

Chancellor's Weekend Memo



November 21, 2014 Number 962

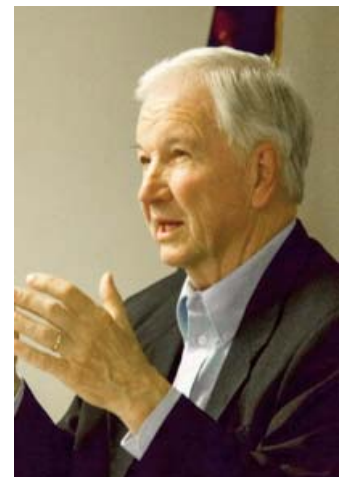
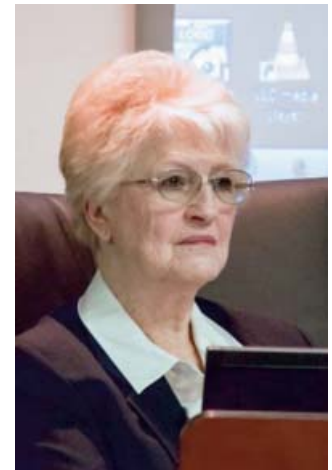
Grand Opening

Brown and Juanita C. Ford Art Gallery at the Northwest Campus

The Northwest Campus hosted the opening reception of "Red Lining: Paintings 2012-2014" which features the artwork of Shirley Woodson. The exhibition will be on display until January 9, 2015.



Board of Trustees Meeting- November 19, 2014



Division of Administration and Finance



The Division of Administration and Finance's Bursar's Office serves as a centralized billing and collection point for student accounts. It is responsible for monitoring the payment of tuition and fees, posting charges and credits to student accounts. The Bursar's Office works closely with the District Financial Aid Office to ensure that financial aid funds are processed in accordance with Department of Education guidelines.



Administration and Finance



District Police Authority



Captain Bahrija Livadic and Chief Darrick Muhammad represented the District at a Professional Valediction Program at Wayne State University Police for Melissa Lesperance. Ms. Lesperance was instrumental in the District Police Authority Dispatch Center in its opening, operations and continuous quality improvements. She initially trained the District's dispatchers and Command staff in the Law Enforcement Information Network (LEIN), as well as emergency call takers on legal issues, ethics, professionalism, basic radio dispatching, incident command, emerging technologies and team building basics.

Ms. Lesperance was recently appointed as the University of Chicago Police Department's Director of Security Operations, in charge of radios, cameras and alarms.



Dispatcher Zainab Beydoun from the Wayne County Airport Authority Police has been working and training the District's Police Authority dispatchers. The training is focused on developing an understanding of how to respond to liability risk, suicide callers, homeland security and incident command, domestic violence and stress management.

Dispatcher Beydoun has been a dispatcher for more than two years at the WCCCD Police Authority Department.

Division of Student Services Professional Closet Initiative



Donations for new or gently used clothing, shoes, and accessories are always accepted at the Eastern Campus. We are in need of both men's and women's items.



Men's pants
Men's suits
Men's shirts

Women's pants
Women's suits
Women's dresses
Women's sweaters

Men's belts
Men's shoes
Men's sweaters
Men's ties

Women's shoes
Women's skirts
Women's accessories
Women's fashion scarves



Division of Student Services





WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

Study ABROAD

BRING THE WORLD HOME



Study abroad has burgeoned over the last 10 years at WCCCD. A study by the Global Institute of International Education states “still only about 14 percent of U.S. college students study internationally, and just over 5,200 of the more than 283,000 American students studying abroad are from community colleges.”

“My insight on how different cultures communicate in their day-to-day lives has increased my yearning to learn about other countries. To share in and understand the diversity of cultures and the multiculturalism of 200 countries here is overwhelming. Their languages, religions and education enrich this great country,” said Rhonda Collier, about her study abroad trip to Australia. “I wish a lot of people would experience what I experienced. Students need to take advantage of the WCCCD Study Abroad Program.”



PROFESSIONAL DEVELOPMENT



Orlando Wilkins represented the District at the monthly meeting of the Harper Woods Champions Council.



