one-day conference on Sustainability and the College Campus. Will be working with Biology faculty to implement ideas from the conference.
2. Presented (3) one-hour lectures for the international travel seminars:
  1. Italian Architecture - Roman to Brunelleschi
  2. Italian Architecture - The Renaissance to Modern
  3. Greek Architecture - An Overview for the non-architect traveler
- a. Through the Center for Teaching and Learning, offered a one-hour presentation to new faculty members on the predictable stresses and workload in typical semesters.
4. Nominated by President Richards and selected by SUNY Chancellor Ryan to participate in a SUNY-wide Leadership Development Retreat in August. It will be a one-week retreat with representatives for 30 SUNY campuses and will include follow-up for one year.

#### CIS/IT

1. Professional Memberships Info Tech Org.
2. Faculty working on PhD in Educational Administration – took 2 graduate courses – Giorgianni.
3. Attended 2 Cyber Security courses – Giorgianni.

### **Collaboration and Partnerships**

1. National Science Foundation SUNY Purchase “STEM” (science, technology, engineering and mathematics) program was instituted. Three science students are attending the summer 2007 research program at SUNY Purchase. This gives the students the opportunity to explore science as a career and the possibility to continue their education with a full scholarship at SUNY Purchase.



2. SUNY Purchase (NSF Grant) "Bridge Program" for minority students interested in science careers- Biology Dept
3. In collaboration with the CTL Cynthia MacMahon offered a seminar on the use of Blackboard.
4. Increased Offering of Community College in the High School:
  - Goshen High School offered a General Chemistry course.
  - The Biology Department partnered with three (3) area high schools (Minisink Valley, Monroe-Woodbury, and S. S. Seward) to offer General Biology I and II sequence.
  - Math courses offered in Washingtonville and Middletown.
  - 55133 Financial Accounting at Pine Bush H.S., 55131 Accounting Principles I at Monroe-Woodbury H.S., Accounting Principles I at Warwick H.S.
  - 55122 Marketing at Minisink H.S
5. Collaboration between Biology faculty and the Orange County Land Trust re faculty-led "Walk-Abouts".
6. A Divisional Brochure was developed to inform students interested in programs within the Division of Business, Math, Science, and Technology
7. Partnering with Cultural Affairs and the lyceum lecture series to offer Continuing Education opportunities for Professional Engineers in Orange County was explored.
8. "Environmental Conservation" and "General Biology" students use the campus stream, pond and gardens as an integral component of their laboratory experience. Efforts to protect these educational assets from disruption/damage are of continuing import to the Biology faculty. Agreement has been achieved between Administration, Facilities and Biology to properly manage these environments.
9. Applied Technology Faculty taught Basic Electricity for Hudson Valley Industry Council through CAPE
10. CEP program with Middletown Academy of Finance (high school Academy students enrolled in 55131 Accounting Principles I, 55122 Marketing & 55216 Management)
11. Hosted BOCES C-Tec students for potential entrance
12. Academies of and Pine Bush H.S. – Accounting/Office Technologies, Business Management
13. BOCES – Craft Consultant Committee – Accounting/Office Technologies
14. New Paltz School of Business Advisory Board - Accounting/Office Technologies, Business Management
15. Program Review evaluation of Business Programs at Corning Community College and Columbia Greene Community College – Accounting/Office Technologies
16. Letters and Curricula Brochures to all Orange County counselors and High School Business Teachers about our curricula – Accounting/Office Technologies
17. Consultant for Dime Bank – Accounting/Office Technologies
18. High School business teachers (BEAM) – Accounting/Office Technologies, Business Management
19. Presented at the Tuxedo HS Career Day in May 2007 – Business Management
20. Program Review evaluation of AAS Business Administration at Westchester Community College – Business Management
21. Joint meeting with the Orange County Business and Tech Prep educators to improve HS to college transitions – Business Management

## **Student Support**

1. A new chemistry study lounge was developed for the Horton building to replace the existing lounge that was disturbed by the construction of the new elevator.
2. The new Harriman Engineering student lounge is nearly complete. The new study lounge will include two new faculty offices.
3. Engineering and Biology students are recruited for peer tutors
4. Approximately 7,400 students utilized the BATCAVERN for 2006-2007AY. This represents about a 15% increase in usage when compared with AY 2005-2006.
5. Agassiz Society members cleaned “Sugar” the mastodon following protocols recommended by a conservation consultant. A DVD was also produced documenting the skeleton’s present condition.
6. A “Natural Air 3000” ionization unit was purchased to destroy preservative/noxious odors in Hudson labs during dissections.
7. The Mathematics Dept held a Saturday morning review December 9 and May 5 to review for finals. Over 250 students attended in the fall and over 200 students attended in the spring.
8. Harriman 305 is being renovated to serve as a larger space for the Math Resource Room. Two faculty offices will be built connected to this room. Placement of these faculty offices will lend even greater support to the students.
9. Expanded hours for 4 open labs (BT 251 and BT 121, 113 and 115). Hired 7 work study students to keep labs open 5 days, morning, afternoons, and one evening
10. Architecture held an afternoon tea in order to give female students the opportunity to meet and talk with other women already established in their field of Architecture.
11. The Computer Club was very active with student computer repairs,
12. The Chess Club is looking to create competitions, first within the club, then to include campus wide
13. Hosted two events for students to meet with Franklin University Alliance programs for transfer with Accounting and Office Technologies degrees.
14. Open lab, HA 215, supervised by three work study students and open until 4 p.m. on four days
15. Business Club maintains an active roll on campus
16. The Management/Marketing Club is very active and developed their own brochure

## **ACCOUNTING/OFFICE TECHNOLOGIES AY 2006-2007**

Submitted by: Suzanne P. Krissler, Department Chair

### **TECHNOLOGY – (by Department planning process and AVP Festa)**

- Two computer labs updates scheduled for Summer 2007, HA 217 and HA 215
- Accounting/Office Tech chair's computer update completed
- New computer projector remote presenter for PowerPoint slide presentations
- Smart Station HA 211A installation to be completed summer or fall 2007

### **TEACHING AND LEARNING (curriculum accreditation and design)**

- Achieved removal of two citations during the reaffirmation process 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 assessment of all programs and faculty files **(Krissler)**
- Updated programs, program pages and advisory board lists for the new college catalog **(Krissler)**
- Strengthened the Accounting Procedures Certificate program **(Krissler, Vondras)**
- Franklin University Alliance with all Accounting and Office Technologies programs for transfer ease. Hosted two events for students to meet with Franklin representative in Harriman Hall. **(Krissler, Ruscher)**
- CEP program with Middletown Academy of Finance (high school Academy students enrolled in 55131 Accounting Principles I) **(Krissler)**
- Developed and currently collecting and assessing second set of SLO's for all department courses **(Krissler)**
- Evaluated one adjunct instructor for promotion **(Krissler, Vondras)**
- Evaluated two adjunct instructors **(Krissler)**
- New Accounting Internship further developed Spring 2007 **(Krissler, Vondras)**
- All DL instructors trained in Angel
- New DL courses delivered in 55118 Personal Finance, 55206 Records/Information Management, and development of 55106 Keyboarding **(Stack, Terrizzi, Krissler)**
- Increased Web-Enhancements—seven additional course sections **(Krissler, Messina, Goldberg, Stack)**
- Survey (mailed) to Accounting graduates and follow-up. **(Vondras, Ruscher, Nadeau)**
- Developed proposal for AAS Office Technologies degree at the proposed Newburgh Branch Campus **(Krissler)**
- Began development of proposal for all Accounting/Office Technologies programs to be offered online **(Krissler)**

### **STUDENTS**

- New Franklin University Articulations for all business degrees—AS and AAS. Two students transferred in January 2007. **(Academic Affairs, Krissler)**
- Open lab, HA 215, supervised by three work study students and open until 4 p.m. on four days **(Krissler, Nadeau, Ruscher)**
- Expanded office hours by adjuncts at Middletown and Newburgh **(Krissler)**
- New program color cluster brochures—Business and Health Careers **(Krissler)**
- Member of Board of Inquiry **(Krissler)**
- Additional advising hours in Summer 2006 and January 2007 **(Krissler, Vondras)**
- Business Club Scholarship Essay evaluator **(Krissler)**
- Attendance by Department at the fall & spring Open House, Admission Nights, and Early Registrant Registrations **(Krissler, Goldberg, Stack, Vondras)**
- Developed and purchased promotional items for prospective students and h.s. teachers **(Krissler)**
- Updated the Accounting Practice course **(Goldberg, Vondras)**
- Updated the Keyboarding course to web-based software **(Krissler)**
- Hosted two Franklin University visits in September and in February, including class visits, one-on-one student appointments, and future contacts **(all department faculty)**
- D. Goldberg is the advisor to the Business Club **(Goldberg)**
- J. Vondras is the chair of the Scholarship Committee **(Vondras)**
- Hosted BOCES C-Tec students for potential entrance, October 27, 2007 **(Krissler, all Accounting/Office Technologies and Business Management faculty)**
- Advising letters to all majors, fall and spring semesters, re curriculum content and offerings **(Krissler, Ruscher, Nadeau)**
- Appeals Board attendance and advisement, May 2007 **(Krissler)**

## **PROFESSIONAL DEVELOPMENT**

- Attendance at the Interop Conference/Exhibits on web, September 21, 2006 **(Krissler)**
- Attendance at the OC Guidance Counselor's Meeting, September 26, 2006 **(Goldberg)**
- Annual meeting and membership with SUNY New Paltz School of Business Advisory Board in October 13, 2006 **(Vondras)**
- Attendance at the Eastern Business Educators Association Fall Conference in October 2006 **(Krissler)**
- Attendance at the BOCES C-Tec workshop on October 27, 2006 **(Krissler)**
- Hosted a meeting with the high school business teachers on November 1, 2006 **(Krissler)** also in attendance **(Goldberg, Vondras)**
- Attendance at a Webinar for Angel, November 2006 **(Haring-Robinson, Krissler)**, May 3, 2007 **(Krissler)**
- Attendance at the Acrobat 8 Workshop, November 8, 2006 **(Messina)**
- Attendance at the Accounting Educator's Conference, November 2006, (Foundation of Accounting Education/NYSSCPA) **(Goldberg)**

- Attendance at the NYSUT Conference on Community Colleges, November 2006 **(Goldberg)**
- Attendance at the Mid-Hudson Community College Accounting Educators' Conference "Accounting: Tools for Business Decision Makers", February 9, 2007 **(Goldberg)**
- Attendance at the Illinois Online Conference, February 12, 2007 **(Messina)**
- Attendance and membership at BEAM (Business Educators Association of Mid-Hudson) conferences in March and May 2007 **(Krissler)**
- Attendance at NBEA April 5-6, 2007 **(Haring-Robinson, Krissler)**
- Attendance and membership at BOCES Craft Consultant conferences **(Krissler)**
- Attendance and membership at monthly Academy of Finance meetings **(Krissler)**
- Six credits of graduate course work **(Stack)**
- Incorporation of professional subscriptions into classroom: Wall Street Journal, Business Week, **(Vondras)** Office Professional **(Krissler)**
- Professional memberships in NYSCPA **(Vondras)** AICPA, Business and Professional Women's Club of Middletown **(Goldberg)** EBEA, NBEA, BEAM, ABC **(Krissler)**, PICA, AAI American Association of Individual Investors **(Stack)**

## **COLLABORATION AND PARTNERSHIPS**

- Franklin University Alliance **(Academic Affairs, Krissler)**
- CCHS –55133 Financial Accounting at Pine Bush H.S., 55131 Accounting Principles I at Monroe-Woodbury H.S., Accounting Principles I at Warwick H.S. **(Krissler)**
- Academies of Finance with Middletown H.S. and Pine Bush H.S. **(Krissler)**
- High School business teachers (BEAM) **(Krissler)**
- BOCES – Craft Consultant Committee **(Krissler)**
- New Paltz School of Business Advisory Board **(Krissler)**
- CAPE – planning for portal training **(Krissler)**
- Advisory Board activities (Accounting and Office Technologies) to improve curricula **(Krissler, Goldberg, Vondras)**
- Program Review evaluation of Business Programs at Corning Community College and Columbia Greene Community College **(Messina)**
- Letters and Curricula Brochures to all Orange County counselors and High School Business Teachers about our curricula **(Krissler, Ruscher, Nadeau)**
- Advisory Board annual contact—new members and newsletter **(Krissler, Fleming, Ruscher, Nadeau, all Accounting Faculty)**
- Consultant for Dime Bank **(Stack)**

## **APPLIED TECHNOLOGY AY 2006-2007**

Submitted by: Fern Steane, Department Chair

## **TECHNOLOGY**

- Frontier Communications has installed a state-of-the art Telecommunications lab in BT 357
- Printer and 3 –in one printer (Copy, print and scan capability) for Architecture lab BT 355 (Ordered)
- Printer for BT 357 (Telecommunications lab) (ordered)
- 20 computers for Telecommunications lab
- Three faculty printers obtained (CIS group)
- Switches for networking class (donated - used)
- Complete new desks and chairs for Telecommunications and Architectural technology labs (BT 357 and 355)
- 20 copies of updated Autodesk (Architecture)
- 20 Copies Creative Suite CS3 (Architecture)
- Sketchup-Pro v6 (Architecture & EET) process of being ordered
- Multi-Simmm (Academic license upgrade v10) for EET
- Upgraded Quartus CPLD Digital software for Digital Electronics
- White Boards ordered and due to be installed in BT 357 and 355 over the summer.
- New computer for Department Chair due to be installed over the Summer
- Upgraded electrical wiring for BT 357 and 355
- Installed new air conditioning unit for BT 357 and 355
- Had Omni Locks installed BT 355 and 357

## **Teaching and Learning (curriculum change/program change)**

- Electrical Engineering Technology curriculum given final Telecommunications upgrade to reflect current trends in technology. Status – currently filed with the state.
- Architectural Technology curriculum has made significant changes in its delivery system of numerous courses. In addition, the program has undergone significant changes to reflect current trends in Architecture and the use of technology. Status- currently filed with the state.
- Information Technology (IT) program was significantly reworked to reflect the current trends in networking technology. The program has been changed to Computer Information technology (CIT) – Networking. Status – passed curriculum, paperwork being put together to be sent to the state.
- Computer Information System (CIS) Internet Option was significantly reworked to reflect the current trends in Web Development. The program has been changed to Computer Information technology (CIT) – Web Development. Status – passed curriculum, paperwork being put together to be sent to the state.

