Chancellor's Weekend Memo

WCCD

Study ABROAD
WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
BRING THE WORLD HOME

This spring's Study Abroad Program was in partnership with the Munich Group of the European Business School. Pictured with our students are German Professor Ingmar Niemann and Andre Schlipp, Chief Operating Officer for the European University Business School Group in Munich.

American Association of Community Colleges
97th Annual Convention

Members of WCCCD's executive team and the Lone Star College System presented at th American Association of Community Colleges Annual Convention. The topic was "The Entrepreneurial Community College: Leading Large Scale Organizational Change."

Chief Darrick Muhammad, Dr. Randall Miller and Anthony Arminiak presented on "Why Weren't You Prepared? 21ST Century Campus Safety and Security."

The Division of Student Services and the Northwest Campus welcomed high school students

High School Students Visit Continued...

Division of Educational Affairs

Connecting Student Entrepreneurs with Successful Business CEOs

50th Faculty Innovations' member, Dr. Adam Shakoor and the Business and Accounting Entrepreneur disciplines, hosted a forum with WCCCD students and owners/CEOs in the business community. Students learned of resources for becoming an entrepreneur and tips to owning their own business to achieve their professional and career goals.

Five of our faculty members shared their journey of being both students and faculty of WCCCD and how it has led to their current role with students.

Faculty panelists included: Deolis Allen; Sharon Wallace; Frank Raines; Deborah Robinson; Joy Charles; and Dr. Ella Jean Davis. The forums were held at the Downtown Campus and the Mary Ellen Stempfle University Center.

> "I appreciate a 'private education' at a public price!"
> ~Brittany Washington, Current Pre-Pharmacy Student

Educational Affairs and Fiscal and Instructional Accountability

The team met to discuss faculty recommendations for Fall 2017 textbooks. Discussions also included initiating the textbook selection process for Spring 2018.

Learning Resource Center

The LRCs partnered with the Federal Reserve Bank for a "Money Smart Week" seminar.

STEM — Science, Technology, Engineering, Mathematics

Students from across the community participated in sessions focused on studying about germs and live bacteria in the Inspire STEM Research Laboratory.

Design Center

Design thinking is an innovative thought process that originated in design and architecture but has recently expanded to many other fields. Design is about adding value to our lives, which is applicable to any situation. Design thinking involves creating new and innovative ideas and is used to solve complex problems that are often unclear and have no definitive solution. It expands the potential for ideas, moving beyond what is existing or obvious, and transforms them into real world solutions.

The Stanford Design School developed the following graphic, illustrating their interpretation of the steps of design thinking.
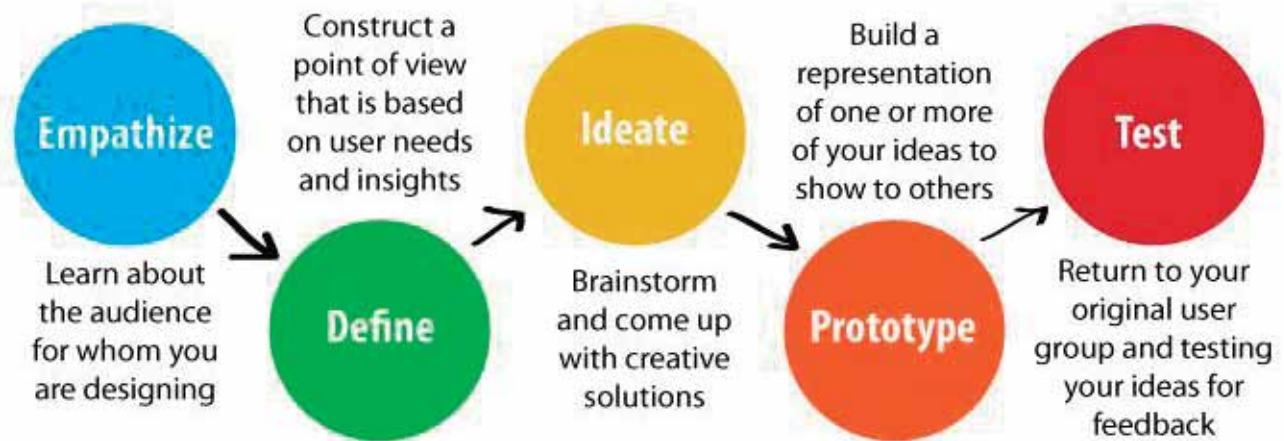
The Design Center met with members of the Chancellor's leadership team to discuss current strategies for student retention and completion.