Mike Dotson attended the November meetings of the Van Buren Township Local Development Finance Authority and the Bellville Area Chamber of Commerce Board of Directors . He also attended the Belleville Central Business Community at the Belleville Historical Museum meeting.



Dr. Sandra Robinson attended Professor James Tatum's Volunteer Awards Reception, an annual event which highlights the achievement of the James Tatum Foundation's scholarship recipients.

Dr. Sandra Robinson and Dr. Julie Corbett attended the quarterly meeting of "Connecting the Pointes," an organization which provides a networking forum for community groups, agencies, businesses and foundations in the metropolitan Grosse Pointe area.



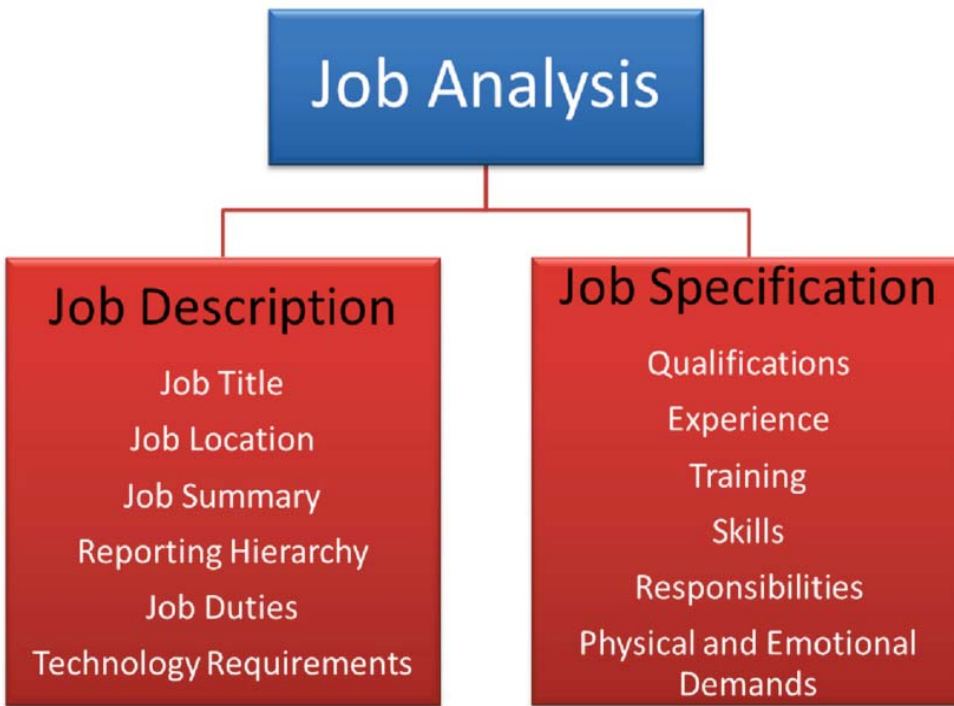
Division of Human Resources

The Importance of Job Descriptions

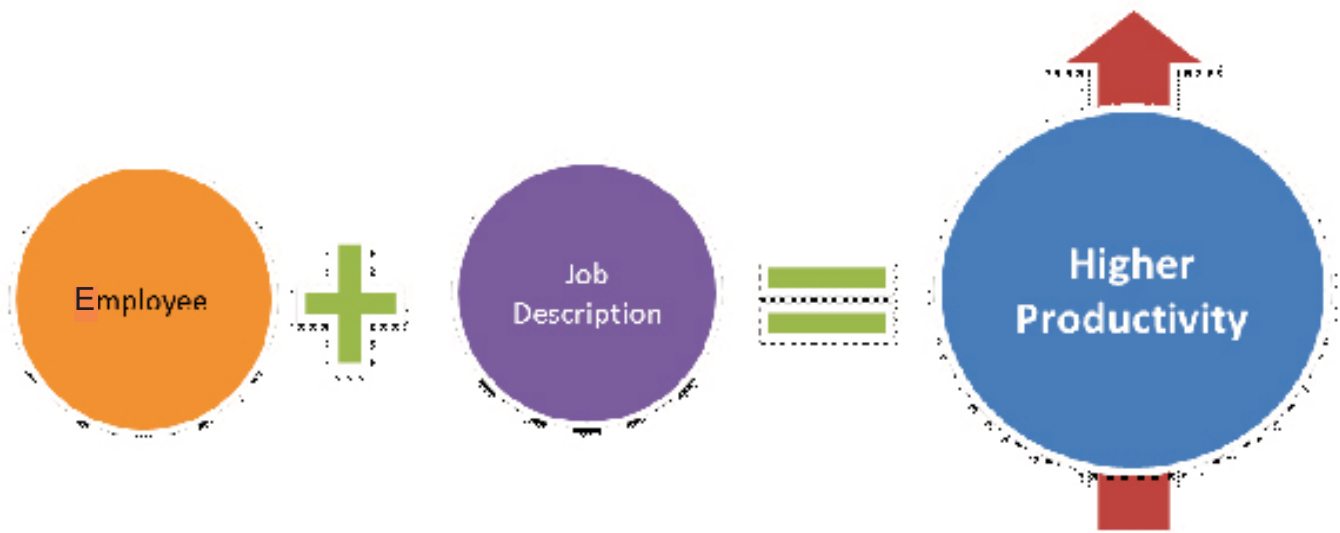
All employees must know what is expected of them and how they will be evaluated. Creating a job description often results in a thought process that helps determine how critical the job is, how this particular job relates to others and identify the characteristics needed by an employee filling the role.



A job description outlines the necessary skills, training and education needed by a potential employee. Furthermore, it outlines the duties and responsibilities of the job. Once a job description is prepared, it serves as a basis for interviewing candidates, orienting a new employee and finally in the evaluation of job performance. Using job descriptions is part of good management.



As part of the Division of Human Resources continuous quality improvement efforts, we have been conducting a comprehensive job description analysis which entails reconciling titles, duties, reporting hierarchy, qualifications, experience, skills and responsibilities. This review allows us to test for not only completeness but District-wide alignment.



