Spring 2017
Faculty Convocation Day
January 14, 2017

Keynote Speaker
Dr. Jerry Sue Thornton
President Emeritus
Cuyahoga Community College

Faculty Convocation Day

District Police Authority

If you witness, or are concerned about, suspicious activity occurring on WCCCD property, please call the WCCCD Police Authority immediately at (313) 496-2800. You will be directly connected with the District's Communication Control Center, where a team of emergency communications personnel is ready, to answer calls and coordinate an immediate response with police, fire, and/or emergency medical services.
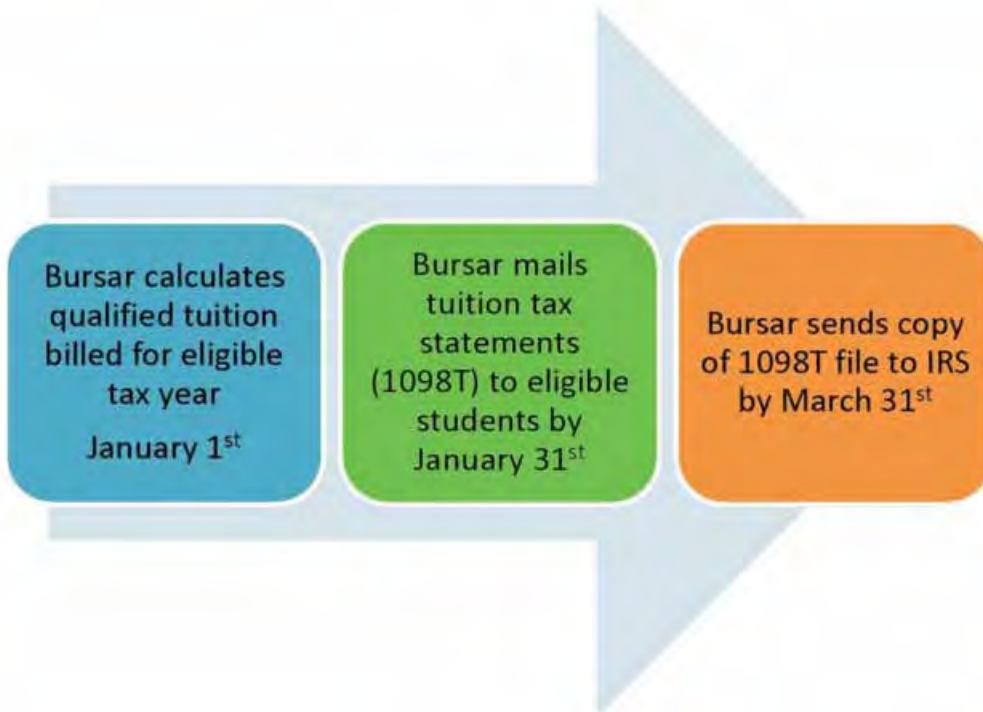

Congratulations!

Corporal Leila Hachem was recently promoted to the District Communication Control Center –Dispatch.

1098T Processing

The General Accounting Department is preparing for its 1098T processing. Tuition payment statements (1098Ts) is the information return that colleges and universities are required to issue for the purpose of determining a student's eligibility for education tax credits. The Bursar's office will be mailing 1098T forms to eligible students by January 31, 2017.

Bursar calculates qualified tuition billed for eligible tax year

January 1st

Bursar mails tuition tax statements (1098T) to eligible students by January 31st

Bursar sends copy of 1098T file to IRS by March 31st

Miscellaneous 1099 Tax Forms

The Division of Administration and Finance is finalizing reporting and reconciliation of vendor payments for the preparation of Miscellaneous 1099 tax forms for the calendar year 2016. The Fiscal Accountability Operations Center (FAOC) and the Procurement Department align to complete the year-end task by reviewing payments and corresponding vendor data including IRS tax identification numbers and tax designation coding in the Banner database.   Issuance of Miscellaneous 1099 reporting is due January 31, 2017.

Division of Administration and Finance

Northwest Campus
Police Authority Renovations

Division of Administration and Finance
Deferred Maintenance

District Office Building
Division of Institutional Effectiveness Renovations

Western Campus
Elevator Renovations

Division of Student Services

Digitizing Records

The Admissions and Records Department remains committed to digitizing all student records. Dual enrollment documents are currently being processed.

Michigan College/University Partnership Program

The MiCUP Program encourages community college students to continue to follow their dreams in higher education.

• Mike Dotson met with Romulus Community Schools representatives to discuss possible summer dual enrollment classes at the Western Campus.