Division of Student Services

Campus Registration Model

ACCESS Program

Arab Community Center for Economic and Social Services (ACCESS) is the largest Arab American human services non-profit in the United States. WCCCD staff and students attended the 46th ACCESS Annual Dinner that brought together nearly 2,000 friends and supporters including local, state and national officials and leaders from business, labor and nonprofit organizations.

Service Desk Meeting

Providing first-rate level of service to our faculty and staff is a necessity. To continue to provide this level of service the Division of Information Technology (IT) Service Desk team met to discuss the following:

- Service Desk tickets
- Phone support
- Roundtable

System Upgrades

During the Spring Break, IT worked diligently to upgrade the Virtual Desktop Infrastructure (VDI) for the District Office Building and the Downtown Campus. As a result of the upgrade, all ESXi, vCenter, and VMware Horizon systems throughout the District share the same software versions and; therefore, provide a more uniform experience for students, staff, and faculty.

Banner 9 (XE) Upgrade Project Team Meeting

The Banner 9 (XE) Upgrade Project team met this week to discuss the following:

- Review Project Timeline

- Individual Project Status Updates/Timeline

- Business Process Mapping

- Discuss Plan for Student Services module

On the Move...

Daryl Hawkins attended a two-day workshop titled "Fundamentals of Project Management." Some of the topics highlighted were:

Unique characteristics of project management

Chart for timelines

Recognizing constraints in every project

Division of Administration and Finance

Staff from the Division of Administration and Finance participated in a virtual travel and expense management upgrade software demonstration. Ellucian travel expense management powered by Chrome River, helps higher education institutions eliminate manual expense reporting processes. The software helps institutions cut expense processing cost almost 70% by automating encumbrances, pre-trip authorizations, documentation handoffs, and other key stage of expense reporting.

Benefits of Chrome River:

1. Improve efficiency
2. Accelerate payment
3. Provide visibility
4. Reduce paper

Division of Administration and Finance

* Deferred/Preventative Maintenance

Northwest Campus
Roof Maintenance

Northwest Campus
Boiler Inspection
and Repairs

Northwest Campus
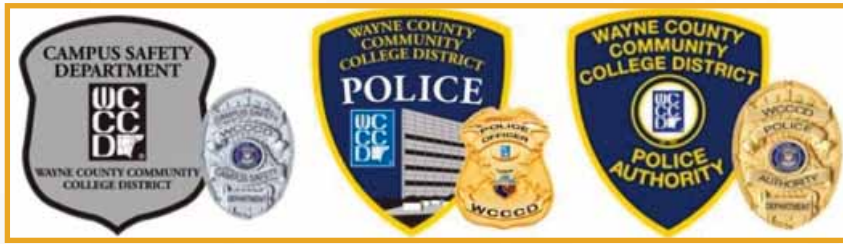Police Authority Renovations

Division of Administration and Finance

* **Deferred/Preventative Maintenance**

Western Campus
Asphalt Repairs

Downtown Campus
Courtyard Improvement

Safety Awareness Seminar

Staff from across the District attended the Safety Awareness Seminar facilitated by Detective Brian Fountain from the Detroit Police Department. This seminar was designed to promote awareness and provide practical strategies for the avoidance of criminal confrontations.