- Computer Information Systems – Programming option has been discontinued. Over the next year, the A.S. in Computer Science will be transferred to the Department of Applied Technology.
- Computer Information Technology (CIT) – Cyber Security Program has been developed and is currently being reviewed by the consortium.
- Met with Rochester Institute of Technology (RIT) to discuss our curriculum changes and to begin talks on creating an articulation agreement between RIT Telecommunications and the program in EET. Currently waiting for final state approval before finalization.
- Developed a Computer Literacy course that was granted a Liberal Arts designation. This course emphasizes technology and it's impact on society. Students will gain the foundations of critical thinking and research skills.
- Upgraded Computer Applications and Graphics to a 3 credit course. Put together a book package (which this course never had before) and included a customized workbook that would incorporate exercises that would be specific to Engineering, Diagnostic Imaging, Visual Communications and Telecommunications.
- Search Commenced for new FT – Tenure track Architectural Technology Instructor
- Search Commenced for new FT – Tenure track Computer Science Instructor, who will be hired by the Applied Technologies Department in anticipation of moving Computer Science into the department.
- Began discussion with the Business Department for the upgrade of Microcomputer Applications.
- College Catalog updated for all areas.
- Web Site currently under construction

## **Students**

- Expanded hours for 4 open labs (BT 251 and BT 121, 113 and 115). Hired 7 Work students to keep labs open 5 days, morning, afternoons, and one evening
- Office hours for daytime adjuncts both Middletown and Newburgh
- Architecture held an afternoon tea in order to give female students the opportunity to meet and talk with other women already established in their field of Architecture. (Stacey)
- Work begun on creating an annual event dealing with women in non-traditional fields
- Clubs:
  - Computer Club – active – Student Computer Repairs
  - Chess Club Active – looking to create competitions, first within the club, then to include campus wide

## **Professional Development**

- Electrical Engineering Technology

- Professional Memberships in IEEE, NYSETA, Microwave Society, Communications Society
- Attended class on Fundamental of Telecommunications (Arlin)
- Attended class on Wireless Communications (Arlin)
- Training by Frontier scheduled for July – 1 week in use of new donated equipment (Arlin, Fern and James)
- Gave talk on new Telecommunications to the members of the Guidance Counselor Association (Dept Chair)
- Area of Electrical Engineering Technology and Architecture Technology adopted 2 families for Christmas (Stacey and Fern)
- Currently Teaching a Computer Literacy (Computer, Technology and Society) course at Iona College in the Computer Science Department. (Fern)
- Architecture (Stacey)
  - Attended a one-day conference on Sustainability and the College Campus. Will be working with Biology faculty to implement ideas from the conference.
  - Presented (3) one-hour lectures for the international travel seminars:
    - Italian Architecture - Roman to Brunelleschi
    - Italian Architecture - The Renaissance to Modern
    - Greek Architecture - An Overview for the non-architect traveler
  - Through the Center for Teaching and Learning, offered a one-hour presentation to new faculty members on the predictable stresses and workload in typical semesters.
  - Nominated by President Richards and selected by SUNY Chancellor Ryan to participate in a SUNY-wide Leadership Development Retreat in August. It will be a one-week retreat with representatives for 30 SUNY campuses and will include follow-up for one year.
- CIS/IT
  - Professional Memberships Info Tech Org
  - Faculty working on PhD in Educational Administration – took 2 graduate courses (Tom)
  - Attended 2 Cyber Security courses (Tom)
- All Faculty trained in Banner, Portal Email and Calendar

### **Collaboration and Partnerships**

- CAPE:
  - Faculty taught Basic Electricity for Hudson Valley Industry Council (Sp 07)
  - Facilitated Faculty/Staff training for Banner, Portal, and Calendar training in Departmental Labs
  - Facilitated Adjunct Faculty training for Banner, Portal, and Calendar training in Departmental Labs



- Currently working with CAPE in developing Faculty training programs
- Frontier Communications – working on expanding internships
- Nursing Department – made labs available so they could make use of the opportunity they had to take part in a free norming assessment of nursing content questions. We were able to accommodate all of their students
- Biology Department – made labs available to the students for a class so that they could become familiar with Excel.

**BUSINESS MANAGEMENT  
AY 2006-2007**

Submitted by: Lucinda Fleming, Department Chair

## **TECHNOLOGY**

- Began replacement of classroom equipment in HA 211B (Table and chairs)
- White & Markovits desktop replaced
- Smart Stations in HA 211B, 200, 201 replaced.

## **TEACHING AND LEARNING (curriculum change/program design)**

- Submitted Quality Assurance report 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) to ACBSP- required every other year for accreditation. (Lucinda Fleming)
- Continued collection and assessment of the Student Learning Objectives for all Business Management courses (all faculty)
- Updated programs, program pages, and advisory lists in new college catalog (Lucinda Fleming)
- Franklin University Alliance with all Business Management programs for transfer ease. Hosted two events for students to meet with the Franklin representative in Harriman Hall (all faculty allowed him to visit their classrooms)
- Evaluated adjunct instructors (3 for fall semester) and developed dialogue to improve learning and teaching with them (Eric Brooks, Elizabeth White, Barbara Fiorello)
- Submitted four adjuncts for promotion from Instructor to Assistant; submitted one instructor for promotion from Assistant to Associate. (Lucinda Fleming)
- Continued dialogue on grade distributions/grade inflation/student responsibilities (all faculty)
- Instituted a formalized Accomplishments Portfolio project with a handout that is distributed to students each semester in Introduction to Business and Principles of Marketing. (all faculty)
- CEP program with Middletown Academy of Finance (high school Academy students enrolled in 55122 Marketing & 55216 Management)(Lucinda Fleming)
- PM Express courses at Newburgh Extension Center in Human Resource Management (Robert Mullin)
- Migration of all DL courses from Blackboard to Angel (for Fall 2007) (Eric Brooks, Lucinda Fleming, Elizabeth White, Steve Winter, Cathy Terrizzi)
- Honors Seminar Course in Monopoly Power (Lucinda Fleming)

## **STUDENTS**

- Open lab, HA 215, supervised by work study students and open until 4 pm on four days (Fleming, Krissler, Nadeau, Ruscher)
- Attendance by Department at the fall & spring Open House and the Admissions Nights (Elizabeth White, Steve Winter, Barbara Fiorello)
- Additional Advising hours for early registration periods (all FT faculty)
- Revision of Cluster Marketing Brochure for our programs (FT Faculty)
- Developed and purchased promotional items for prospective students & HS Business Teachers (Fleming)
- Advisor of Management/Marketing Club (Elizabeth White, Lucinda Fleming)
- Scholarship Essay evaluator for Business Club (Elizabeth White, Sam Markovits, Richard Guertin, Barbara Fiorello)
- Served on Review Board for Developmental Students (Barbara Fiorello, Sam Markovits)

## **PROFESSIONAL DEVELOPMENT**

- Served as a Faculty Mentor for a new, full-time colleague (Barbara Fiorello, Steve Winter)
- Presented at the League for Innovation Conference in Charlotte, NC in October 2006 (Lucinda Fleming, Steve Winter)
- Annual meeting and membership with SUNY New Paltz School of Business Advisory Board in October 2006 (Lucinda Fleming)
- Attendance and membership at BEAM (Business Educators Association of Mid-Hudson) (Lucinda Fleming)
- Attendance and membership at monthly Academy of Finance meetings (Lucinda Fleming)
- Incorporation of professional subscriptions into classroom: Wall Street Journal, Chronicle, New York Times (all faculty)
- Hosted a meeting with high school business teachers on November 2006 (all FT faculty)
- Professional memberships in NBEA, EBEA, BEAM, AAUW (Elizabeth White, Lucinda Fleming, Barbara Fiorello)
- A presenter and participant in the OCCC Leadership Conference in May 2006 (Lucinda Fleming, Barbara Fiorello)

## **COLLABORATION AND PARTNERSHIPS**

- CCHS –55122 Marketing at Minisink H.S., proposed Business & Marketing courses for Fall 2007 at Warwick (Lucinda Fleming)
- Academies of Finance with Middletown H.S. and Pine Bush H.S. (Lucinda Fleming)
- High School business teachers (BEAM) (Lucinda Fleming)
- Presented at the Tuxedo HS Career Day in May 2007 (Lucinda Fleming)

- New Paltz School of Business Advisory Board (Lucinda Fleming)
- Advisory Board activities (Business Management) to improve curricula (all FT faculty)
- Program Review evaluation of AAS Business Administration at Westchester Community College (Lucinda Fleming)
- Developing proposal for AAS Business Management degree at the proposed Newburgh Branch Campus (Lucinda Fleming)
- Developing proposal for all of the Business Management Degrees to be offered online (Lucinda Fleming)
- Joint meeting with the Orange County Business and Tech Prep educators to improve HS to college transitions (Barbara Fiorello, Steve Winter, Elizabeth White, Sam Markovits, Eric Brooks, Lucinda Fleming)
- Served on Governance Committees (Barbara Fiorello, Elizabeth White, Lucinda Fleming, Steve Winter)

## **SCIENCE & ENGINEERING**

## **AY 2006-2007**

Submitted by: John Wolbeck, Interim Department Chair

### **Technology:**

10. The department received 2 new faculty computers. One desktop unit for John Wolbeck and one laptop unit for the “roll around” cart used for classroom demonstrations. Accomplished by John Wolbeck and John Cummins
11. \$3,800 Grant developed and submitted for a new “Smart Board” for the Newburgh campus, Room Key 317. Accomplished by Cynthia MacMahon and the Center for Teaching and Learning.
12. \$97,000 Grant developed and submitted for a new FITR spectrometer and a gas chromatograph spectrometer. Accomplished by Timothy MacMahon, Cynthia MacMahon, and Lynne Sheren (Grant Coordinator).
13. \$988 Grant approved for a new learning physics innovation laboratory. Accomplished by John Wolbeck and the Center for Teaching and Learning.

### **Curriculum and Program Design**

1. General Education assessment was completed for all of the courses that serve the natural sciences gen ed silo. The results were very good with 92% meeting or exceeding the criteria. Accomplished by John Wolbeck and Christine Work
2. Integration of the Architectural technology program into the Department of Science and Engineering is nearly complete. The arch tech operating budget for 2007/2008 was added to engineering’s and the catalog now reflect this change. Accomplished by Stacey Moegenburg and John Wolbeck.
3. The evening engineering program has officially started. This year we offered General Physics 1 & 2 with calculus and Engineering 2 [C++] in the evening. Accomplished by John Wolbeck, John Cummins, Paul Rickard, and Judith Schwartz.

### **Professional Development.**

2. The Department of Science and Engineering completed Banner training.
3. The Department of Science and Engineering completed Portal training.

### **Collaboration and Partnerships.**

1. Articulation agreements with Clarkson University and Manhattan College for the seamless transfer of our AS Engineering students were completed this year. Accomplished by John Wolbeck and John Cummins.
2. SUNY Purchase “STEM” (science technology engineering and mathematics) program was developed. Three of our science students are attending the summer 2007 research program at SUNY Purchase. Accomplished by Timothy MacMahon.
3. In collaboration with the CTL Cynthia MacMahon offered a seminar on the use of Blackboard. Accomplished by Cynthia MacMahon and the center for teaching and learning.

4. CCHS, community college in the high school. Goshen High School offered a General Chemistry course this year. Five students were successful. Accomplished by Timothy MacMahon.
5. A Divisional Brochure was developed to inform students interested in programs within the Division of Business, Math, Science, and Technology. I was responsible for developing a summary of the AS degree in Engineering. It included information about courses, campus life, and the future career paths of our graduating engineers. Accomplished by Dr. Melody Festa and the chairs of the BMST division.
6. Partnering with Cultural Affairs and the lyceum lecture series to offer Continuing Education opportunities for Professional Engineers in Orange County was explored. We hope to formalize this process by next year. Accomplished by Dorothy Szefer and John Wolbeck.

### **Student Support**

1. The new Harriman Engineering student lounge is nearly complete. Faculty spent the winter break moving the laboratory equipment to make room for the new lounge. They then spent the remainder of the semester removing all of the ancillary equipment and storage units. The new study lounge will include two new faculty offices. Accomplished by John Wolbeck, John Cummins, and the generous assistance of the Facilities department.
2. A new chemistry study lounge was developed for the Horton chemistry building to replace the existing lounge that was disturbed by the construction of the new elevator. The old chemistry storage room was cleared out so that construction can start this summer. Accomplished by Larry O'Brien and Timothy MacMahon.
3. The sophomore Engineering students were recommended as tutors again this semester. Having the engineering students tutor helps them to better understand the material themselves and allows them to "give back" a little of what they have been given here at SUNY Orange. Accomplished by John Wolbeck and the Tutorial Center.

## **BIOLOGY AY 2006-2007**

Submitted by: Dr. Frank Traeger, Department Chair

The Biology Department sponsors the A.S. Degree in Liberal Arts and Sciences (Natural Science/Biology Emphasis) and participates in the 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 SUNY General Education requirements.

The challenges of the Biology Department are rapid growth, limited physical space for expansion, and a continuing need for increased full-time, tenure-track faculty and staff to support Newburgh expansion. Enrollment in biology courses has more than doubled in the last five years while the BATCAVERN (BT-155) our Biology Learning Center handled over 7,400 student visits this year. 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 Newburgh and to more fully participate in other collaborative ventures. The following sections of this review highlight the activities of the Department AY 2006-2007 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.

### AY 2006-2007

#### TECHNOLOGY

- Biology Department Website – ongoing development of the departmental website. In addition to faculty profiles, course descriptions/syllabi, our website now includes sections featuring “Careers in Biology”, “BATCAVERN Services”, and Agassiz Society Activities – Monty Vacura, Webmaster
- Monty Vacura has designed a “link” to assist students in “Introduction to Biology”
- Walter Jahn has web enhanced his sections of “A & P I, II”. (Walter also continues to offer “Prehistoric Life” and “Biology for Today” as DL courses).
- Walter Jahn and Monty Vacura have worked to increase material available on a website they developed to profile local flora and fauna of Orange County. Images from this website have been used with effect to create “Bulletin Board Presentations in Hudson Hall highlighting seasonal changes of flora/fauna in our local vicinity.

#### TECHNOLOGY UPGRADES

- During AY 2006-2007, six (6) new desktop computers were purchased and assigned to Biology faculty and staff as follows:  
 Grace Gloeckler    Michele Paradies    Monty Vacure  
 Jennifer Merriam    Arlene Stefane    Joseph Zurovchak
- “Smart Carts” – Five (5) laptop computers and three (3) LCD projectors were purchased to replace obsolete/dysfunctional units and to expand our fleet. We now have six (6) complete systems available for faculty classroom/laboratory use in Bio Tech and Hudson.