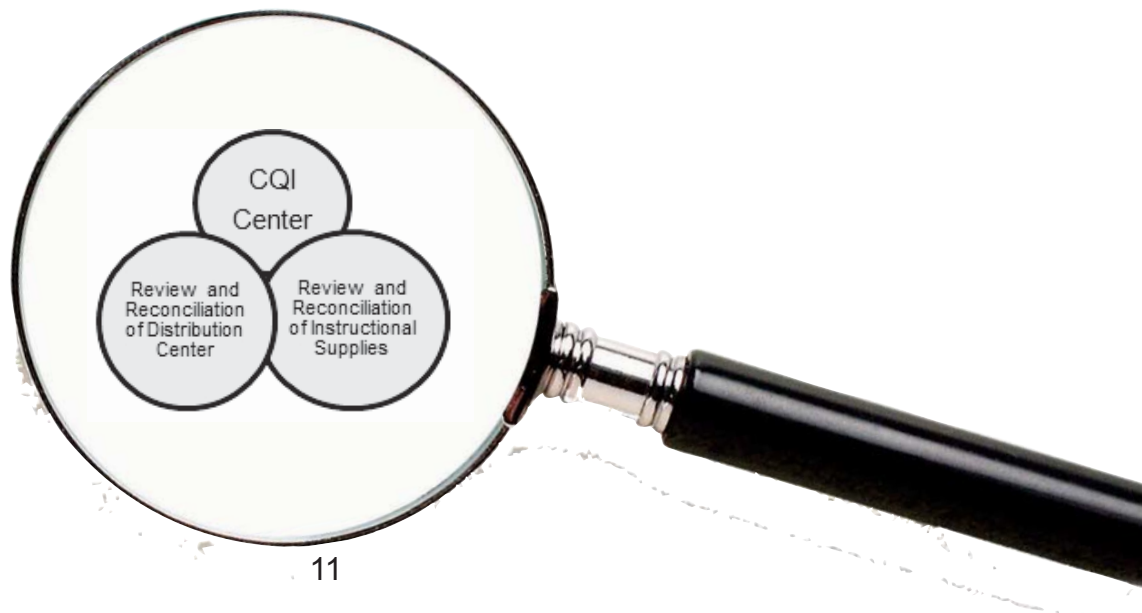
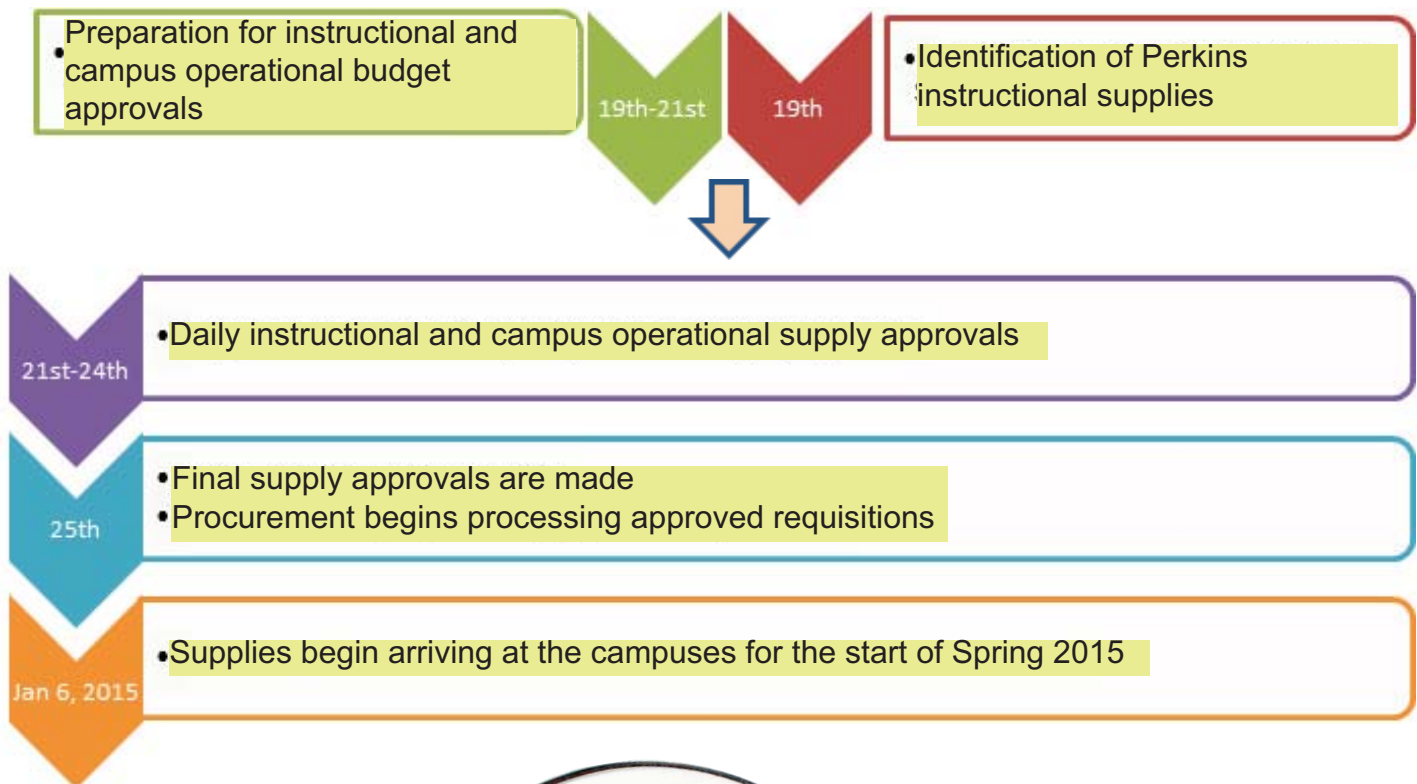
Office of Accountability and Transparency



The Continuous Quality Improvement Audit Center collects, reviews and conducts monthly reconciliations and on-going audits of all District data. A systematic approach is used to procure data from multiple sources, allowing for collective knowledge through accountability and transparency. The Office of Accountability and Transparency is working on the Spring 2015 instructional and campus operational supply requests.



Spring 2015 Campus Supply Timeline November 2014 – January 2015



WEEKLY UPDATE



VoIP SIP Trunk

WCCCD's SIP (Session Initiation Protocol) provider installed fiber to a demarcation point in the basement of the District Office Building. Fiber optic cable runs from the basement to the third floor Data Center where the SIP trunk is installed in the server rack.