Office of Accountability
and Transparency

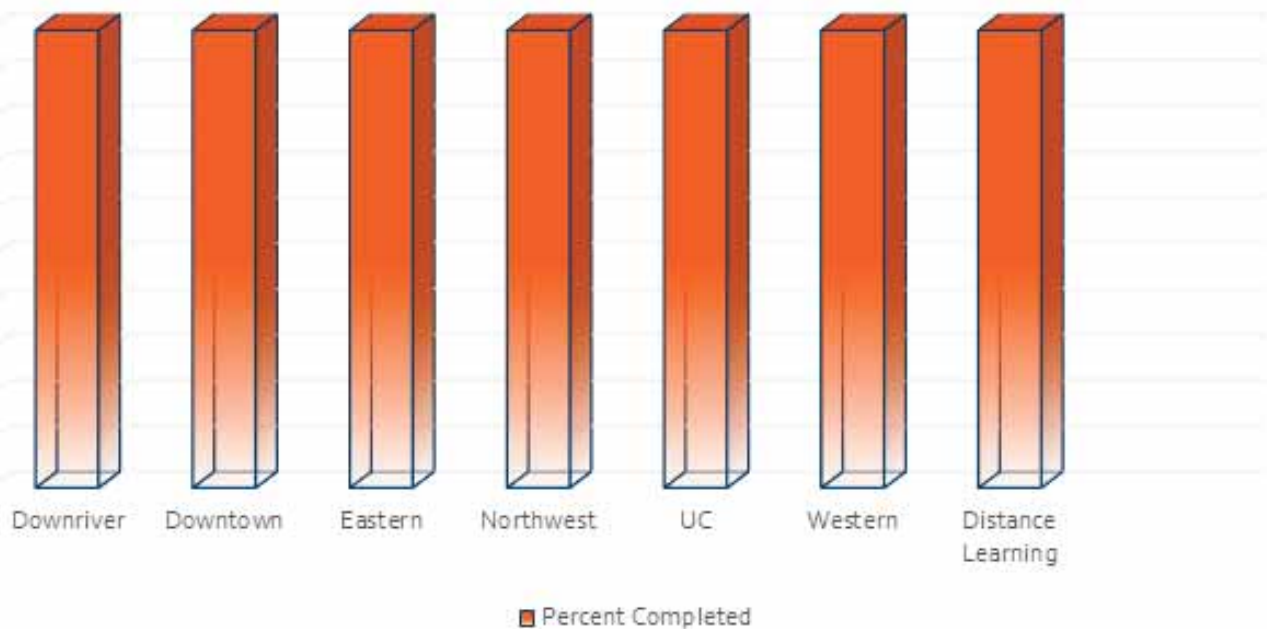## Reconciliation- Spring Faculty Evaluations

The Office of Accountability and Transparency, under the Continuous Quality Improvement Audit Center is currently auditing the Spring 2017 faculty evaluations. Each campus was assigned faculty evaluations in order to maintain the District's compliance process for evaluating full and part-time faculty. The following data was reviewed:

- Campus evaluation submissions
- Receipt and completion of the Faculty Academic Information Form
- Number of faculty evaluated
- Full-time faculty
- Adjunct faculty
- Outstanding evaluations

REVIEW

100% Complete!

SPRING 2017 FACULTY EVALUATION SUBMISSION

Downriver | Downtown | Eastern | Northwest | UC | Western | Distance Learning

■ Percent Completed

Division of Human Resources

Employee Data Reconciliation

The Division of Human Resources (HR) is conducting a periodical reconciliation review of all employee files. This exercise provides HR and employees an opportunity to update their contact information and to ensure that that HR has all the necessary information and documents in the employee's files. This reconciliation will ensure accountability and efficency.

Dates To Remember:

IEPAs Due Dates

May 1, 2017: Exempt and Pathways
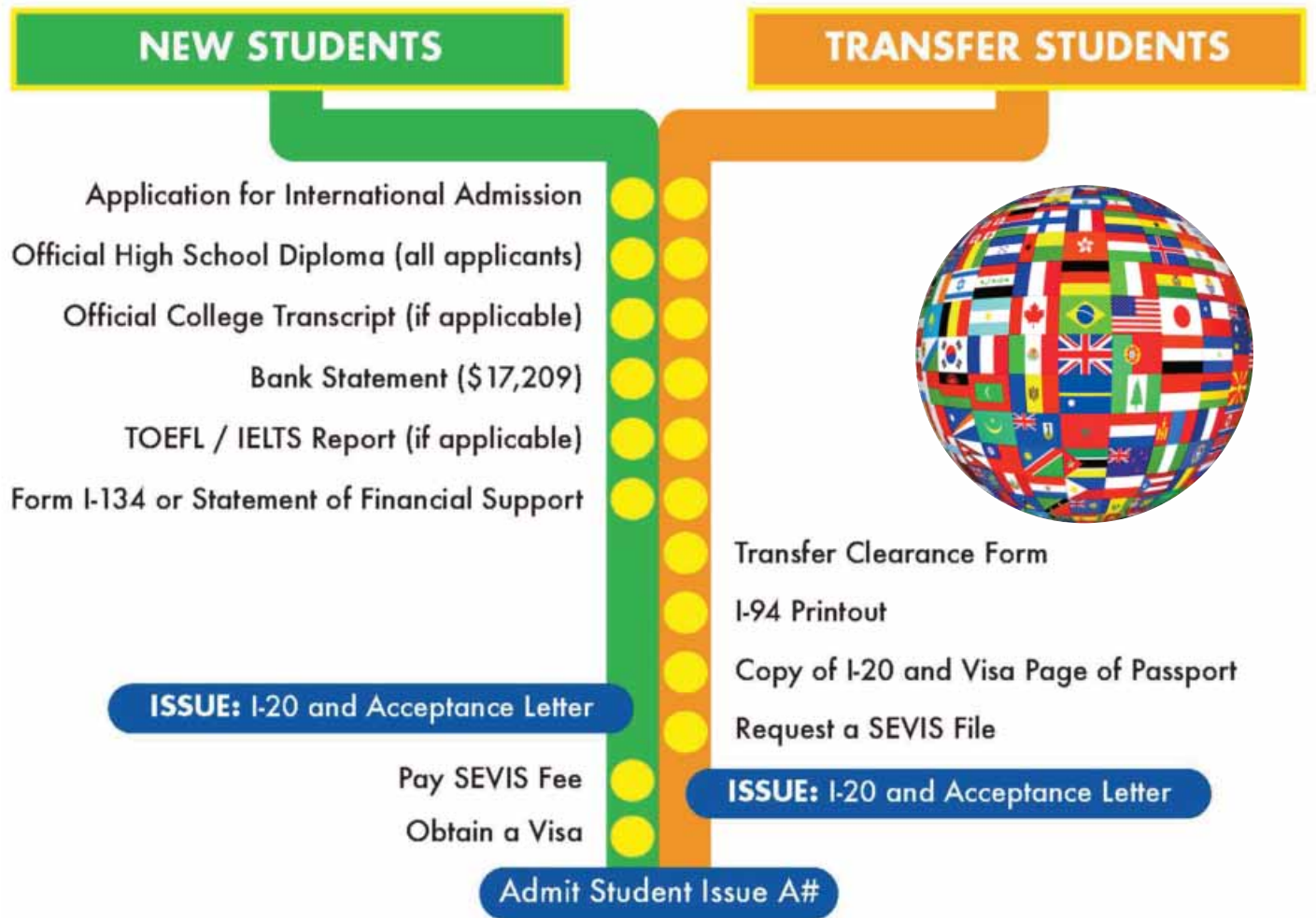
May 31, 2017: P & AA

June 30, 2017: UAW

Did You Know?

8 Musts for Effective Leaders

1: Know the difference between leading and managing

2: Develop your sense of purpose

3: Show courage

4: Use candor

5: Limit yourself to a few key objectives

6: Borrow the best ideas

7: Remember that great leaders are made not born

8: Be yourself

International Programs
and Global Partnerships

INTERNATIONAL PROGRAMS' ADMISSIONS FLOW CHART

NEW STUDENTS

- Application for International Admission
- Official High School Diploma (all applicants)
- Official College Transcript (if applicable)
- Bank Statement ($17,209)
- TOEFL / IELTS Report (if applicable)
- Form I-134 or Statement of Financial Support

ISSUE: I-20 and Acceptance Letter

- Pay SEVIS Fee
- Obtain a Visa

TRANSFER STUDENTS

- Transfer Clearance Form
- I-94 Printout
- Copy of I-20 and Visa Page of Passport
- Request a SEVIS File

ISSUE: I-20 and Acceptance Letter

Admit Student Issue A#

OFFICE OF INTERNATIONAL PROGRAMS AND GLOBAL PARTNERSHIPS' STEPS TO REMAIN IN COMPLIANCE WITH THE DEPARTMENT OF HOMELAND SECURITY

- Place International Hold on students accounts
- Conduct student orientation and release holds
- Students meet with an advisor and submit Plan of Work
- Students register for classes
- Confirm enrollment and register students in SEVIS
- Conduct 4th week audit of student enrollment
- Report non-compliance in SEVIS
- Share international student related news via e-mail
- End of semester audit
- Send out non-compliance letters to students (if any)
- Early registration meeting with returning students

Applications are accepted on a rolling basis however, we maintain acceptance deadlines for the semesters
- Students must register for at least 12 credit hours from their Plan of Work
- Of the 12 credits, only 3 credits can be online
- Students must obtain permission before dropping below 12 credits
- Students must notify Designated School Official if they change their address, phone number or dependency status within 10 days.
- Students must obtain Designated School Official's permission to leave the country at any time

In 2010, WCCCD received the highest commendation of reaccreditation with no institutional findings to be addressed in its next comprehensive evaluation. As a result, the District was granted 10 years of accreditation and the next visit will be during 2019-2020.