#### FACILITIES AND NON-COMPUTER TECHNOLOGY

- Ten (10) Nikon E100 Compound Microscopes were purchased and set up in Hudson 101 where they will be used by students in “General Biology I and II” labs. This acquisition completes the “re-outfitting” of the lab with new microscopes replacing microscopes dating back 30-50 years.
- Thirteen (13) “Leica Zoom 2000” dissecting microscopes were acquired for use by students in various biology classes (General Biology I, II, “Diversity of Life”, “Introduction to Biology”, etc.). They are stored in Hudson 101.
- Forty (40) chairs were purchased to replace fifty-year-old stools in Biology labs located in Hudson 101 and 105; used by “General Biology” and “Introduction to Biology” students. These chairs have adjustable height controls, backs, and wheels and contribute to comfort and safety of the laboratory learning environment.
- A “Natural Air 3000” ionization unit was purchased to destroy preservative/noxious odors in Hudson labs during dissections. (This has worked fairly well and we will purchase an additional unit in the future).

#### CURRICULUM CHANGE/PROGRAM DEVELOPMENT

- Curriculum Committee approved “Ecology” course – (course developed by Drs. Joe Zurovchak and Jennifer Merriam, curriculum proposal and transferability research by Dr. Frank Traeger).
- Curriculum Committee approved prerequisite change for Anatomy & Physiology I (now either “Introduction to Biology” or “General Biology I AND II” are required) – Curriculum Committee proposal/presentation by Frank Traeger.
- Curriculum Committee approval of Biology proposal to remove “Human Biology” from SUNY General Education list.
- All departmental courses were assigned new designations in the alpha-numeric format as required by Banner.



- The Department is working with Christine Work (Director of Institutional Research and Assessment) to survey our SUNY General Education Offerings. Report to be completed Summer 2007.
- Worked in collaboration with other BMST departments to create informational brochure highlighting programmatic offerings.

### TEACHING AND LEARNING

- Increased the number of sections of “Introduction to Biology” offered at NEC.
- Developed a lab facility (KEY 317) to enable “Diversity of Life” to be taught at NEC. One lecture and two lab sections of “Diversity” were offered at NEC in both Fall 2006 and Spring 2007 semesters. Technical Assistants Kirsten Gabrielsen and Marie DeFazio-Schultz were instrumental in this effort.
- The Department participated in the “PM-Express Schedule” at NEC offering “Nutrition” Wednesday afternoons both Fall 2006 and Spring 2007.
- Participation in “Honors Program”; one section of “Prehistoric Life” was taught as an Honors Program offering, Fall 2006 and Spring 2007 by Dr. Walter Jahn.
- “Environmental Conservation” and “General Biology” students use the campus stream, pond and gardens as an integral component of their laboratory experience. Efforts to protect these educational assets from disruption/damage are of continuing import to the Biology faculty. Agreement has been achieved between Administration, Facilities and Biology to this end.

### STUDENT SERVICES

- Participation by departmental faculty/staff in all “Admissions Open Houses”, “Early/Late Registration” events, and “New Student Orientation” – Frank Traeger (all), Monty Vacura (3 x), Walter Jahn (1 x), Jen Merriam (2 x), Anouk Verheyden-Gillikin (1 x), Grace Gloeckler (1 x), David Logan (1 x).
- BATCAVERN (BT 155) – Our learning/study/tutorial service facility recorded over 3,600 student visits in Spring 2007 and approximately 7,400 for AY 2006-2007. This represents about a 15% increase in usage when compared with AY 2005-2006. David Logan (see “Staffing”) was hired as a full-time, Technical Assistant to supervise and facilitate BATCAVERN operations. The success of the BATCAVERN owes much to its staff, Penny Gullette and David Logan.
- Support of Agassiz Society (Biology Club); advisors Grace Gloeckler, Jennifer Merriam. This year Agassiz Society members assisted Walter Jahn and Frank Traeger in cleaning “Sugar” our mastodon following

protocols recommended by a conservation consultant. A DVD was also produced documenting the skeleton's present condition.

### STAFFING

- The Biology Department added a new tenure-track faculty position in the Fall of 2006 to partially accommodate a much expanding student population. This position is now filled by Dr. Anouk Verheyden-Gillikin who brings much energy and talent to the Department. This year she has taught "Introduction to Biology", "General Biology II", and "Diversity of Life".
- Temporary, full-time Technical Assistant positions (2) held by Kirsten Gabrielsen and Marie DeFazio-Schultz were converted to tenure-track status. These positions support Biology Department and Laboratory Technology course offerings re equipment purchase, lab set-up, reagent preparation, etc. both at Middletown and NEC. Coverage from 8:00am through 8:00pm is needed due to expanded evening course scheduling ("A & P I, II", "Introduction to Biology", "General Biology", "Microbiology for Health Professions").
- The temporary position of BATCAVERN Supervisor held by David Logan was converted to a full-time, tenure-track, Technical Assistant position. This will enhance our efforts to ensure year-round operation of the facility and service to students. As noted, this facility logged over 3,600 student visits during the Spring 2007 Semester.
- During Spring 2007 the Department engaged in a successful national search for a tenure-track instructor to teach (primarily) Anatomy & Physiology courses. This position was justified by faculty loading/staffing data developed by the Department chair showing strong need in this area.
- Dr. Melody Festa, AVP-BMST, will return to the Department to fulfill a need for a full-time faculty member to support programmatic growth at NEC.

### PROFESSIONAL DEVELOPMENT

- 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. -

Highlights follow:

Presentations

- European Scientific Foundation Conference, Feb. 11-16, 2007  
Anouk Verheyden, Keynote speaker
- Channel 6, Global Warming Forum Discussion  
W. Jahn, J. Merriam, M. Vacura, A. Verheyden, J. Zurovchak
- Tuesday-Thursday Lecture Series – organized by Walter Jahn

Seminars/Meetings/Workshops

- America's Scramble for African Energy, Lyceum, Nov. 1, 2006  
Frank Traeger, Monty Vacura
- "Greening the Campus" – Environmental Consortium of the Hudson Valley at SUNY Purchase, Nov. 16, 17, 2006  
Monty Vacura, Joe Zurovchak
- Pandemic and Public Health – Bird Flu, West Nile, Lyme Disease, Lyceum, Nov. 30, 2006 - Kirsten Gabrielsen, Frank Traeger, Monty Vacura
- ESATYCB, Rochester, NY, April 28, 29, 2007  
Jennifer Merriam
- Safety in the Laboratory, The Laboratory Safety Institute, Natick, MA, May 15, 2007  
Kirsten Gabrielsen
- Microsoft Training – CAPE, Feb. 16 & 21, 2007  
Marie DeFazio-Schultz
- The Kampong of the National Tropical Botany Garden, FL, June 2007  
Jennifer Merriam

COLLABORATIONS AND PARTNERSHIPS

- Community College in the High School. During AY 2006-2007 the Biology Department partnered with three (3) area high schools (Minisink Valley, Monroe-Woodbury, and S. S. Seward) to offer our General Biology I and II sequence. Dr. Jennifer Merriam served as "mentor" to high school-based adjunct faculty during Fall 2007.
- BOCES New Visions Program (General Biology I, II). Our first-year adjunct instructor, Eileen Morano received high praise for her work in this program and will continue next year bringing much enthusiasm and knowledge to her students.
- SUNY Purchase (NSF Grant) "Bridge Program" for minority students interested in science careers. Monty Vacura replaced Dr. Walter Jahn as Departmental liaison for this program.
- Collaboration with SUNY Orange Education Department and SUNY New Paltz in the Jointly Registered Teacher Education Program

(JRTEP); Grades 1-6, 7-12). Dr. Frank Traeger serves as Departmental advisor to students pursuing a Biology Concentration within the program.

- Collaboration between individual faculty and the Orange County Land Trust re faculty-led “Walk-Abouts”. Participants included: Jennifer Merriam, Joe Zurovchak, Monty Vacura and Tom Alford.

## **MATH & COMPUTER SCIENCE AY 2006-2007**

Submitted by: Judi Schwartz, Department Chair

### **Technology:**

1. Five faculty members received new desktop computers: Andy Delgado, Jackie Flanagan, Ken Hirschel and Fran Cummins.

**Accomplished by Paul Rickard**

2. We installed an updated version of Mini-tab on all computers in R309. This program is used by all of our statistics classes.

**Accomplished by Michell Tubbs**

3. The entire department went through Banner, Portal and Calendar training.

**Accomplished by the entire department**

### **Curriculum and Program Design:**

1. The math department spent the last year and a half discussing the required and optional topics for each of the courses we offer. We formalized our decisions for each course and wrote these up including the appropriate sections in each text book. This not only allowed us as a department to rethink where certain topics belonged but gave us a list to give to our adjuncts so that we know that the appropriate topics are being covered.

**Accomplished by the entire mathematics department**

2. Designed and completed a Computer Science information sheet to be included in a BMST brochure. This sheet included a description of the Computer Science Program, why study Computer Science and why study Computer Science at SUNY Orange.

**Accomplished by Ming Wang and Judi Schwartz**

3. We set up a time line for the transition of the Computer Science Program from the Mathematics Department to the I T Department

**Accomplished by Judi Schwartz, Ming Wang and Melody Festa**

4. Changed the prerequisites for Math for Liberal Arts and Contemporary Mathematics from passing Intermediate Algebra to a C- or better in Intermediate Algebra. The faculty believe that with this change there will be a higher retention rate in these courses.

**Accomplished by Judi Schwartz, Barbara Pinkall and Ann Prial**

5. We reviewed the department's general education assessment results from first cycle of testing done in the spring of 2006. Questions were reviewed, some were improved upon and suggestions were made to improve teaching techniques in those areas where the results were not acceptable.

**Accomplished by the entire department**

**Professional Development:**

1. Judi Schwartz, Andy Delgado and Ann Prial visited Dutchess County Community College to investigate the use of computerized programs in their math courses and to look at their math resource room, how it was run and what support services it offered to students.

**Accomplished by Judi Schwartz, Andy Delgado and Ann Prial**

2. Judi Schwartz went on two benchmark visits to Hudson Valley Community College and Bronx Community College to investigate their handling of developmental education.

**Accomplished by Judi Schwartz**

3. Members of the department continue to take math courses beyond their masters degrees. Ann Prial, Michell Tubbs and Barbara Pinkall took Series and Sequences at SUNY New Paltz.

**Accomplished by Ann Prial, Michell Tubbs and Barbara Pinkall**

4. Barbara Pinkall applied and was accepted to a special five day workshop on Mathematics and Art. She will be attending this in June.

**Accomplished by Barbara Pinkall**

**Collaboration and Partnerships:**

1. Paul Rickard and Judi Schwartz observed two high school teachers that teach in the College in the High School Program. One was in Washingtonville and the other was in Middletown. After each observation we went on a tour of their facilities.

**Accomplished by Paul Rickard and Judi Schwartz**

2. The department hosted a dinner and Banner Training session for all adjuncts.

**Accomplished by Fran Cummins and Jan Stonick**

**Student Support**

1. Once again the Mathematics faculty ran a Saturday morning review December 9 and May 5, 2007 to review for finals. Over 250 students attended in the fall and over 200 students attended in the spring.

**Accomplished by Fran Cummins and the entire mathematics faculty**

2. This summer HA 305 will be renovated. Two faculty offices will be built in this room and the rest of the room will serve as a larger space for the math resource room. The faculty offices will lend and ever greater support to the students. The closer the faculty are to the student the better things work. A coordinator for the resource room has been placed in our plans for next year.

**Accomplished by Paul Rickard and Judi Schwartz**

## **INSTRUCTIONAL TECHNOLOGY**

### **AY 2006-2007**

Submitted by: Andy Conrad, Coordinator

#### **Technology:**

*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*

- Provided 10+ sessions for Portal training including Portal, Email and Calendar
- 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;*

- Working with Accounting/Office Technologies and Business Management to accredit their DL programs through the State Department of Education and SUNY system.
- Trained 5+ instructors in on how to use Excel for their classroom grade book
- Gave 2 Excel sessions to staff in Newburg.

#### **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.*

- Gave presentations about DL at the college to Department Chairs, Divisional meeting, and the faculty-mentoring group.
- Gave 6 sessions on Digital Photography to 35+ faculty and staff participants.
- Gave 17 professional development opportunities for instructors migrating to Angel attended by 39 instructors.

#### **Collaboration and Partnerships**

- Working with the DL Task Force, AVPAA's and Department chairs, developing policies and procedures and assessment as they pertain to online learning.
- Work with the Registrar to keep DL student handouts up to date.
- Work with the Registrar to coordinate the uploading of current DL course information.
- Served as a member of the writing team for the submitted Title III grant.
- Chair the DL Task Force
- Co-chair the Assessment Committee.
- Serve ex-officio on the Information Technology committee within governance.
- Serve ex-officio on the Information Commons Subcommittee
- Serve ex-officio on PBIE
- Serve ex-officio on the Center for Teaching and Learning Taskforce.
- Served on three library search committees.
- Working with the SUNY Learning Network (SLN), plan
- Portal Training:
  - At the direction of Artur Charukhchyan, the portal committee and Cabinet, created 27 online tutorials for how to log on to the portal, how to use the email

and the calendar features. Generated training support materials and trained 14 individuals on how to use the portal. Gave a Train-The-Trainer session to a CAPE instructor.

- Web pages:
  - Updated/created web pages for Academic Affairs.
  - Created web site for CTL.
  - In the process of completing web pages for Assessment.

**Student Support**

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



# **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 2006-2007

Submitted by: Dr. Susan Deer, Associate Vice President

The following goals have been achieved within specific departments within the Health Professions:

### **Technology:**

- All faculty, department chairs and staff received both Oracle and Banner training throughout our division.
- All full-time faculty within the Health Professions departments have been afforded upgraded software as well as hardware as deemed necessary. Computers (either laptops or desktops have been ordered and distributed this year as a part of the plan to have a computer for everyone within the near future.
- Clinical equipment from a technology perspective has been progressively planned out for each of the departments. For example, Dental Hygiene will be adding four new state of the art dental chairs each year over the next several years to upgrade the desperately needed technology within that program. This will be done in collaboration with the general operating budget and VTEA Grant funding.
- Movement Science has taken great strides in infusing technology into physical education and wellness. The Wellness classes will see “clickers” in the future to help incorporate interactive learning; a smart board and new laptops will help provide the same; new software has been purchased to enhance classes in the area of stretching, functional anatomy, and general fitness and wellness.
- The Med Lab Tech Department has purchased much needed technology to help bring the program up to standards. The Pointe 180 Clinical Chemistry Analyzer and the DACII Cell Washer are examples. This upgraded technological equipment affords the students a more hands on experience in the area of lab tech.
- The addition of the new x-ray equipment for Diagnostic Imaging helps tremendously in bringing that program into the 21<sup>st</sup> century.