The SIP trunk will provide full telecommunication service to the pilot group using VoIP at the Mary Ellen Stempfle University Center- Center for Distance Learning. This SIP trunk, and another scheduled to be installed at the Downriver Campus will provide full telecommunication service to the entire District when we are in full production.



Features include:

- Internal calls will be carried on the WCCCD network
- External calls will use the SIP trunks to access the PSTN (Public Switched Telephone Network)
- The two SIP trunks will ultimately replace 12 ATT circuits providing significant cost savings

IMMEDIATE BENEFITS

For End-users

- New IP phones with enhanced communication features
- Increased productivity in call centers with skills-based routing features

For Information Technology staff

- Cisco Call Manager, the software based PBX, allows centralized support of all District phones
- Phones can be configured, call plans can be modified, and new features added or changed remotely through software



SOFTWARE APPLICATION APPLICATION EMPOWERMENT SERIES



Empowering End Users with Everyday Use of Software Applications

**Location: Charles E. Morton Board of Trustees
Conference Room**

Upcoming Workshops!

Thursday, December 4, 2014
12:00-1:00pm
Microsoft Powerpoint 2010

Thursday, December 11, 2014
12:00-1:00pm
Windows 8.1



The Division of Information Technology began the Software Application Empowerment Series this week. The kick-off training session featured Microsoft Outlook 2010 taught by Wanda Hudson, Continuing Education Instructor. The attendees received information on program customization, creating and managing rules, managing conversations and more.



For more information, please call (313) 496-2669

Division of Institutional Effectiveness



METRICS AND EVALUATION: DASHBOARDS

The Division of Institutional Effectiveness evaluates and measures core performance indicators such as completion, persistence, enrollment, and transfer through the use of dashboards.

Dashboard metrics may include:

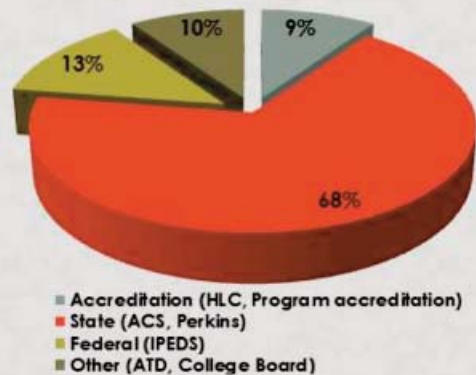
- Registration Updates and Activity
- Student Credit Attempts
- Student Type
- Completion and Transfer Activity
- Survey Completions and Analysis
- Data Request Activity
- External Reporting

EXTERNAL COMPLIANCE REPORTING DASHBOARD METRICS

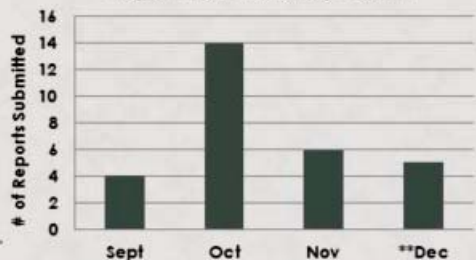
Report Data Submitted

Integrated Postsecondary Education Data System (IPEDS)	<ul style="list-style-type: none"> • Enrollment, human resources, library services, distance learning, expenditures, graduates
Perkins Core Indicators	<ul style="list-style-type: none"> • Occupational program enrollment, licensure pass rates, special populations, completions, retention, and student placement
Activities Classification Structure (ACS)	<ul style="list-style-type: none"> • Credit and non-credit enrollment, expenditures, tuition
Higher Learning Commission Annual Institution Update	<ul style="list-style-type: none"> • Enrollment characteristics, campus locations, Title IV programs, completions, finance

Reports Submission by Agency



Reports Submission by Month



**includes scheduled number of compliance reports only. Additional reports may be requested.



SCHOOL OF CONTINUING EDUCATION and workforce development
Serving the Community as a Multi-Campus District



The School of Continuing Education and Workforce Development has expanded our senior offerings through the Silver Circle Program. According to the American Council on Exercise, "Active seniors live longer and have an increased quality of life. Physical activities help protect against declining health and adds years to your life." Featured classes include computer basics, painting, sewing, yoga and Zumba.