Test your HLC Knowledge

1. **The Three A's of Accreditation are: Accountability, Accessibility and Assessment?**
    A. True
    B. False

2. **_____allows students to transfer credits to other accredited colleges and universities?**
    A. HLC
    B. Assessment
    C. Accreditation

3. **Accreditation ensures what for WCCCD's _____**
    A. Quality and integrity of programs and services
    B. Recruit and retain quality faculty and staff
    C. Allows colleges to participate in projects funded by federal grants
    D. All of the above

Answers to last week's Trivia Questions

How many criteria are used to evaluate an institution for accreditation?
Answer: There are five criterion that are evaluated in the accreditation process.

What does the re-accreditation process give us a chance to highlight to the HLC?
**Answer:** All of the above- The re-accreditation process allows WCCCD to highlight our strengths, challenges and unique characteristics.

What's Trending in IE: Population Distribution by Age

The Division of Institutional Effectiveness routinely reviews regional research to gather external environmental data that may impact the District's planning. According to a recent publication by Southeast Michigan Council of Government (SEMCOG), the population trends in Southeast Michigan indicate a projected decline in the population aged 25 to 64. This decline will put a strain on the supply of labor and the suggested solution is to focus on investments in a more highly skilled and educated work force. Below you will find sample data from the SEMCOG report.

Population Distribution by Age Group in the SEMCOG Region, 2015 and 2045
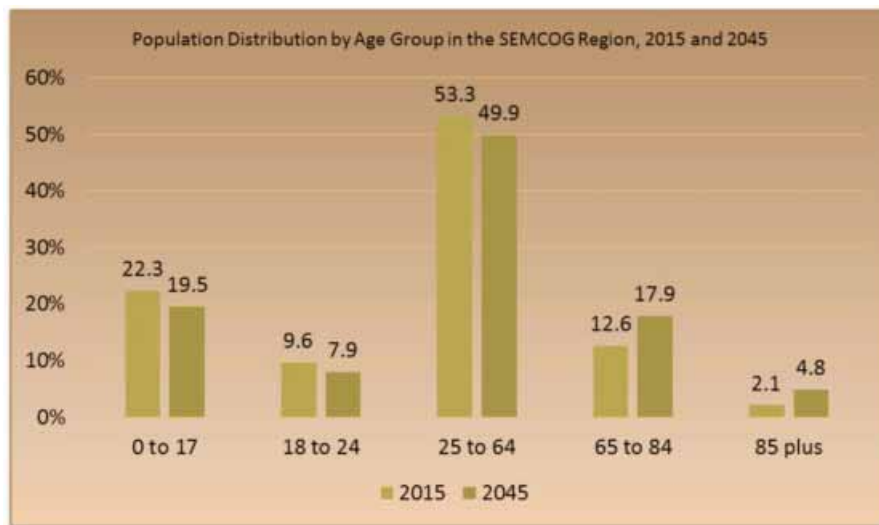
WCCCD has experienced a decrease in the percent of traditional age (<=24) students in Fall 2016 compared to Fall 2015.

WCCCD Age Distribution
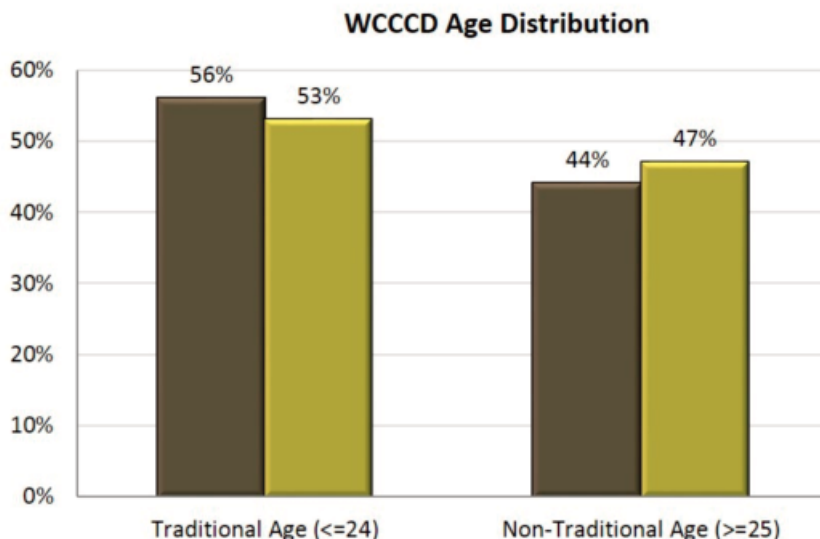
29 Average Age of fall 2016 students

SEMCOG's Regional Development Forecast: http://semcog.org/

Website Committee

The Website Committee met this week to discuss website update requests and current projects.