It is very important that our Health Professions Division be brought into the 21<sup>st</sup> century regarding not only equipment and curriculum but also technology. The college has been remiss in this effort in the past but we seem to currently be making progress. As an institution of higher education we must become the leaders within our programs as opposed to always trying to catch up. This year we have made tremendous strides in the area of technology within the Health Professions as well as hybrid and web enhanced classes. Faculty are receiving much needed technology and are incorporating this technology within the classroom.

We need to continue this commitment to technology. More distance learning courses need to be offered within the Health Professions. Training for students as well as faculty must be incorporated. We require that our faculty take a mandatory training before teaching an online course, we must do the same for students. This will increase retention in DL courses as well as make for a much more positive experience for our students.

As we update technology we must also look at faculty training in new pedagogical techniques for the incorporation of new technology. Innovative ways of involving students through interactive learning is something that all faculty must be trained in.

SimMan has much potential in providing great hands on opportunity for our students within the Health Professions. Training for faculty must be provided as well as incorporating SimMan into the Nursing curriculum. A systematic means of upgrading the Sim technology is something that must be considered as well. We are missing the boat if we do not invest the time for training and the money for upgrades for this very viable interactive learning opportunity for our students.

Whereas the Health Profession Division has been working very hard in upgrading its technology, there needs to be a liaison integration with the Center for Teaching and Learning in incorporating the technology to the classroom. Continuity and utilization are very necessary in order to blend these two areas.

As Nursing and the Paramedic program through the Consortium opens up new avenues of learning, videoconferencing needs a plan. It is something that can very well be utilized within the Health Professions as well as the Consortium programs being offered. The paramedic lab will need a plan for the scheduling of consortium courses as well as lab requirements within the Nursing curriculum since both will be sharing the same space.

### **Curriculum and Program Design**

- The Physical Therapy Assisting program lowered the math standards from Intermediate Algebra to Elementary Algebra. This change has brought the PTA curriculum current with other similar programs in New York State.
- Due to unfortunate circumstances the Massage Therapy Degree Program was deactivated this spring. Low enrollments of incoming students for the fall of 2007 triggered this decision but there were other reasons that contributed as well. An influx of training for MT that provided much competition to our degree program held much weight. The saturation of our county as well as surrounding counties with non-credit program lead to our own demise. If a degree program is necessary in the future to this program then maybe it might be well advised to activate it once again. If not, the recommendation would be to not offer it as a degree program at Orange County Community College, but to investigate the potential for a non-credit certificate program through CAPE.

- Articulation agreements have been continued and have been expanded across the programs within the Health Professions. All department chairs have worked closely with Rosanna Reyes in this effort.
- Within Movement Science, the Concepts of Physical Wellness course was changed from one-half credit to a one credit course with letter grading incorporated as opposed to pass/fail. In our current world of obesity, cancer and general overall poor health this change greatly adds to the holistic education of all of our students. All activity skills classes for majors have been upgraded to 1 credit courses as well making the transferability of these courses a much more smooth process for our students. Course offerings in Newburgh have been also increased since these courses are required for all degree candidates.
- More effort and thought has gone into the Nursing program enrollment. The LPN to RN Transition program has increased the student enrollment in the nursing department (particularly in Nursing 2 and Nursing 4). Efforts have been made to equal out the LPN enrollment with the new freshmen enrollment in order to make sure that we are not overloading our potential. We must keep in mind the faculty, the space that we have, as well as providing every opportunity for our students to experience success within this highly competitive and intense program.
- As assessment must be made as to the successfulness of the LPN transition course as it appears that many of the LPN's are not transitioning well into the RN program. The background to experience success within Nursing 2 appears weak as many LPN's are failing this course. Statistically for this year, only 7 of the 12, or 58%, LPN's actually graduated and only 17 of 24, or 70%, are going on this coming fall.
- The seven credit nursing courses are being investigated since many students are having trouble, in particular, with Nursing 2.
- The Nuclear Medicine non-credit certificate program was initiated this year and although the anticipated enrollment was somewhat higher than our actual enrollment, the program has been a great accomplishment for not only the Diagnostic Imaging Department but for CAPE as well. Efforts, however, need to be made for the housing of this program for the Director who will need office space as well as secretarial needs in the near future if this program is to experience continued success.
- In order to maintain accreditation standards, a serology lab was added within the Med Lab Tech department for the fall of 2006. This lab not only brought us into compliance but it also afforded our students the opportunity to gain skills and knowledge that is required within the workforce.
- The Phlebotomy registration process underwent a much needed revision which now affords an enrollment of qualified and dedicated students based on a much more fair process. This program was also submitted for re-accreditation August of 2006 and

received a continuation of four years which is the maximum amount of time that can be allotted for this accreditation.

- The Exercise Studies program is being re-designed in order to meet certain standard for national accreditation. This accreditation will definitely provide for more recognition for this already very reputable degree program.

### **Professional Development**

- Although I feel that this is an area of weakness for us not necessarily within each field, or department, within the health professions but within pedagogical upgrades, we have as a division experienced some growth. Karen Stephens, PTA, received a Doctorate in Physical Therapy from Dominican College this spring.
- Our division is extremely diligent in attending National and State Conferences. In Dental Hygiene, three faculty members attended the state conference on Long Island; In Movement Science, the members of the department attended the ABCA Nation Convention, the Childhood Obesity Epidemic Conference, the SUNY Assessment Critical Thinking Conference, and the Equipment Manages conference; In Occupational Therapy, department members attended both the Regional and State Occupational Therapy Conferences; in Diagnostic Imaging, the chair and one faculty member attended the regional conference for Rad Tech.
- Faculty and chairs within the Health Professions have continued to maintain continuing education as mandated by each individual licensure requirement.
- In the area of Med Lab Tech, there has been ongoing development in the areas of NYS licensure as many of the department members have received their licenses and have also participated in meeting, forums and conference call to help revise the regulations of the licensure law newly implemented within New York State.
- Two department members from Med Lab Tech attended a grant funded workshop in Newburgh entitled Exploring the Health Professions.
- Kristen Gabrielson attended a one day workshop entitled, "Safety in the Laboratory" in Natick, Mass.
- Nadia Rajsiz has been appointed to the NYS Council on Human Blood Transfusion Services by former governor George Pataki. She also attended the NACMID Microbiology Conference addressing emerging infectious diseases as well as interesting case studies in the areas were presented.

### **Collaboration and Partnerships**

- The Physical Therapy Program has worked hard to get the program on track this year. The future holds great promise for continuing education opportunities for professional personnel currently in the field. This collaboration will take place with CAPE.
- A plan in the future needs to be developed regarding the direction of the Massage Therapy program. This direction needs to incorporate the current Massage Therapy curriculum along the non-credit lines and collaborating with CAPE in the actual implementation of such. Discussions have taken place and it is now up to interested constituents to develop such a plan. The money making opportunities associated with this plan can be the motivating factor behind such a drive.
- In Movement Science there was a very successful community outreach in the annual Girls and Sports Day this spring. There was also a collaborative effort with the OTA department in application of a learning innovation grant. It is also to be noted that Sharon Ahearn will be the new liaison to the Hudson Valley Consortium of Homeland Security and Domestic Preparedness.
- The OTA program has made extended efforts in reaching out to the community by reaching out to the Warwick School District as well as the Orange County Early Intervention Program. These programs are designed to incorporate workshops related to Sensory Integration & Occupational Therapy specific to K-12 teachers as well as parent seminars related to play activities and adapted toys for special needs children populations.
- The Movement Science Department ran another very successful Personal Training Class offering students and opportunity to not only receive a certificate from SUNY Orange but to also sit for a national certification exam. This program continues to be highly successful and is another example of a very positive collaborative effort with CAPE.

### **Student Support**

It is in my opinion that one of the biggest accomplishments of the Health Professions Divisions has been in the revision of the Admission Criteria for acceptance into each of these program. Although a battle at times between Admissions personnel and departmental chairs, the end result came to terms in the best interest of the student as well as the college. This was the first year of its implementation and it had already surpassed its intent. All of the programs within the Health Professions are fully enrolled and have substantial waiting lists with a fair and equitable process for enrollment selection. All of our lowly enrolled programs are fully enrolled for the fall of 2007.

My only concern is for the Radiologic Technology program. There continues to be a highly competitive market for application into this program and it is now estimated that a student must wait up to two years after fulfilling their requirement of 27 credits to qualify for

acceptance into this program. It is my recommendation that the department in collaboration with the Director of Admissions consider the grade point average of qualified applicants as an additional criterion for acceptance into this highly competitive program. The opening of more seats is truly not the answer as the cost, as well as the faculty availability, is not realistic and the market seems to be becoming over saturated as quality graduates enter the workforce. A diversity in skills and the offering of non-credit licensed programs such as our current Nuclear Medicine, and a look at the future for Pharmacy Tech and Sonography may be the avenue to pursue.

The incorporation of a Pre-Admission Orientation will hopefully add to the retention rates within the Health Professions. Tracking of this data is essential in order to assess the success of this newly implemented orientation.

I would think that more open lab hours as well as more opportunities like the “Bat Cavern” will help provide tutorial services for our students as well as a student bonding that will guide students through academically rigorous Health Professions programs.

### **Overview**

It has been the goal of the Health Professions Division this year to try and increase enrollment in PTA, OTA, Med Lab Tech and Exercise Studies. So far we have increase enrollments in all of these areas. Second, we have been concerned about the quality of our students and retention rates. As a result of the new admissions criteria we are all confident that we will achieve this goal as well.

Technology is being upgraded as faculty receive and implement new hardware and software. We are also experiencing at worst two people sharing a computer within the faculty as opposed to four people sharing a computer as we have experienced in the past.

The general feel, however, is that the college, in particular the academic arena, is pushing too hard and too fast and that faculty and chairs are burning out. There needs to be time to work with the new and not to forget the students needs which are basically human in nature. Students need guidance, they need direction, and they need faculty/chairs to provide them with the time that it takes to help them continue to make positive academic progress.

There are still departments that are understaffed; this is true with either full-time faculty or support staff in general. Movement Science is very understaffed as far as full-time faculty is concerned. The ratio of FT to PT is staggering and needs some serious consideration in the future. The Rad Tech program needs some re-organization and some special considerations with regard to dealing with the number of applications received for the program and the minimum number of students actually accepted into the program. Faculty are hard to get on a part-time basis due to the specialization needed and the amount of money that we pay adjuncts.

All of the health profession programs could use more lab techs and more open lab hours. This is true for not only the day but for the evenings and weekends as well. If we are going to look at new entry points regarding admission into programs and creative scheduling to accommodate the non-traditional student then we must also look into hiring new support personnel and qualified faculty to meet this need.

The OURS Consortium will impact the Health Professions and the college administration must provide not only the funds but also the support personnel to the departments within are division who will be active participants. The Emergency Management Degree as well as the Paramedic Services Degree will directly impact our division. This needs to be well thought out and planned in order to not only provide top level programs for the college and the Consortium but to also make sure that we do not negatively impact our own students as a result. The careful scheduling of facilities as well as responsibility for that scheduling must be made a top priority if all programs are going to run smoothly and successfully. Sponsoring departments for each of these degrees/programs must be carefully thought out as to not over-tax the already burdened department chairs. Communication is important as a committee amongst college personnel must be formed specific to the Consortium. Decisions and brainstorming on marketing, the sponsoring of programs, admissions, records and registration, the role of Newburgh, student transitioning, etc. will all flow smoother if there is a collaboration of key personnel on campus.

The complicated issue of drug testing must be investigated more thoroughly from not only an ethical perspective but from a legal one as well. As all programs within the health professions should support the same policy on drug testing, the cost to the college, as well as to the student, must be taken into consideration as well. The role of Health Services within this sensitive issue is an important one and must be included within the discussion and decision-making.

Although new clinical sites are being investigated by each of the departments within the health professions, this issue will continue to discourage increased enrollments as well as pull on an already tight budget. A committee of department chairs and clinical coordinators as a division might help the brainstorming in finding some solutions to this ongoing problem. Pat S. has met with other college personnel regarding this issue which addresses some of the external problems with clinical sites but we now need to look at this issue from an internal point of view.

As space for teaching and learning, as well as offices, has been an ongoing issue, there have been positive steps taken to help alleviate these problems. Moving nursing faculty office downstairs in the BioTech building and creating a new lab has opening up another teaching station for that department. New ideas for storage, labs, offices, as well as student lounges have been ongoing.

All in all, 2006 – 2007 has been a very positive year within the Health Professions.

## **DENTAL HYGIENE**

**AY 2006-2007**



Submitted by: Roberta Smith, Department Chair

I. Academic Master Plan Accomplishments

A. Technology:

1. upgraded computer hardware – 4 laptops for faculty.
2. upgraded clinical equipment

B. Curriculum Change/Program Design:

1. the department continues to maintain 3 articulation agreements for continued studies.

C. Professional Development:

1. all faculty completed continuing education as mandated for licensure.
2. 3 full-time faculty members attended the state conference on Long Island.

D. Collaboration and Partnerships:

1. discussion took place with CAPE regarding future course offerings and resource sharing.

E. Student Support:

1. Outcomes assessment is completed annually from data collected from several sources including Alumni, Program Completion, and Employer surveys in addition to on-going course evaluations. This information is used for program improvement.
2. departmental tutoring and academic support is available throughout the course of the program.

II. Departmental Plans: AY 2006-2007

A. Program Goal 1: Refurbish clinical equipment

1. purchased 10 clinician chairs.

B. Program Goal 2: Upgrade technology

1. acquired 4 new laptops for faculty.

C. Program Goal 3: Collaboration with CAPE

1. no courses were offered this year.

III. Departmental Goals: 2008-2013

A. 2008-2009:

- Goal 1: Refurbishment of clinical equipment
- Goal 2: Upgrade technology
- Goal 3: Hire technical assistant to be shared with Diagnostic Imaging
- Goal 4: Collaboration with Cape

B. 2009-2010:

- Goal 1: Refurbishment of clinical equipment
- Goal 2: Upgrade technology
- Goal 3: Hire technical assistant to be shared with Diagnostic Imaging (if not 2008-2009)

C. 2010-2011:

- Goal 1: Refurbishment of clinical equipment
- Goal 2: Hire technical assistant to be shared with Diagnostic Imaging (if not done previously).