The Detroit Association of Retired School Personnel invited WCCCD to participate in their board meeting to discuss senior programs. This organization caters to active retired teachers, principals, counselors, and other K-12 professionals. WCCCD highlighted programs focused on cultural and social enrichment, healthy living, and technology. One senior stated:

"It is wonderful to know that WCCCD offers so many convenient programs."



Division of Educational Affairs

Meet & Greet



Denise Williams Mallett!

It is with great pleasure to introduce Denise Williams Mallett, Provost-At-Large. Mrs. Mallett has recently joined the WCCCD team and is working within the Division of Educational Affairs. With more than 16 years of higher education experience, we look forward to her added contribution and expertise to the institution. One of her responsibilities will include serving as the adjunct faculty liaison. Mrs. Mallett is planning a series of “Meet and Greets” working with the campus presidents at each campus in the coming months. This will be an opportunity for her to introduce herself and get to know the adjunct faculty.

Some of the topics that will be discussed at the Meet & Greet will include:

1. **Financial Aid: The role faculty plays in the process.**
2. **Learn quick tips on accessing information through Web Gate.**
3. **Increase your knowledge of WCCCD with a 10 minute virtual tour of the website.**
4. **Final Grades: Preparing long before the last day of class.**
5. **Navigate effectively through the Syllabus 13 point checklist.**
6. **Enhance your strategies in the area of student intervention.**
7. **The facts on the text book policy.**

Campus Visit Schedule

December 2, 2014 10:00am Downtown Campus
December 9, 2014 10:00am Eastern Campus

January 22, 2015 2:00pm Northwest Campus
January 29, 2015 10:00am Western Campus

February 11, 2015 10:00am Downriver Campus
February 12, 2015 2:00pm University Center
February 25, 2015 2:00pm Downtown Campus

March 9, 2015 10:00am Northwest Campus
March 18, 2015 2:00pm Eastern Campus
March 25, 2015 2:00pm Western Campus

Division of Educational Affairs

Lunch and Learn for Dental Hygiene Students

The first year Dental Hygiene students participated in a lunch and learn session provided by Larry Stohler from Designs for Vision. Students were introduced to vision instruments that enhance the services provided to patients.



ACADEMIC PROGRAM PLANNING

Advisory committee provided on input, industry support and faculty assistance in program development makes for quality academic offerings and degrees. The following faculty members have been working with the Regional Program Planning Office in program development:

Anwar Baker – Medical Lab Tech; Mary Pequinot – Associate of Arts in Psychology; Doug Payne – Computer Numerical Control and Manufacturing; Dr. Lillian Jenkins – Quantitative Math; Dr. Howard Trantum, Dr. Harriet Smiley, Dr. Cynthia Miller and John Diggs – Associate of Arts in Philosophy and Religious Studies.

CAREER EDUCATION

The Fall 2014 Completion Agenda Newsletter is now available on the WCCCD website. In this edition you'll find:

- Information on the Fall 2014 Advisory Breakfast
- New Career Programs
- Student Success Stories
- Developing Partnerships

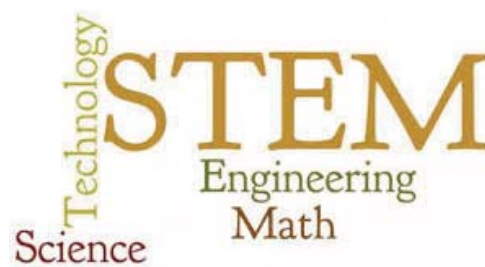
Please visit the Completion Agenda site by going to WCCCD's homepage, "About Us," and then click on "Completion Agenda."



As the demand for Science, Technology, Engineering, and Math (STEM) jobs increase, distance learning courses can offer more accessibility and potential affordability to training individuals within these fields. New online labs and virtual classrooms can provide an alternative option for this training, which can help to reduce the costs of equipment and supplies, but still meet the necessary industry training needs.