Tech Tip of the Week

Be careful with what you plug into your computer!

Experts advise to never use a USB whose source you don't know. It can be infected with malware.

Source: https://heimdalsecurity.com/blog/cyber-security-tips/

WEBSITE FAST FACTS

Returning Visitors – 63.2%
New Visitors – 36.8%
Average Session – 3:33 Minutes

Top Five Coutries

United States
Canada
Nigeria
India
Spain

The WCCCD website had 71,665 page views for the week of April 16 – 22, 2017!

Devices Used to Access Website
Desktop – 59.10%
Mobile – 37.13%
Tablets – 3.77%

Top Ten Most Viewed Pages
Homepage
Academic Programs
Distance Learning
Academic Schedules
Faculty and Staff Resources
School of Continuing Education
Northwest Campus
Student Services
Course Syllabi
Downriver Campus

The Brown and Juanita C. Ford Art Gallery

The Downtown Campus gallery presented the opening reception of the "A Point in Time" art exhibit with artist David Philpot.
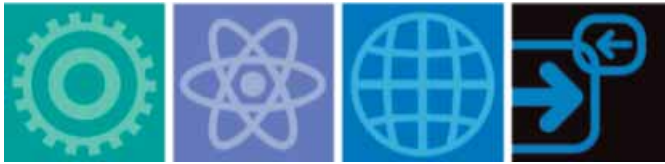
Identifying Cybersecurity Apprenticeship Opportunities

The cybersecurity team met with Erika Calston, Director of Apprenticeships and Training for Detroit Labs, a custom application development, design, and technology strategy organization. The meeting included a tour of the Cybersecurity Lab, an overview of the program, and a discussion about apprenticeship opportunities.

Professional Development

With the increasing number of program offerings and workforce trainings, the School of Continuing Education and Workforce Development recognizes the importance of delivering top-notch customer service. A professional development session was held with our frontline staff to discuss ways to improve upon the manner in which service is being extended.

Continuing Education Corner....

As a compliment to our Fashion Design Program, the School of Continuing Education has added the following courses in an effort to take fashion to the next level and create a playground for reinventing the fashion world of vintage:
- Sewing Blouses and Shirts
- Designing Hats
- Just Jackets
- Upscaling Jeans

These courses will give fashion designers an edge in the fashion industry and are scheduled for Fall and Spring 2017/2018.

Nursing Round Robin

The Nursing Department hosted an entertaining Nursing Round Robin to test students overall skills and knowledge. Students were asked a series of questions and then asked to perform a number of tasks.

Dental Hygiene and Dental Assisting Information Meeting

Nursing Information Overview Meeting

Simulation Labs

The Obstetric Nursing students participated in a scenario that mimicked a real post-partum hemorrhage crisis.

The Medical Surgical Nursing students participated in a simulation lab scenario that mimicked a real complex neurological crisis.

On the Move...

Dr. Abby Freeman and Justin Sample visited the LPN Program at Oakland University's Focus Hope Campus to introduce the students and graduates to the RN program at WCCCD. Three of the graduates did attend an information meeting at the Northwest Campus on the same day and enrolled!

ITI Outreach
Program Exploration

The Information Technology Institute sponsored program demonstrations for high school students that included drone flight simulations and app development showcases. Participants were encouraged to explore the various career options in computer information systems and information technology.

Michigan Institute for Public Safety Education

Detroit Fire Department Training Division

The Michigan Institute for Public Safety Education (MIPSE) hosted the Detroit Fire Department Training Division for their Fire Academy Training. This training included using various fire simulators, performing firefighter duties, maze simulation, search and rescue training techniques and Hazardous Material (HazMat) training.

Wayne County Sheriff's Training Unit

MIPSE hosted the Wayne County Sheriff's Training Unit for their Corrections Academy graduation ceremony. The students have completed their training and have graduated to become jailors at one of Wayne County's two jails.

Western Wayne County HazMat Team Training

MIPSE also hosted the Western Wayne County Hazardous Material Response Team for their monthly training. This training was a refresher to remain proficient for hazadous material incidents in 21 communities in western Wayne and south Oakland counties.

Eastern Michigan University

Members of Eastern Michigan University attended a Protecting Construction Workers from Silica training course. This one-day class covered the nature of crystalline silica, and the hazards of crystalline silica exposure.