D. 2011-2012:

- Goal 1: Refurbish clinic waiting room.

E. 2012-2013:

- Goal 1: Replace lockers in locker room.

**LABORATORY TECHNOLOGY  
AY 2006-2007**

Submitted by: Rosamaria Contarino, Department Chair

The Laboratory Technology Department has made great progress in this academic year. The following has been accomplished in the listed categories.

**Technology and Equipment:**

- The Laboratory Technology department has purchased a Nikon DigiSight System with LCD projector. This is an essential tool for projecting what is being viewed under the microscope so that the student is able to simultaneously see what the instructor is explaining. The instructor is able to describe the cells, inclusions, general characteristics of the slide as the slide is moved from one field to another. This projection system can be used in Hematology, Immunohematology, Urinalysis and Microbiology.
- In order to continue to modernize our equipment and technology, the department has purchased an additional Pointe 180 Clinical Chemistry Analyzer as well as a DACII Cell Washer. Having this new equipment gives the Laboratory Technology student more hands on experience in the classroom which allows the clinical training component of the course to be even more useful. The purchase of this modern equipment allows the instructor to more accurately test the students during laboratory practical examinations.
- Microscopes are the most used piece of equipment for any laboratory professional. Four additional Nikon E100 compound microscopes have been purchased this academic year.

**Curriculum and Program Design:**

- A Serology lab was added in the Fall 2006. This is very important for two reasons. As part of the accreditation process, the lab was recommended for compliance. In addition, serology is a difficult area for the students to acquire clinical training experience in and having a lab on campus allows the student to gain the skills and knowledge required in the workplace.
- The Hematology lab had an additional hour included this academic year as part of curriculum changes. The additional hour of laboratory allowed the students to better master the skills required in this critical area of the clinical laboratory. It is the hope of the department that this additional hour will be what is needed for the students to better identify the various blood cells and to perform better on this section of the certification examination.
- The Immunohematology rotation was switched with the Clinical Chemistry rotation so that students complete the Immunohematology course prior to their rotation. This change enhances the clinical experience for the students and assists the clinical sites with the clinical assignments.
- The DigiSight camera and projection system has been used repeatedly in the Hematology laboratory this past year. Cell recognition and identification has improved on practical examinations.

- As part of the accreditation process, all course syllabi have been revised in the department to include more objectives in the cognitive, psychomotor and behavioral domains. Presentation of the course material has been changed or enhanced so that all of these objectives are met and evaluated. The course syllabi which were in marginal compliance with our accreditation and has been corrected and sent to NAACLS as part of our progress report submitted April 1, 2007.
- A comprehensive assessment plan and system has been designed and implemented as part of the accreditation process. This plan and its components was a large part of our progress report submitted to NAACLS, our accrediting agency. The assessment plan includes a student profile which documents enrollment, attrition and graduation rates, a graduate survey and an alumni survey to assess preparedness upon completion of the program as well as after one year of employment and placement rates, employer surveys, and course evaluations. Performance reports on national certification exams are subscribed to, assessed and evaluated so that the department can determine areas of strength and weakness on the national exams and changes can be made accordingly.
- The NYS Licensure of Clinical Laboratory Professionals law went into effect September 1, 2006. Regulations and educational requirements are currently being changed to better reflect what occurs in the profession and to reflect what is required by educational program accrediting agencies. Minor changes will need to be made to comply with the law prior to 2011. The department is waiting for the final changes in the law so that all of the changes can be made through curriculum at one time.
- The Phlebotomy registration process was revised and the quality of our students has significantly improved. The student is more focused, understands what the phlebotomy program entails and there is less attrition. Also, pass rates on the certification exams have improved and the clinical sites have mentioned that they have also seen a change in the performance of the students.
- Phlebotomy re-accreditation: The self study was submitted August 1, 2006 and the program was awarded continuing accreditation for four years which is the maximum amount.

#### **Professional Development:**

- Nadia Rajsiz and Rosamaria Contarino have both received their NYS licenses as well as adjuncts Brenda Minichello, Robert Nicoletti and Mary Leone. Our Technical Assistant, Kirsten Gabrielsen is still waiting for the state to review her application.
- Rosamaria and Nadia have both been participating in NYS Licensure meetings, forums and conference calls held to revise regulations of the law throughout this academic year.
- Exploring the Health Professions Workshop: Nadia and Rosamaria attended this workshop in Newburgh on March 2, 2007. The information and exercises presented will be used in department labs as well as to recruit students.
- Marie Defazio-Schultz and Kirsten Gabrielsen, the Technical Assistants for the Biology and Laboratory Technology Departments have been awarded tenure.
- All full time members of the department have participated in Banner, Portal and Calendar training.

- Continuing Education: Members of the Laboratory Technology department are always participating in continuing education activities. Many of the continuing education activities that are completed also have CD-Rom components which are also used in the classroom. Some examples of these continuing education courses to be completed this year are: Avian Influenza, Fundamentals of Microscopy, Autoimmune Diseases and Urinalysis and Body fluids.
- Kirsten Gabrielsen attended a one-day workshop entitled “Safety in the Laboratory” in Natick, Massachusetts on May 15, 2007 and has attended the Pandemic and Public Health Forum and Bio-Terrorism and Natural Disasters Forum which were presented by the Orange County Department of Health.
- Nadia Rajsz and Brenda Minichello perform proficiency testing and continuing education through their part-time employment in the field.
- Nadia Rajsz was appointed to NYS Council on Human Blood and Transfusion Services by former Governor George Pataki.
- Rosamaria Contarino attended the Healthcare Industry CEO Briefing at Orange County Community College sponsored by the Center for Business Solutions and Professional Development on May 2, 2007.
- Nadia Rajsz attended the NACMID Microbiology Conference at Orange Regional Medical Center, Horton Campus. Several of the sophomore students also attended. Emerging infectious diseases as well as interesting case studies were presented.

#### **Collaborations and Partnerships:**

- The Department met with Robert Sullivan from Marist College to discuss a possible articulation agreement. More meetings are planned.
- The Laboratory at Good Samaritan approached the department to discuss the feasibility of assisting with certification requirements for Histology techs. The hospital laboratory administration is working to create apprenticeship positions so that students who are interested in the Histology discipline can become certified.
- After much discussion, new admissions criteria were implemented this academic year in the Health Professions. This process has improved communication with the Admissions counselors with regard to the students and it appears that the quality of the student entering the program has improved.
- The department chair and the division have begun working on development of health professions brochure with the Marketing department.
- Catskill Hudson Area Health Education Center sponsored the Exploring the Health Professions Workshop in March. Nadia Rajsz and Rosamaria Contarino will be working with this organization so that we can promote our program throughout the region.

#### **Student Support:**

- Implementation of the new Admissions Criteria has helped the students to better understand the Medical Laboratory Technology program and it appears that enrollment is increasing as well as the quality of the students entering the program.
- Nadia Rajszyk worked in collaboration with Marie Blon to participate in the Hands on Exhibit in January 2007. It was the hope of the department to showcase our profession to gain interest and to explain to the public what occurs in a clinical laboratory.
- Students who have recently completed the Medical Laboratory Technology Program require a temporary permit to work in NYS as a result of the Licensure law. The department, as well as Diane Simcik from Records and Registration, assists the students with the completion of their applications.

**NURSING  
AY 2006-2007**

Submitted by: Patricia Slesinski, Department Chair

### The 55<sup>th</sup> year of the Associate Degree Nursing Program

The Nursing Department agreed three years ago to increase the size of its program by 33%. The full impact of this decision continues to be felt in this the third year. Enrollment for the Fall 2006 class was one hundred sixty (160) students admitted into the freshman class and one hundred six (106) continuing students in the sophomore class. The total enrollment was two hundred sixty six (266). Additionally, in the Spring 2007 semester, we continued our participation in the New York State Coalition LPN-RN Transition Program. Twenty four (24) LPN students were accepted into the program for a total spring enrollment of two hundred and eighty seven (287) students. On the positive side, we have continued to increase the number of students graduating from the program. This year one hundred ten (110) students graduated and are eligible to take the National Council Licensing examination (NCLEX). With the nursing shortage expected to last well into the next decade, we need to continue to provide the community with qualified, competent entry level nurses. To sustain this initiative, we need to address a number of areas of concern.

Major areas of concern are:

1. Sufficient and appropriate clinical sites not being used by other educational institutions.
  - a. This year for the first time, Orange-Ulster BOCES and Mount Saint Mary's College and SUNY Orange met to collaborate on the sharing of clinical resources in the county. As a result a master calendar was created that maximized our use of clinical agencies in the county. It also became glaringly apparent that certain clinical areas are being utilized to the point of exhaustion. Mother-baby units have students almost around the clock from 7 am to 11pm and we still need to use agencies in surrounding counties to maintain our current enrollment.
2. Qualified faculty to sustain enrollment and maintain quality and consistency across the curriculum.
  - a. This past semester eleven (11) adjuncts were hired to cover clinical classes. The faculty appreciate the support of the college administration with the provision of temporary full-time faculty to cover medical leaves, the creation of a new full-time tenure faculty line and for the provision of paid compensation to full-time faculty for mentoring of new adjuncts. In the final analysis, the stress to faculty and the department was considerable. It was difficult at best even with orientations to maintain program quality and consistency. A number of the adjuncts were prepared at the bachelor's level and few had any teaching experience.
3. Laboratory practice space on campus

- a. Laboratory practice space is congested. There are almost three-hundred students trying to access one skill lab room. This room has only four practice stations and nine computers for student use. We have begun to address this issue and gratefully anticipate the addition of two rooms (currently office space) to be designated for laboratory classes and skill evaluation.
4. Increased Faculty advising load (50-70 students per faculty)
  - a. To address this issue, a number of initiatives were implemented. For the first time, group advising and registration occurred not only for newly admitted students in the program but for continuing students as well. There are ongoing discussions with representatives of the Office for Student Development to continue to look for solutions to this problem.
5. Increased Department workload
  - a. The department is in desperate need of additional man-hours for skills help, open lab access, integration of simulation technology, supervision of adjuncts, and most importantly secretarial support. It is interesting to note that this need has been documented in memos, budgets, and departmental plans spanning more than a decade.
6. Attrition Rates:
  - a. Attrition rates for the five core nursing courses:
    1. Nursing I (Fall '06) – 18.8%
    2. Nursing III (Fall'06) – 5%
    3. Nursing II (Spring '07) - 25.6%
    4. Nursing IV (Spring '07) – 4%
    5. Nursing V (Spring '07) 0%
  - b. Attrition rates in NUR102: Fundamentals of Nursing II continues to be an area of concern for faculty. NUR 102 consists of a mixed cohort of students from Nursing I, LPN's and returning students (withdrawn or failed in the previous year. The attrition rate of 25.6% listed above for Nursing II is evenly distributed among the three identified groups. For attrition rate for continuing students was 27.7%, returning students 27.8% and LPN's 29.2%. The faculty voice concern over these attrition statistics. The hope is that the changes to the admission criteria as well as the implementation of pre-admission standardized testing will address this issue. Faculty have also suggested for the future to consider the following changes to the admission criteria for returning students:
    1. Students who fail or withdraw failing from Nursing II be required to repeat Nursing I.
    2. Students who fail or withdraw from Nursing II be required to receive a minimum of B- in the second attempt of Nursing II to continue in the program.
    3. Seats in Nursing I be given to first time applicants and then to returning students on a seat availability basis.



7. LPN to RN Transition Program

- a. The attrition rates for the LPN to RN Transition program are 36% and 29.2% respectively. To address this issue we have implemented the following:
  1. Offering NUR 202/203 out of sequence for the first time in program history for LPN to RN students. This will be a small class of primarily LPN's. They will graduate in December 2007 and their NCLEX results will be trended along with the eight LPN's who graduated this May 2007.
  2. Creation of a Nursing Bridge course with a required clinical calculations examination to begin in January 2008 before the start of the Spring semester for new LPN to RN students.
  3. We have also requested data from the NYS Coalition that initiated this program for data from other participating educational institutions.

8. Evening Nursing Program

- a. Since the inception of the Evening Nursing Program, the required instructional and educational supports have not been provided. In conversations with previous department chairs, in discussion with faculty and in a review of memos on file, the evening program still needs adequate support services and resolution of faculty contractual issues for the program to be a viable educational opportunity. For the May 2006 graduating class the NCLEX pass rate is 89%. This rate consists of a Day Program rate of 95% and an Evening Program rate of 67%. Faculty are alarmed by this discrepancy. For the May 2007 students, they will be taking an examination in which the difficulty level has been increased. This spring, we participated in two pre-licensing exit examinations. Both examinations identified evening students to be at greater risk. On one of the examinations, we calculate the Day Program mean to be 73.2% with an Evening Program mean of 64.9%. We estimate a minimum NCLEX pass rate to be equivalent to a grade of 60 - 65%. We have identified a number of variables to account for the discrepancy. They include facts such as, over 50% of the evening students work full-time as compared with 25% of day students. There is less availability of support services for evening students. Traditionally, the newest, less experienced faculty have been assigned to the evening program. As we continue to monitor this discrepancy, the faculty recommend the following:
  1. Students accepted into the evening program are required to have a 3.0 GPA.
  2. Students needing to repeat nursing courses are only permitted to do so in the day program.

3. Students accepted into the Evening Program must have all general education coursework completed.
4. Restructure NUR 102 and 202 (Nursing II and IV) into two five credit courses each. Thereby creating a six semester part-time nursing program.
5. Provide the needed secretarial and support staff to match that given to students enrolled in the day program.

**MOVEMENT SCIENCE  
AY 2006-2007**

Submitted by: Sheila Stepp, Department Chair

### **Technology**

- Meet with publisher RE: usage of “clickers” for the new Concepts of Wellness.
- New training aids for golf classes.
- Applied for a grant to enhance spin studio video coverage.
- Ordered a smart board.
- New laptop and projector for a second traveling system.
- Two faculty were Banner trainers.
- All full-time department members were trained in Banner.
- All full-time and adjunct faculty were trained on portal and most have registered for calendar training.
- Contribute training for web page changes.
- Converting all Distance Learning and Web Enhanced classes from blackboard to Angel network.
- Purchased monster cable and docking station for digital music training.
- Bought new stretching and primal functional anatomy software.
- Purchased two new computers- one for adjuncts in Middletown & one for the office in Newburgh.
- Got all the auxiliary, 500 hour employees and the federal work-study on an electronic timesheet system! Now if we could get them to actually complete them☺.