WCCCD's Center for Distance Learning currently offers hybrid courses within the STEM fields, and is working toward adding the online lab and virtual classroom options for both online and face-to-face courses.

Source: <http://www.usnews.com>





Wayne RESA Pathways to Literacy: Best Practice Models for Accelerating Achievement K-12



The Downriver Campus hosted Wayne RESA who conducted a workshop entitled Pathways to Literacy. National literacy consultant and bestselling author, Stephanie Harvey shared research-based professional development models that are effective in building capacity in both teaching and administrative ranks.

The Office of Instruction completed a team building assignment during their bi-weekly meeting. Teams were assembled to create a tower from marshmallows and pasta. Communicating and working together under a strict timeframe allowed the teams to create solid structures. The goal was to promote creativity, improve communication, develop problem solving skills and increase productivity in the future.



100+ Women Who Care TriCounty Michigan



The quarterly meeting of 100+ Women Who Care Tri-County Michigan was held recently at the Northwest Campus. The mission of the organization is to offer continual financial support of non-profit organizations in Macomb, Oakland and Wayne Counties.



Wildcat Open House

The Eastern Campus hosted the Wildcats Open House to recruit students for the Men's and Women's Basketball, Cross Country, Bowling and Men's Golf teams.



Entrepreneurial Institute and Resource Center

The Entrepreneurial Institute and Resource Center hosted a workshop on Internet marketing. Internet marketers Chris Wechner, Mark Maupin and Wayne McDonald discussed strategies for having your business or organization found by potential customers on the Internet.



Partnership with Autism Alliance of Michigan

Cecile Taylor, Joann Broomfield and Mike Dotson met with Kathleen Bissa from the Autism Alliance of Michigan. The Western Campus will be partnering with the Autism Alliance of Michigan to host an Autism Awareness Conference on April 17, 2015.



Regional Chiefs of Police Association

National Tactical Officers Association and Van Buren Township

Under a nationwide initiative of the National Tactical Officers Association and in partnership with Van Buren Township Department of Public Safety, the Western Campus proudly supported safety training workshops for regional law enforcement officers.

In partnership with Van Buren Township Department of Public Safety, the Western Campus was host to the Regional Chiefs of Police Association Meeting. Mike Dotson and Dr. Frank Dunbar raised awareness of relevant WCCCD programming to the group prior to their election of new officers and swearing-in ceremony.

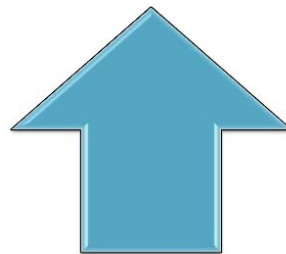
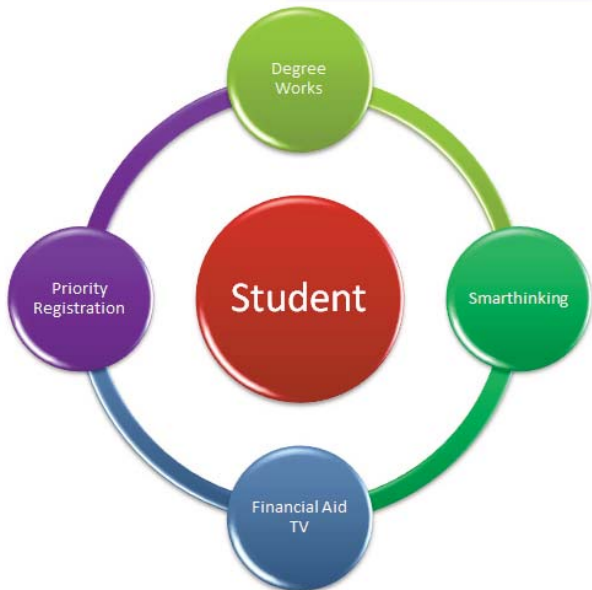


Division of **Student Services**
Student Retention Initiative

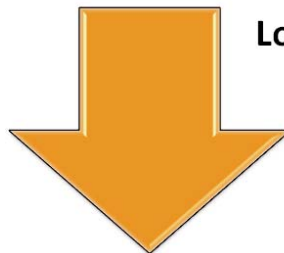
What's Working at WCCCD?