Wayne County Sheriff Tether Team

MIPSE also hosted the Wayne County Sheriff's Office for Special Response Team to teach "Movement and Traffic Stop Training" to the Tether Team .

WAYNE COUNTY COMMUNITY
COLLEGE DISTRICT
ALUMNI

Wayne County Community College District
DEVELOPMENT OFFICE
of
Scholarships
& Giving

Alumni Outreach

Alumni outreach at the Northwest Campus.

Alumni Community Outreach

Alumni outreach with former
WCCCD students.

Multi-Campus District

Downriver Campus

Detroit Audubon Earth Day

The Downriver Campus hosted "Soaring to New Heights" Detroit's Audubon 2017 Earth Day Celebration.

Southern Wayne Regional Chamber

The Downriver Campus hosted the Southern Wayne County Regional Chamber's Ambassador Workshop.

WCCCD's Healthy Living Initiative

The Downriver Campus hosted WCCCD's Healthy Living Initiative's Fat vs. Muscle workshop. This workshop discussed portion plates of a balanced meal vs a non-balanced meal, and how each meal relates to fat and muscle.

Wayne Metro Community Action

Wayne Metro Community Action Agency held their "Foundations of Wealth Building" workshop. This was a two-day workshop that focused on understanding banking services, protecting yourself from identity theft and saving money for the future.

Downtown Campus

Young Men for Education Advocacy

The Downtown Campus hosted the Young Men for Education Advocacy Group. These young men are chosen to make a difference in shaping their future through education.

Wayne County Government Career Fair

The Wayne County Personnel/Human Resources Department hosted a career fair highlighting job opportunities within the Wayne County government.

From Be Bop to Hip Hop

Brinae Ali and Maurice Chestnut provided an interactive approach to bridging the gap between jazz and hip hop through the evolution of music and dance.

Detroit College Promise

Young Professionals Group provided Detroit College Promise Scholarship students with information on preparing for the workforce and strategies for success in their academic endeavors.

Social Etiquette Workshop

This workshop provided social skills needed for both personal and professional success in life. Through hands-on, interactive, and educational activities helped to build confidence and self-esteem and positive attitudes towards learning and applying everyday etiquette.

Eastern Campus

Smart Program

Dr. Debraha Watson and Smart Coach Kate Jefferson met with Daniell Doctor, WCCCD student. Ms. Doctor is a part of the Foster Care Alumni Program which was designed to ensure success for students who have been in foster care and are now attending WCCCD.

Councilman Spivey's District 4 Workshop

This meeting was designed to give the residents of District 4 an opportunity to come and meet with Councilman Spivey and also hear highlights from 2017 and some of the goals for 2018.

ENG 111 – Field Trip

Professor Lynn Cummings took her class to "The Haitian Revolution: The Past is Present."

Skills Test Backing Techniques

One important aspect of CDL testing is the CDL skills test. Students have obtained their permit and completed the CDL skills test and also the CDL road test. They are now working on pre-trip inspection training and backing maneuvers in the Eastern Campus parking lot.

Northwest Campus

ELA Instructional Workshop

The Northwest Campus hosted the Detroit Public Community School District-wide ELA Instructional Specialists Training. The program goal was to equip ELA instructional specialists with literacy strategies to share with the teachers to increase student achievement.

Campus Engagement – Future Dental Hygienist

The Northwest Campus hosted Alicia Murria for a workshop on "Encouragement to the Future Dental Hygienist." Students were encouraged to follow their passion for dental hygiene and received information on professional organizations that will keep them current in their chosen field.

WCCCD Celebrates Earth Day at the Northwest Campus

Mary Ellen Stempfle University Center

UNIVERSITY OF DETROIT MERCY

Dr. Sandra Robinson, Antoinette Singleton, and Yolanda Russell represented the District at University of Detroit-Mercy's Colleague Day.

Partnership Opportunities

Anne Marie Gattari, President and CEO of BrightStar Care in Grosse Pointe, requested a training program from WCCCD for her home healthcare employees. Dr. Julie Corbett, Dr. Sandra Robinson, and Dr. Abby Freeman held a conference call to discuss the possibility of field placement opportunities for students.

University Partners

Ferris State University held a SAT Preparation Certification Training Class at the Mary Ellen Stempfle University Center- Center for Learning Technology.

Lawn Academy Leadership Program

Michael Poole met with Eric Miller, President and CEO of the Lawn Academy to discuss plans for the upcoming 2017 Lawn Academy Leadership Program for young men ages 11 to 18 years of age.