### **Teaching and Learning (curriculum change/program design)**

- Completed the student learning outcomes for courses and have begun the process of ensuring they are measurable.
- Converted the Concepts of Physical Wellness to a one credit class including both theory and activity.
- Began offering substance abuse as a DL course.
- Doubled the Concepts of Physical Wellness DL offerings.
- Have offered Contemporary Health in Newburgh.
- Double the general activity “offerings” in Newburgh- two evenings, full-time days including Friday AM.
- Revived the Group Exercise Leadership, Introduction to Recreation, Outdoor Recreation, and Hiking.
- Offered Downhill skiing and snowboarding for the first time. Looking into more outdoor/adventure activities- they were well received.
- Currently working on course changes and curriculum adjustment to add a capstone and practicum, while also adjusting the pre-requisites and co-requests.
- All activity classes for majors are now one credit –full semester classes. This will provide a better transfer to four year institutions.
- Hired a new full-time (temporary) faculty member.

### **Student Services**

- Began practicing the new admission requirements- all new majors are required to meet with someone in our department. They are then registered by the Movements Science Department and counseled into the correct program.
- Continue to provide recreational activities and intramural competitions for relaxation.
- Designing a bulletin board for building and faculty information.
- This is the one area we are working on for the future.

### **Partnerships**

- Healthy Orange
- Wellness Fair
- Human Resources- additional activities offered during regular year & Biggest Loser
- Girls and Sports day
- Applied for learning innovation grant in collaboration with OTA
- Worked with Honors coordinator to offer the first “honors activity class”
- Working with maintenance department to clean up the garage and better serve the Department of Health with pool regulations.
- Attempting to purchase a message board for campus
- Using the new concepts of wellness class- critical thinking will be assessed.
- Assisted the Music/Theater program with scholarship information.
- Sharon will become the campus liaison for the Emergency Management consortium.

### **Professional Development**

- Computer training for all- Banner, Portal, and calendar.
- Attended ABCA National Convention/Clinic
- Attended the Childhood Obesity Epidemic Conference
- Attended the SUNY Assessment “Critical Thinking” conference.
- Attended the Equipment Managers conference

**OCCUPATIONAL THERAPY ASSISTANT  
AY 2006-2007**

Submitted by: Flo Hannes, Department Chair

### **TECHNOLOGY**

While we received upgraded computer hardware, previously used equipment, for the OTA lab in 2005/2006 it does not enable us to use the latest software technology to adequately prepare our students for the software that is currently in use in rehabilitation facilities and school systems.

### **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 issues related to curriculum change have been identified:

1. the need for technology (hardware and software) that is current with the technology utilized within fieldwork settings.
2. all core OTA courses need to maintain consistency in the use of the *OT Practice Framework* (standard professional terminology).
3. All faculty (including adjunct) will collaborate during workshops to maintain this consistency.

### **PROFESSIONAL DEVELOPMENT**

1. Chair, Academic Fieldwork Coordinator and 3 adjunct instructors completed professional development courses and attended both Regional and State OT Conferences.

### **COLLABORATION & PARTNERSHIPS**

1. Community Connections/Partnerships  
The OTA Department Chair, Advisory Board and Academic Fieldwork Coordinator continue discussions for the development of community partnerships with the Warwick Central School District and the Orange County Early Intervention Program.

The programs will include:

1. Workshops related to Sensory Integration & Occupational Therapy within K-12 classroom settings for teachers.
2. Parent seminars related to play activities and adapted toys for special needs children

2. A major Occupational Therapy Conference co-sponsored by the OTA Department, CAPE & the New York State OT Association was to take place in the Fall, 2006 at SUNY Orange, has been rescheduled for the Fall, 2007.

### **STUDENT SUPPORT**

The new admissions policies and procedures have taken effect and have proven to be most successful. There is a great deal of positive collaboration between the OTA Dept. and the Admissions Dept. Communications with the Admissions Dept. representative for OTA have been extremely open and cooperative..

### **DEPARTMENTAL PLANS:      AY 2006-2007**

1. Full-time Academic Fieldwork Coordinator  
*The Full-time Academic Fieldwork Coordinator position has been filled by Mildred Melchionne, COTA. Mildred is a major asset to the program and the College.*
2. Initiate Community Connection Program: *The S.M.A.R.T. Program*  
***The S.M.A.R.T** (Sensory Motor Activities and Recreational Transition) Program, co-sponsored by the OTA Dept. & C.A.P.E. will take place from July 9 –Aug. 3, 2007. The program will be held twice a week for one and a half hours per session. There will be 3 age groups based on grade level- Pre-K, K-2, and 3<sup>rd</sup> to 5<sup>th</sup>.*

### **DEPARTMENTAL PLANS:      AY 2007-2008**

1. Community Connections Program: Partners for Learning & Service
2. Update Computer Technology in OTA Lab
3. Initiate a regional center for Occupational Therapy Continuing Education

### **DEPARTMENTAL PLANS:      AY 2008-2009**

1. Update equipment/furnishings in OTA Lab
2. Expand the Regional Center for Occupational Therapy Continuing Education offerings
3. Expand the *Community Connections Program: Partners for Learning & Service*
4. Explore potential for expanding OTA program to the Newburgh Campus
5. Initiate development of a certificate course in Assistive Technology

### **GENERAL:**

1. Pass rate on OTA National Certification exam: 100%
2. 20 students graduated of an original 24 that completed their first year (September, 2005) (2 failed to complete the 3<sup>rd</sup> semester due to illness, 1

student did not succeed in fieldwork and the 4<sup>th</sup> will return in the Fall to complete coursework)

3. Admitted 26 students September, 2006 23 moved up to 2<sup>nd</sup> year (illness, move, change of major were causes for loss of 3 students)

## **PHYSICAL THERAPIST ASSISTANT/MASSAGE THERAPY AY 2006-2007**

Submitted by: Dr. Maria Masker, Department Chair

The academic year of 2006 – 2007 has been hectic for the Physical Therapist Assistant and Massage Therapy Department. The Department has experienced the two extremes of triumph and defeat. There have been both upheaval and transitional changes responsible for creating greater stability within the Physical Therapist Assistant Program while at the same time determining the immediate fate of the Massage Therapy Program. All of these changes are meeting the challenge to uphold the ultimate SUNY mission to improve the educational experience of the SUNY college student.

### **TECHNOLOGY:**

Technological changes have been occurring to the Department slowly. Equipment which had been submitted to the PBIE committee for approval has not passed i.e. an AED for the lab and a cold laser to incorporate in the teaching and advancement to the Physical Therapist Assistant Program. These devices have been resubmitted to the PBIE committee for future consideration in efforts to promote advanced technology in the Health Care Professions.

Of a positive note the PTA and MT Department has been subject to slow computer advancement following the SUNY Orange commitment to increase campus computer technology. Computer technology updates to the Department include the implementation of two laptops for the faculty, one which replaced a unit along with a projector that became irreparable following several instances of repair work orders to the IT Department. These units will be utilized both in faculty offices and while lecturing to provide a greater learning experience to our students. In addition, every full time faculty member has received training in the new software systems to the college – both Oracle and the Banner system.

### **CURRICULUM AND PROGRAM DESIGN:**

Within the past academic year there has been curriculum and program design changes to both the Physical Therapist Assistant Program and the Massage Therapy Program. In the Physical Therapist Assistant Program the Math requirement of Intermediate Algebra went to the Curriculum Committee and was changed to Elementary Algebra, making SUNY Orange's Physical Therapist Assistant Program consistent with other New York State programs. In contrast, the Massage Therapy Program experienced a review process over the course of this past academic year evaluating attrition, matriculation, faculty qualifications in line with the SUNY mission, and curriculum. Reports were written and submitted. As a result of this investigation the administration of SUNY Orange has decided to deactivate the Massage Therapy AAS degree. Provisions have been put into place to provide the greatest possible chance of the completion of this program for those students who are currently enrolled in the



Massage Therapy Program. This curriculum and its viability will be reassessed at a later date.

### **PROFESSIONAL DEVELOPMENT:**

Faculty positions within the two programs are stable, with professional development occurring primarily in the Physical Therapist Assistant Program rather than the Massage Therapy Program. As experience is the greatest teacher, the Department Chairperson has successfully completed her first academic year in teaching, and has applied for retention to the college community. Karen Stephens, a full-time faculty member to the Physical Therapist Assistant Program, had the degree of Doctorate in Physical Therapy conferred upon her from Dominican College on May 20<sup>th</sup> 2007. Additionally, she has applied for the promotion to Professor at SUNY Orange. Adjunct Faculty and Liaison Staff to both degreed programs have performed and completed continuing education course work independently and within their respective professional delineations.

### **COLLABORATION AND PARTNERSHIPS:**

In general, the Physical Therapist Assistant and Massage Therapy Department has not had an opportunity to participate in collaborative or partnership efforts to any extent with the exception of the efforts being pursued through CAPE with the local health care industry. This area remains one which the Department will be placing greater efforts over the course of the next academic year.

### **STUDENT SUPPORT:**

Initially, the academic year began with a total of 44 students in the Physical Therapist Assistant Program and 27 students in the Massage Therapy Program (please see Table 1 attached). As with every year there exist a percentage of students lost through attrition. Between the two programs the second year students displayed a loss of 3%, while the first year students displayed a loss of 34%. The attrition rate of the second year students occurred due to a non-academic cause, while the attrition rate for the first year students occurred due to a combination of failures within the student's respective programs and students failing their Anatomy and Physiology 1 course. Of those students requiring repetition of course work, the one second year student is completing her requirements for graduation this summer, and eight students have chosen to return to their respective programs this fall semester to pursue completion of same.

In an effort to reduce attrition, the establishment and implementation of new Admissions Criteria and Pre-Admission orientations have been initiated. During the Fall 2006 semester and Spring 2007 semester four Pre-Admission Orientations were held in addition to the bi-annual Health Professions Open Houses and college wide Open Houses. The Pre-Admission Orientations yielded an increase in applications to the Physical Therapist Assistant Program

prior to the February 2<sup>nd</sup> deadline. Massage Therapy did not yield the same results. Overall, this created an increase in Departmental activity as well as improved visibility and promotion of each of the programs. These Orientations provided the potential student a greater initial knowledge of the profession to which they are considering pursuit. Furthermore, in line with the existing requirement of the Massage Therapy student receiving two massages, the PTA program has implemented two 7 ½ hour observations providing in person observational experience. This activity serves as a problem solving activity, and in general establishes those individuals whom are displaying greater interest with follow through of the requirement.

Rising to the occasion of these new standards, there have been a greater number of individuals applying for admission to the college for enrollment to the Physical Therapist Assistant Program. At latest count, the Physical Therapist Assistant Program looks to admit 28 students to the class of 2009 by the end of Summer Session 1, with anticipation of promotion to second year of a full class of 24 students. Additionally, a waiting list has been established for several students who will be completing their required course work by the end of Summer Session 3.

	<b>Returning students class 2007</b>	<b>New students class 2008</b>	<b>December 2006 Graduate</b>	<b>May 2007 Graduates</b>	<b>December 2007 Graduate (Anticipated)</b>	<b>Returning Students Fall 2007/Class 2008</b>	<b>Students Requiring Repeated coursework returning fall 2007</b>
<b>Massage Therapy Program</b>	<b>12 Students</b>	<b>15 Students</b>	<b>1 Student</b>	<b>11 Students</b>		<b>9 Students</b>	<b>4 Students</b>
<b>Physical Therapist Assistant Program</b>	<b>19 Students</b>	<b>26 Students</b>		<b>18 Students</b>	<b>1 Student</b>	<b>18 Students</b>	<b>4 Students</b>

Table 1

## **ACADEMIC AFFAIRS SUPPORT OFFICES**

- Center for Teaching and Learning
- Continuing and Professional Education
- Learning Assistance Services
- Library
- Office of Educational Partnerships

## **CENTER FOR TEACHING AND LEARNING AY 2006-2007**

Submitted by: Jennifer C. Merriam, Coordinator

This report addresses how the Center for Teaching and Learning supported the five common themes as outlined in the Academic Master Plan (2005-2010).

### **Technology**

1. Workshops sponsored by the CTL
  - For all college employees
    - Excel Grade Book
    - Using the Smart Board
    - Blackboard and Angel Online Course Software
    - Digital Photography
    - Basic Power Point
  - For 1st Year New Faculty
    - Using Technology in the Learning Process
2. CTL Department website developed see (<http://www.sunyorange.edu/ctl/index.shtml>)
3. Funded innovative projects using technology through the Learning Innovation Grants
  - Measurement and Engine Blueprinting Exercise, by John Wolbeck
  - Video POD Casting, by Bob Misiak and Roberta Smith
  - Portable Lighting Laboratory by Max Schaefer
  - Development of Cultural Competence Workshop for Professionals and/or Students Who Work in the Health Care Setting by Cheryl Ward-Simons.
  - Innovations in Library Instruction by Erich Wan Short and Katie Jezik
  - Project for Preparing Preschool Teachers by Nancy Carlson, Pamela Burns and Elizabeth Tarvin
  - Learning through SmartBoard Technology by Cynthia MacMahon and Grace Gloeckler

### **Curriculum Change/Program Change**

1. Supported changes through workshops for faculty on Critical Thinking, Active Learning and Teaching for Engagement.
2. Supported changes through workshops for new department chairs (Leadership and Setting the Tone, The Planning Process, Faculty Development, Budgeting)

### **Professional Development**

1. The CTL provided workshops for all faculty to support pedagogy (using Turn It In, Active Learning, and Developing a Teaching Philosophy).

2. The CTL sponsored monthly meeting for 1<sup>st</sup> and 2<sup>nd</sup> year faculty to support best teaching practices (Teaching for Civic Engagement, Developing your Teaching Philosophy, Rhythms of the Semester, and Designing Experiences for Critical Thinking).
3. New Department Chairs were mentored through a series of meetings throughout the fall semester.
4. First and Second Year New Faculty were mentored with a series of monthly meetings. Additionally 1<sup>st</sup> year new faculty were paired with experienced faculty with whom they met with on a weekly basis throughout the fall and spring semesters.
5. Two 1<sup>st</sup> year new faculty members were sent to the New York State Great Teachers Seminar in Chautauqua New York to participate in workshop on best teaching strategies.

### **Collaborations and Partnerships**

1. The CTL has provided professional development opportunities for faculty through collaboration with the Office of Educational Partnerships at SUNY Orange. OCCC faculty were paired with high school teachers and are working together to develop strategies for enhancing students entry into college.