Priority Registration	<ul style="list-style-type: none"> • 2027 Registered, Fall 2014 • Average Completed Credit Hours: 49 • Average Credit Hours Registered: 9
Degree Works	<ul style="list-style-type: none"> • 79,573 DW Access • 32,173 "What-If" • 988 "Look-ahead" Audits
SmartThinking	<ul style="list-style-type: none"> • 889 New Users, Fall 2014 • 96% Would Recommend • Top Subjects: Math & Science
Financial Aid TV	<ul style="list-style-type: none"> • 5558 Videos Watched (YTD) • 325 Videos Watched in October • Most Popular: What is a loan?



Graduation Rate Up: 67%*



Loan Default Rate Down: 7%**

*Community College Week 2014 Top 100 Associate Degree Producers, All Disciplines-African American

**U.S. Department of Education, School Default Rates 3-Year, FY 2011, 2010 and 2009



Dental Hygiene Program students



Word Processing students in class



Students using the library card catalog.



Seniors taking advantage of community programs at WCCCD



Students working in the lab

Legislative Corner

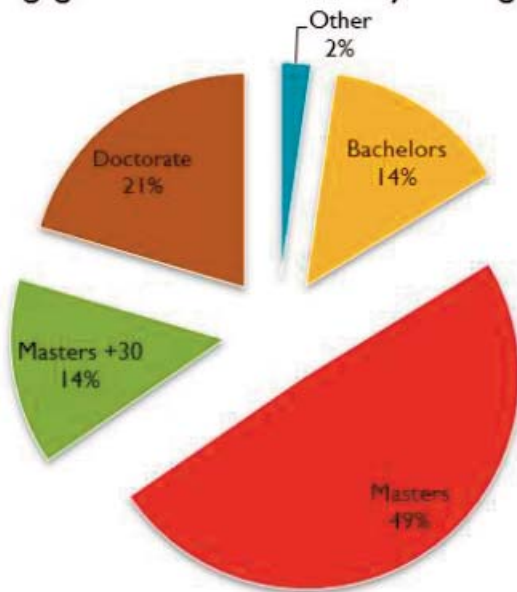
Report...Trends in College Pricing: Tuition and fees at public two-year institutions increased 18% over the last five years, according to the College Board 2014 edition of *Trends in College Pricing*. But despite growing price, borrowing by community college students through the federal loan programs decreased from 2010-11 to \$7.1 billion in 2013-14.



Senate Chairmanships Announced: Following the leadership elections, Senate Majority Leader-elect Arian Meekhof has announced that Senator Dave Hildenbrand will Chair the Senate Appropriations Committee next session. Senator Meekhof also announced the members of the Policy Development Committee: Senator Dave Robertson, Geoff Hansen, Wayne Schmidt, and Margaret O'Brien. Senator Jim Marleau will Chair the Committee on Committees; other members include Darwin Booher, Jim Stamas and Mike Shirkey.

WCCCD Faculty Engagement

The division of Educational Affairs collaborates with the Division of Institutional Effectiveness in gathering data and survey information related to faculty and engagement. Below are key findings:



WCCCD Faculty Education Attainment

- Top Three Areas of "Great Interest:"**
- Use of technology to enhance student learning (**78.4%**)
 - Incorporate active learning strategies (**77.3%**)
 - Improve standards/accuracy of my approach to evaluating students (**71.8%**)

Brown and Juanita C. Ford Art Gallery Western Campus

The opening reception for the "Storyline" art exhibition took place this week at the Brown and Juanita C. Ford Art Gallery at the Western Campus. The exhibition features the artwork of Linda Mendelson and will be on display until December 18, 2014.





WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
HEINZ C. PRECHTER
EDUCATIONAL AND *Performing Arts Center*

21000 Northline, Taylor, MI 48180

Sounds of the Season — *A Holiday Gift*

With the
Southern Great Lakes Symphony
and Special Guests
Seaway Chorale



Saturday,
December 13, 2014
7:30 p.m.

Open to the public
at no cost!

Box Office 734-374-3200

www.wcccd.edu



*Sponsored by WCCCD's School of Continuing Education and Workforce Development
and the Downtown Campus*