Services for Older Citizens

Orlando Wilkins and Kimett Hackworth met with Susan Kopf and JoAnn Gerlach from Services for Older Citizens to discuss continuing education opportunities for seniors in the Grosse Pointe and Harper Woods area.

Multi-Campus District

Western Campus

Business 150 International Food Expo

As a final project for their Business 150 course, instructor Verna Brown's students developed, promoted and managed a one International Food Expo at the Western Campus. Students put into practice what they had learned about management, marketing, finance and accounting to make this program a success.

Money Smart Workshop

The Learning Resource Center at the Western Campus hosted a Money Smart workshop for students.

Community Partnerships

Cecile Taylor participated in the Annual Person of the Year Celebration hosted by the Romulus Chamber of Commerce to honor community member Jan Lemmon.

David Hughes, retired Vice President of Marketing for General Motors

Intercultural Conversations

Lila Mackey initiated a conversation on Martin Luther's other dream of economic justice. Christine Puttick shared her insights on the book titled Energy Bus by Jon Gordon.
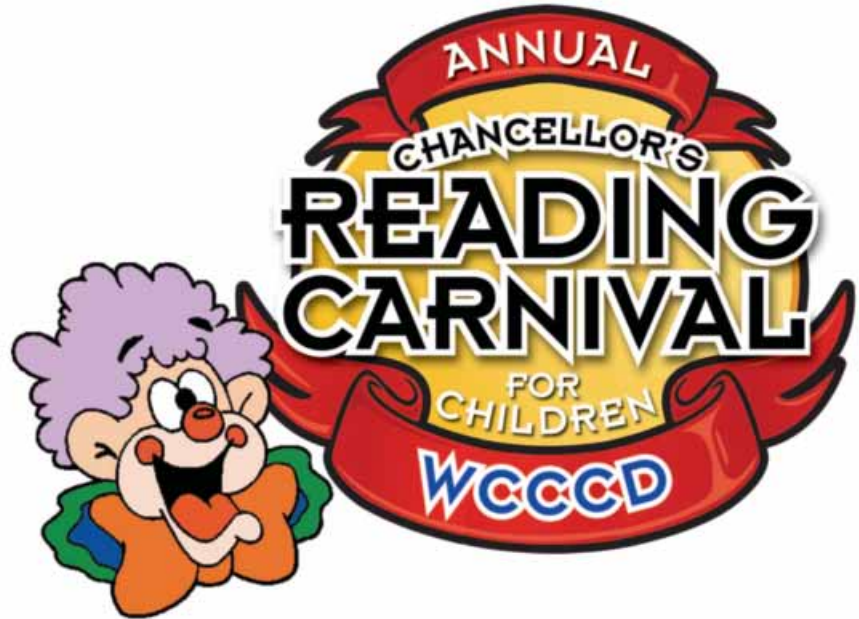
In partnership with the Michigan Chronicle, WCCCD presents the 10th Annual Chancellor's Reading Carnival!

Save the Date!

Saturday,
May 20, 2017
11:00 am - -2:00 pm
Downtown Campus

ON THE AIR

Tameka Mongo and Unbreen Amir where guests of Media Personality Karen Dumas on The Pulse 910 am radio discussing the upcoming WCCCD job fair and how to prep for your best interview.
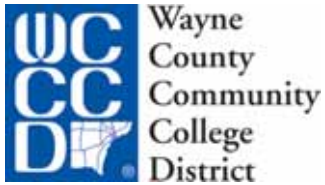
On the Move...

Susan Wiley led the study discussion on Subsidiary Motions: Commit or Refer from the Robert's Rules of Order Newly Revised at the National Association of Parliamentarian-Detroit Unit's monthly educational session.

Chancellor's
Weekend Memo

EDITOR: Julie Figlioli

CONTRIBUTING EDITORS
David C. Butty
Carolyn Carter
Stephanie Gilliard-Sheard
Aracely Hernandez
Tameka Mongo
Priscilla Rodgers
Rosita Thompson
Susan Wiley

Mission

WCCCD's mission is to empower individuals, businesses and communities to achieve their goals through excellent and accessible services, culturally diverse experiences and globally competitive higher education and career advancement programs.

Vision Statement

Wayne County Community College District will be recognized as an institution that has achieved national and international recognition for enduring excellence as a comprehensive multi-campus community college district. WCCCD will focus on continuous self-evaluation and improvement; preparation of a highly skilled workforce in support of the Wayne County economy; student academic and career success, and leadership in strengthening the open door philosophy of educational opportunity.