### **Student Support**

1. Began dialogue among faculty about how to use the Student Course Evaluations to improve teaching by holding a workshop on Using Your Student Course Evaluations for 2<sup>nd</sup> Year New Faculty.
2. Maintained the student focus for funds awarded through the Learning Innovation Grant by creating a rubric that rewards grant proposals that are directly tied to improvements in student learning.

## **CONTINUING AND PROFESSIONAL EDUCATION AY 2006-2007**

Submitted by: David Kohn, Director

### **Non Credit Instructional Activities**

- Began offering the Administrative Medical Office Training Program online.
- English as a Second Language classes have more than tripled enrollment over last year.
- Newly revised ESL curriculum focusing on all four language skills – listening, speaking, reading and writing.
- Greatly expanded ESL class offerings – new courses offered this year: Everyday Conversation and Expressions I and II; ESL Intermediate Reading and Writing; ESL Advanced Reading and Writing; and ESL in the Workplace
- Submitted new ESL courses for approval for upcoming academic year: Pronunciation for Beginners; Basic Computer Skills for ESL Learners; ESL Fundamentals of Reading and Writing; and ESL for Academic Purposes (this course will help prepare the high-level ESL student for academic success in college by using authentic materials in a content-based approach to learn the skills necessary in a college context. Reading, study skills, note-taking, discussion skills and writing are taught within a discipline, such as psychology or sociology.)
- Developed a community-based ESL program which includes a sequence of courses which provides a base for personal enrichment in learning English or to better prepare students for study in a college setting.
- Developed a significant technology offering through development of the A+ Computer Services Technician and Network+ courses.
- Obtained approval for a significant number of State Aid courses into the possible courses to be offered to the general public.
- Coordinated the registration for the Over 60's class auditing program and organized annual luncheon for the auditors.
- The Institute for Nonprofit Leadership and Management increased enrollment from 56 registration in AY '05-'06 to 161 registrations in AY '06-'07.
- Hosted Institute for Nonprofit Leadership and Management Volunteer Fair on October 11, 2007 at the Galleria Mall in Middletown. Over 35 non-profit organizations were in attendance.
- Hosted Institute for Nonprofit Leadership and Management Philanthropy Day with over 50 participants in attendance on November 14, 2007.
- Hosted Institute for Nonprofit Leadership and Management Annual Conference on March 22, 2007 with over 125 participants in attendance.

### **Business Outreach**

- After the department's Healthcare Industry CEO Forum held in the May 2006, seven of the sixteen organizations who participated in the Forum have contracted for training services.

- A follow up to the Healthcare Industry CEO Forum was held in May 2007; a summary report of the findings has been written and will be sent to the participants.
- An Orange County Government Forum was also held in May 2007. A report is being written and will be distributed prior to the OC Government Advancement Meeting.
- As a result of high demand in contract training for Service Excellence and Supervisory Programs, three new programs were developed and delivered during the past year: Service Excellence, MT3: Managing the Team, Time and Task (a supervisory skills program) and Implementing a Customer Centric Culture.
- These programs consistently received exceptionally strong evaluations from clients and program participants; a number of the organizations that ran the programs (including Keller, Crystal Run Village, Inc. and Occupations Inc.) have expressed their intent to expand these programs within their organizations in 2007 – 2008. The programs are now being refined and further customized (ex: Service Excellence in the Care Zone).
- As a result of input provided at the Healthcare Industry CEO Forum and at subsequent follow up meetings, various new courses and programs were developed including a Nuclear Medicine Certificate Program, a Pharmacy Technician Certificate Program, and a full menu of continuing education courses for RN's.
- The department secured its first Local 1199 contract.
- 912 students participated in customized training programs from September to May. They came from 18 different companies and resulted in gross revenue of \$256,414 through May. We more than doubled our gross revenue from last year.

### **Grants**

- Received seven different SUNY Workforce Development Training Grants totaling \$112,584 and serving the following businesses: Akima, Crystal Run Healthcare, Middletown Community Health Center, Elant, RIJ Pharmaceuticals, and Mechanical Rubber.
- Received the Workforce Investment Act Youth Grant to serve out-of-school youth in the amount of \$240,000 from the Orange County Employment and Training Administration through the Department of Labor.
- The department continued its Business Solutions and Professional Development efforts thanks in part to this years funding totaling \$159,000 from the Orange County Industrial Development Agency.
- The department continued it's English as a Second Language initiative thanks in part to this years funding totaling \$84,124 from a U.S. Department of Education, Fund for the Improvement of Postsecondary Education (FIPSE) grant.

### **Partnerships and Collaborations for Programming**

- Established external partnerships and collaborations with:
  - Peg Scribner to help us create and expand continuing education programs for RNs
  - Chris Godwin to re-launch her highly successful Writing that Works program and provide a train-the-trainer program

- American Management Association to offer Supervisory Certification Program
- Cambridge Educational Services to offer SAT and other test preparation
- Bryant & Stratton College to offer insurance classes
- JER group, an online education service provider and are making over 130 courses available
- Orange County Employment and Training Administration in offering MS Office classes to unemployed and dislocated workers who receive services at the Newburgh One Stop Center
- National Traffic Safety Institute regarding our Drinking Driver Program
- Association of Fundraising Professionals to co-host an audio-conference titled, “How to Write Donor-Centric Communications and Raise Lots More Money” on April 19, 2007
- American Design Institute in Port Jervis to offer AutoCAD classes
- Newburgh Performing Arts Academy to offer youth enrichment programs through the College’s Camp College
- Middletown Scuba to offer the Scuba Diving class
- All County Care to offer Nurse Specialty courses
- Coast Guard Auxiliary to offer Boating classes
- Creative Voice Development Group to offer the Voice Over class
- Established internal partnerships and collaborations with:
  - Diagnostic Imaging Department to offer the Nuclear Medicine Certificate Program
  - Physical Education Department to offer Fitness Instructor/Personal Trainer Certification Course, American Red Cross Swim School, and Camp College
  - Educational Partnerships on Camp College
  - Education Department offering mandated training on child abuse and school violence
  - English Department on ESL programming
  - Math Department on Developmental Math during the College’s Summer Institute
  - Occupational Therapy to offer Sensory-Motor Activities and Recreational Transition summer program

### **Marketing**

- Created standard flyer and brochure that complements the College
- Produced Fall/Winter 2006 and Spring/Summer 2007 stand-alone bulletins with 160,000 bulletins in circulation for each semester.
- Performed age analysis of continuing education students: 39% Generation X (1965-1980); 38% Baby Boomer (1944-1964); 18% Generation Y (1981+); and 5% Veterans (1943 and prior)
- Performed mailing analysis to better target market the bulletin. Specifically, the department targeted those carrier routes within zip codes that had higher revenue than those areas that didn’t spend much. As a result, the department will print 50,000 less



- bulletins, thus targeting the areas of the county where it is more likely to see registrations.
- Reviewed portfolio of non credit instructional activities. Overall, the department has a good mix of programming: Driver, Healthcare, Workforce Development, Technology, Professional Development, Trips, Community Enrichment, and English as a Second Language.
- Worked with ITS to create a new website for the Institute for Nonprofit Leadership and Management.

### **Professional Development**

- Business Solutions and Professional Development Coordinators:
  - attended the Learning Resources Network (LERN) Annual Conference in Baltimore, MD
  - attended Orange County Chamber of Commerce breakfasts, Annual Expo, and the Annual techXpo
- Drinking Driver Program Coordinator:
  - attended the New York State Drinking Driver Program Director's Association 2-day conference in Saratoga Springs in May
- Continuing and Professional Education Director:
  - attended the Continuing Education Association of New York (CEANY) Annual Conference in Syracuse, NY
  - attended a conference titled, "Building Financial Self-Sufficiency for Corporate and Continuing Education Divisions"
  - attended the Hudson Valley Economic Summit at Sullivan County Community College on March 20, 2007
  - was voted in as a Board Member of CEANY
  - was appointed to the Orange County Workforce Investment Board by County Executive, Edward Diana
  - presented "The New Staffing Structure" at the Continuing Education Association of New York Regional Meeting on May 11, 2007
- Operations Coordinator
  - spoke at Kiwanis Club meeting and AARP Greater Middletown Chapter meeting regarding Senior programs at the College
- Workforce Development Education Coordinator:
  - attended SUNY BRIDGE Regional Conferences in fall and spring hosted by the staff of the University Center for Academic and Workforce Development
  - attended BOCES Regional Conference in Harriman (spring 2007) on "Workforce Development Strategies and Funding Initiatives"
  - attended the fall Hudson Valley Catskill Partnership Regional Conference workshop on the Test of Adult Basic Education (TABE) in Fishkill
  - attended New York Association of Training and Employment (NYATEP) Regional Conference in fall of 2006 in Albany
- Institute for Nonprofit Leadership and Management Coordinator:
  - represented the Institute at the December 14, 2006 Orange County Chamber of Commerce Breakfast, the Institute was the sponsor of the breakfast

- English as Second Language Coordinator:
  - attended New York State Teachers of English as a Second Language (TESOL) Conference November 17 – November 19 in Saratoga Springs

## LEARNING ASSISTANCE SERVICES AY 2006-2007

Submitted by: Eileen Burke, Coordinator

Learning Assistance Services addressed department goals for expanding tutorial services to students and collaborating with departments to provide specialized academic support to students enrolled in their courses, via the following initiatives.

- Establishment of a learning assistance liaison group of faculty from academic departments for individual consultation and once a semester group meetings.
- Offering “extra help sessions” for students in math and science, outside of regular scheduled tutoring sessions.
- Facilitation of tutee and tutor participation in study skills workshops offered through the Advising and Counseling Center.

There was a great response from instructors to a new referral request form that was distributed at the end of the Fall Semester. This resulted in increased hiring of peer tutors for the beginning of the Spring Semester. The number of Professional Tutors was down from last year but with more efficient scheduling, the number of students scheduled with Professional Tutors remained stable.

### Middletown Campus Tutorial Center and Labs

Academic Year	Tutorial Center Tutors	# of Students tutored in the Tutorial Center	# of completed LAS scheduled sessions	Lab Tutors
2006-2007	37	349	4583	18
2005-2006	41	341	4088	20
2004-2005	51	329	3965	27

*Extra Help Sessions* that began in April benefited 9 students who came for a total of 13 sessions.

### Newburgh Extension Center

Academic Year	Tutorial Center Tutors	Student Visits	Lab Tutors
2006-2007	9	719	6
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
2006	90	6	4	2007	82	4	14
2005	71	21	7	2006	93	3	3
2004	86	0	14	2005	85	8	8

Selected data from **Developmental Education Review Board** statistics reflecting number of students who placed into two or more developmental courses and have not yet completed required developmental course work.

<b>Semester</b>	<b>Records Reviewed</b>	<b>Good Standing</b>	<b>%</b>	<b>F or H Grade(s)</b>	<b>%</b>
Spring 2007	510	170	33	259	51
Fall 2006	659	210	32	329	50
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

The LAS department supported Academic Mater Plan Themes as follows:

### **Technology**

New PCs with software upgrades for Coordinator and Typist 1

Macromedia Contribute training with update of LAS and Summer Institute websites

Expansion of Tutortrac online system to NEC

### **Curriculum Change/Program Design and Student Support**

In collaboration with the Developmental Education Committee, Academic Affairs and Student Services, coordinated benchmark visits to Hudson Valley Community College and Bronx Community College to investigate best practices for integration of services and course delivery to students starting out in developmental education. With the DE Committee and Academic Affairs, helped facilitate a formal review of courses to determine their appropriateness for students in developmental education based on reading, writing and math skill expectations. Participated in the early planning stage of a Learning Community/First Year Experience with academic departments and student services in collaboration with Kingsborough Community College.

### **Professional Development**

Participated in meetings and workshops organized by the CTL Task Force

Provided information to CTL regarding suggestions for professional development gathered from academic departments via the course review feedback form done in collaboration with the Developmental Education Committee and Academic Affairs.

Developed a team building workshop with CTL for instructors teaching in the Summer Institute. Attended a New York College Learning Skills Association state conference and regional meeting and the Community College Retention Symposium sponsored by Broome Community College.

### **Collaboration and Partnerships**

Began investigation of non-credit offerings as options for students who do not demonstrate college level reading, writing and or math skills.

## **LIBRARY AY 2006-2007**

Submitted by: Susan Parry, Director

We began the year fully staffed with 2 new professional librarians in key positions. This has allowed us to focus on two important areas: developing the librarian team and forging ahead with essential library technology projects.

The bulleted list below highlights the many Library accomplishments of 2006/07.

### **Technology**

- Automated the serials collection process enabling paperless management of the collection. The results have been; improved individual issue tracking and the ability to provide accurate holdings information within the Aleph catalog. (Amy Hillick, Katie Jezik)
- Redesign of the library website for ease of use, and improved content. (Erich Won-Short)
- With the help of ITS, provided wireless access within the information commons open space and within the first floor classrooms.
- Replaced SFX services with Serials Solutions as the Library's database linking service. This change makes database maintenance easier and helps to maximize the access and use of periodical databases. (Erich W-S)
- Migrated from TLC cataloging software to OCLC CatExpress, the worldwide library standard for cataloging. This change places us in line for seamless cooperation with SUNY wide standards. (Katie J)
- Continued to provide digitized content for the Hudson River Valley Heritage Program. With the assistance of Andy Conrad's photography skills, we were able to take 274 photographs of the Horton family clothing collection. (MaryAnn VanBenschoten, Amy H)
- Installed version 16 Sp 1851 patch upgrade to our ALEPH Library Management System. (Amy H)

### **Curriculum Change and Program Design**

- Drafted the Newburgh Branch Campus library plan and collection growth proposal.
- Developed Subject/Research Guides to provide instruction in various aspects of the research process for inclusion on the Library website.

### **Professional Development**

- Librarians have been active this year attending regional workshops, campus training opportunities and conferences. (list attached)
- The entire Library staff attended customer service training.
- The librarians have carved out time throughout the semester to attend on-site webinars on topics of new and emerging library technology.
- Library staff attended Banner, Portal and Calendar training.

### **Collaboration and Partnerships**

- Erich Won-Short and Katie Jezik teamed up to take on the role of Phi Theta Kappa advisors.
- The Library participated in the Admissions Open House events hosting tours of the facility.
- Collaboration with the First-year Experience/Learning Communities initiative.
- The Cataloging Department worked with the Education Department to organize and catalog materials in the newly created Education Resources Section of the Library. (Katie J)
- MaryAnn VanBenschoten participated as campus contact and reader for the Beacon Conference at Rockland Community College.
- Outreach to the campus community to produce the READ poster series.
- Library staff worked with faculty and the CTL to host a series of faculty talks within the Information Commons.
- MaryAnn and Amy Hillick worked with SENYLRC staff to digitize and make our unique archival materials collection accessible via the Hudson River Valley Heritage Program.
- MaryAnn brought together Jack McMahon and the college radio station, to author and produce an interview with Jack on the history of the college.
- MaryAnn was a participant in the CTL discussion series, giving a talk on the history of Morrison Hall.

#### Student Support

- The Librarians delivered 216 Library Instruction sessions. This is an increase of 72 sessions over last year.
- Involvement in planning the library component of the First Year/Learning Communities initiative.

#### Professional Development 2006/07 List of Participation:

##### Amy Hillick

- Academic Policy Committee
- Ad Hoc Professional Recognition and Awards Committee
- Distance Learning Task Force
- Professional Development Mentoring Program
- SENYLRC Digitization Project Meeting
- ALEPH Serials Training Sessions ( 4 day training)
- Banner Steering Committee

##### Katie Jezik

- CAPE class Basic Microsoft Access in a Day
- State University of New York Library Association (SUNYLA) Annual Conference Planning Committee and Conference attendance
- SUNY ALEPH Users Group (SUNYAUG) Conference
- Electronic Collection Development for the Academic E-Library ACRL 3 week online seminar
- ETAP 512 Teachers in Context, 3 graduate credits SUNY Albany

Susan Parry

- PBIE
- IT Governance Committee
- Curriculum Committee
- SUNY Library Directors Meeting(s)
- SENYLRC Regional Library Meeting
- SENYLRC Library Directors Meetings

MaryAnn VanBenschoten

- Steering Committee Beacon Conference
- Faculty and Staff Development Committee
- Professional Development Mentoring Program
- SENYLRC Digitization Project Meeting

Erich Won-Short

- State University of New York Library Association (SUNYLA) Annual Conference
- Black Board Training
- Contribute Training

**OFFICE OF EDUCATIONAL PARTNERSHIPS  
AY 2006-2007**

**Submitted by:** Rosana Reyes-Rosello, Director

### **Overview of the Office of Educational Partnerships**

In keeping with the College's proactive and engaging approach, the OEP and its programs (Tech Prep Program, Center for Youth Development, CCHS and the 3 Satellite Centers) spent a year of active innovation and collaboration. The College has been actively engaged in working with the community for some time, but the efforts have been housed in different areas of the College. This office was created with the intention of providing more comprehensive coordination of all College's activities related to external partners and to help expand our efforts in this area. OEP aligned its programs and mission to comprehensively and effectively serve as partners to our students and the Orange County educational community. Our goals are to:

- Increase educational awareness and collaboration among SUNY Orange and the Orange County community.
- Extend our educational focus beyond the students at our campus to the Orange County community and to assist with the varied educational needs of Orange County residents.
- Provide SUNY Orange students with more explicit and focused pathways for connecting and sequencing their academic pursuit.

### **Highlights of the 2006 – 2007 Academic Year**

- Cemented and publicized internally and externally the vision, mission and goals for the OEP
- Camp College coordination
- Wrote, coordinated and obtained the NYSED Math & Science \$109,000 Grant in partnership with Newburgh school district and SUNY Orange Grant's office
- Launched the 1<sup>st</sup> Collaborative Faculty Partnership Project
- Established positive and active relationships with the school districts, including the BOCES Board of Instructional Council
- Signed 5 Articulations agreements
- Coordinated several O-U BOCES Curriculum review in Business Administration, Social Science (Economy), and Architecture
- Facilitated Port Jervis initial meeting and grant inclusion for the Liberty Partnership Program (LPP) and the Middletown LPP Introduction and set up meeting
- Supported O-U BOCES and Newburgh school districts successful Model Transition Grants
- Assisted with finalizing, writing and researching the NEKLS 24 Credit GED Program with Vermont
- Researched and provided support and guidance for the new CCHS contract revisions and district outreach.
- Creation of the map for the OEP website and its programs

### **Staff Development**

- Assisted in the planning of the Mid Hudson Association of Women in Higher Education Annual Conference and served as SUNY Orange Institutional Representative
- Presented at the CCHS SUNYCEP Directors' Meeting in Plattsburgh, NY



- Represented the College at the Mid Hudson Joint Management Team meetings
- Leadership Tools for Women Conference, Westchester, NY
- Banner & Portal training
- CCTI Meeting in Albany, NY
- NYS Tech Prep Directors Meeting in Albany, NY

### **Miscellaneous**

Conducted 4 personnel searches

Administered and provided fiscal, managerial and personnel oversight to OEP Programs

Contributed to the revised College Catalog

Conducted over 15 presentations throughout the county at different events including Orange County Principals' Meeting and the BOCES Superintendents and Asst. Superintendents meetings

Served on the SUNY Orange Director of Financial Aid search committee

Served on the SUNY Orange Coordinator of Grants search committee

Conducted a workshop for LPP students

Created/realigned OEP Programs budgets including Camp College & Extension Sites

Provided a comprehensive articulation report for the Newburgh Branch campus approval

Explored several projects:

- West Point Educational Training
- 1199 Training Fund Partnership
- Law Enforcement training academy
- Early High School College Program
- Satellite site in Highland Falls
- Smart Program with OT Department and CAPE
- SUNY Orange Assessment Test discussion project
- Videoconferencing equipment and capabilities in relation to CCHS
- Best Resource Center Educational Contract
- Researched possible articulation partnerships with several colleges
- HS/College Faculty Professional Development opportunities.

### **Community College in the High School Program ~ Cindy Simpson, Coordinator**

#### **Highlights of the 2006 – 2007 Academic Year**

- Held two formal informational dinners: faculty & guidance/administration with all CCHS participants' schools.
- Established a Disability Process for CCHS students
- Updated FERPA form for CCHS
- Updated all CCHS Contracts to include a disability process, FERPA, fingerprinting, instructor observations, course evaluations, substitute coverage for SUNY Orange Department meetings/Professional Development, and other changes to improve formatting and readability.
- Conducted High School visits with a created "Contract Updates" booklet
- Worked with English chair to explore a new English placement requirement for CCHS and researched NYS Ed. Department to meet guidelines and regulations
- Administration of CCHS Program including expanding course offering and facilitated faculty approvals.

### **Staff Development**

- SUNYCEP conference, Plattsburg
- Banner & Portal training
- Website training

### **Center for Youth Development ~ Ramona Burton, Director**

#### **Highlights of the 2006 – 2007 Academic Year**

- Completed LPP 2007-2012 Proposal, which included Middletown and Port Jervis.

Earned the cooperation of and established the Rising Stars Program at Twin Towers Middle School.

Planned, coordinated and implemented grade- and age- appropriate, gender-based, project-based college preparation/drop out prevention programs that integrate SED LPP's mandated components: Programs include Rising Stars (7th & 8th), Ninth Hour (9th), Scholars On The Move (10th-12th), College Counts (9th –12th), Girls Embrace Maturity-GEM (7th –12th), and Males Entering Manhood-MEM (7th-9th).

- Through an additional grant, 21st Century Community Learning Centers, recruited from the City of Newburgh an additional forty-six (46) 6th graders from 7 elementary schools in Newburgh for a program called Six Town.
- Initiated several new projects including a National Night Out site at Broadway & Grand Street
- Produced a community wide performance BEATS of History: A Multi Cultural Song; coordinated two sites for Make A Difference Day which served a hot meal to more than 350 senior citizens in the City of Newburgh
- Implemented Environmental Education activities; Arts In Education programs including Script Development, Acting, Dance, Visual Arts, African Drum, and Event Production; Career Development programs including Radio Broadcasting, Technology programs in Web Page Design, Graphic Art and Keyboarding; and created a 3-day event called Celebrations of Faith which exposed students to the practices of various faiths during the holiday season.
- Collaborated with numerous community based organizations, school districts, local and state government entities, businesses and individual consultants: Affinity Health Plan; Alcohol & Drug Abuse Council of Orange County; Arts Alliance of Lower Hudson Valley; City of Newburgh: Children, Youth & Family Department, Police Department, Youth Bureau, and Recreation Department; Damon Finch Power Sessions; Elant Inc.; Ebenezer Baptist Church; Family Health Center of Greater Hudson Valley; First United Methodist Church; Glenn Hines Memorial Boys & Girls Club; Habitat For Humanity; Hudson Valley Afterschool Network; Hudson Valley Press; Imaging Success Group; It's All Good Restaurant; KeyBank; Middletown Enlarged City School District; Newburgh Enlarged City School District; Newburgh Free Library; Newburgh Performing Arts Academy; NYS Department of Environmental Conservation; Orange County Career Center; Orange County Department of Motor Vehicle; and Planned Parenthood of Mid Hudson Valley.
- Participated on two college-based planning teams: Camp College and the Math & Science Summer Program RFP

### **Staff Development**

- Attended numerous staff development workshops and conferences, and participated on community wide committees and boards.
- NYS LPP Director's Conference
- Youth & Staff Voice: Enhancing Involvement in Program Planning, Management and Evaluation, and Fiscal Management
- ACT for Youth
- Emerging Health Care
- Elected to the St. Lukes Cornwall Hospital Board of Trustees and serve on the Performance Improvement committee.
- Planning with Promising Practices & Ideas
- Committee & Board Involvement: 21st Century Community Learning Centers Partnership Team; International Festival Committee; MLK Celebration Committee; National Night Out Committee; and Parent's Night Out Committee, Newburgh Community Action Committee Board of Directors; and St. Lukes Hospital Board of Trustees.

### **Tech Prep Program ~ John Hoffman, Coordinator**

#### **Highlights of the 2006 – 2007 Academic Year**

- Sponsored the attendance of SUNY Orange faculty and High School faculty members (10) to the Catskill Hudson Area Health Education Center: Exploring the Health Profession Workshop
- Purchased 20 Computers and monitors for the new SUNY Orange IT Curriculum.
- Purchases of Music Tech software for SUNY Orange Arts and Communications Division
- Supported the Meeting of the Craft Advisory Board at BOCES
- Hosted a Curriculum conversation meeting between SUNY Orange Business faculty and Orange County business teachers
- Supported conceptual teaching programs by the use of curriculum materials and teaching aids
- Funded equipment and software upgrades for Minisink, Newburgh and Pine Bush school districts
- Facilitated and funded a visit of 29 BOCES students to the Education Department
- Supported and contributed to the effort of Camp College

### **Staff Development**

- Attended ACTE Annual Conference, Atlanta, Georgia
- NYS Tech Prep Directors Meeting in Albany, NY
- CCTI Meeting in Albany, NY
- Served as publicity chairman for the annual Tech Prep Conference and Regional Tech Prep Advisory Board



# **APPENDIX**

## **APPENDIX ITEM A: Academic Master Plan 2005-2010 – Common Themes**

## Five Common Themes

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:

- **Technology** – 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 labs and relevant equipment on a consistent three-year cycle;
  - Create a cycle for implementing smart stations and smart boards in all instructional spaces on campus;
  - Upgrade computer hardware and software within faculty and department offices on a consistent three-year cycle;
  - Explore the creation of wireless hot spots in appropriate spaces throughout the Middletown and Newburgh campuses;
  - Consider the desire and feasibility of student owned or leased laptops upon admission;
  - Create faculty and department web pages for posting assignments, syllabi, activities, updates, etc.;
  - 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; and
  - Ensure that non-computer related technologies or tools and capital equipment needs and budgetary requests are kept current.
- **Curriculum Change/Program Design** – 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:
  - 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;
  - Ensure an inclusion of the cultural arts, diversity, critical thinking, communication skills, information literacy etc. within the curriculum and programming for the community;
  - Identity, review and assess the common academic core that should exist in all AA, AS and AAS programs;

- Collaborate with the Center for Adult and Professional Education (CAPE) to build alignment between credit and non-credit offerings, certifications and continuing education courses;
  - 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;
  - Address technical support services for students taking courses on-line;
  - Incorporate specialized industry certifications within credit and degree programs to provide students with value-added skills;
  - Increase program articulation agreements to ensure a seamless transfer and to broaden career paths for students; and
  - Create learning communities and student cohorts such as a First Year Experience to enhance retention.
- **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 teaching excellence, best practices and pedagogy through the Center for Teaching and Learning;
    - 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;
    - Create internships in the business sector to allow faculty the opportunity to incorporate contemporary real world applications within the curriculum;
    - Establish partnerships for international visiting professor opportunities that enrich the multicultural perspective and enhance global understanding;
    - Provide mentoring for new faculty, adjuncts, and Community College in the High School's (CCHS) faculty; and
    - 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.
- **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 at SUNY Orange thoughtful ideas for working collaboratively have emerged. Listed below are the issues and suggestions identified:
    - Seek out new opportunities for collaboration and programming such as the Hudson Valley Consortium for Domestic Preparedness, Response and Recovery;
    - Strengthen and expand partnership efforts, articulation and other activities such as discipline-specific Alliance Meetings with area Pre -K-12 school

districts and the BOCES through the newly created Office of High School Relations that includes *Community College in the High Schools, College Experience Program, Center for Youth Development and Tech Prep*;

- Develop a plan for expanded offerings, the appropriate sequencing of courses and the identification of signature programs at the Extension Centers at Monroe, Port Jervis, and Warwick;
  - Create stronger ties between CAPE and credit departments and programs to develop new non-credit offerings;
  - Develop a formula for resource sharing between CAPE and credit departments to serve as an incentive for building discretionary funds within department budgets;
  - Investigate securing appropriate bachelor degree granting institutions who might offer SUNY Orange graduates from AA, AS or AAS programs the opportunity to complete their bachelor's degree on the SUNY Orange Campus;
  - Assertively seek relationships with Community Based Organizations, theatre or cultural groups, non-profit organizations and the business sector to provide training or credit programs on-site and to engage in win-win partnerships that enhance revenues for all parties; and
  - Develop a plethora of internship opportunities for students through collaborative efforts with academic departments and the Career Services Office and strengthen relationships with the corporate sector.
- **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;
    - Create a selective Ambassador program that provides free tuition and leadership development for students;
    - 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;
    - Explore the feasibility of creating a First Year Experience and/or expanding or reinventing the student success course;
    - Ensure that adequate tutor services and academic assistance are available to meet the needs of students;
    - Balance meeting the needs of diverse students including those designated in the Honors program and those placed into developmental courses; and
    - Create a one-stop center that addresses student needs more fully.