• Orlando Wilkins represented the District at the monthly meeting of the Harper Woods Champions' Council and provided information on the Spring 2017 Dual Enrollment Program.
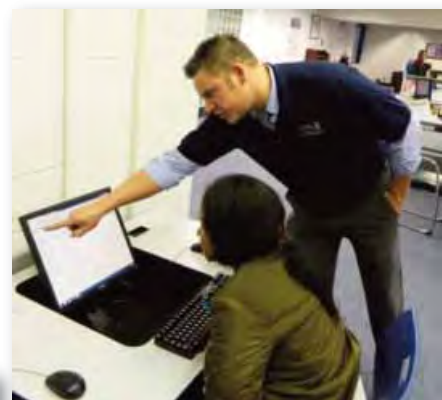
"Launch, Learn and Code: Girls EmPOWERED

Young women from Metro Detroit were introduced to careers in Science, Technology, Engineering and Math (STEM) at "Launch, Learn and Code: Girls EmPOWERED!" This event featured coding classes, tech talk presentations, a panel discussion, STEM group chats and a screening of the film "Hidden Figures". Asia Browner represented the District.

1ST DAY OF CLASSES!

YesWeCan!

The "Yes We Can" team was out in full swing welcoming WCCCD students back to class for Spring 2017!

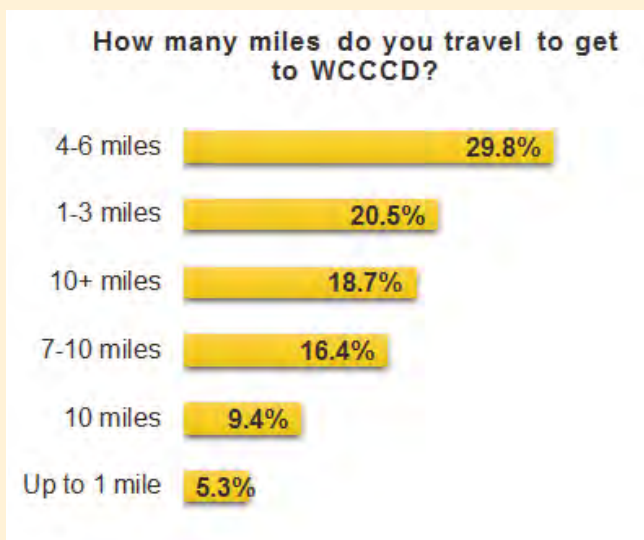## What's Trending in IE: Significance of Location

The Division of Institutional Effectiveness (IE) reviews research on student demographics to identify trends and patterns related to WCCCD's students. According to the American Association of Community Colleges, students more often select schools based on affordability, and transportation preferences. The research shows that two-year public community college students travel a median distance of eight miles to school.

Proximity is one of the leading factors that influence students decision to attend community colleges.

Every year IE launches the New Entering Student Experience Survey to better understand WCCCD's new entering students. Below are some results from the spring 2016 New Entering Student Experience Survey:

8 miles
Public
2- year

18 miles
Public
4 - year

46 miles
Private/ Non-Profit
4- year

Top "10" Cities Where WCCCD Students Travel From:

How many miles do you travel to get to WCCCD?

4-6 miles	29.8%
1-3 miles	20.5%
10+ miles	18.7%
7-10 miles	16.4%
10 miles	9.4%
Up to 1 mile	5.3%

Southfield
Highland Park
Warren
Redford
Dearborn
Hamtramck
Detroit
Inkster
Taylor
Belleville

Source: http://www.acenet.edu/news-room/Documents/Education-Deserts-The-Continued-Significance-of-Place-in-the-Twenty-First-Century.pdf

HIGHER LEARNING COMMISSION

Corner

During the Spring 2017 Faculty Convocation Day, the District launched an information session that discussed why accreditation is important, the criteria used for evaluation, and how faculty and staff can begin preparing for the upcoming re-affirmation. Faculty and staff participated in the discussion of different types of evidence as well as volunteered to participate in accreditation activities.

Let's Learn About HLC?

HLC Criterion

This portion of the HLC Corner contains mind scramblers, puzzles, and factoids that will help you build your HLC IQ. Play along with us to learn more about WCCCD and accreditation.

Name that Criterion!

Clue: This criterion evaluates how the college articulates its goals and purpose to the public and the communities it serves.

Criterion One
• Mission

Criterion Two
• Integrity: Ethical and Responsible Conduct

Criterion Three
• Teaching and Learning: Quality, Resources, and Support

Criterion Four
• Teaching and Learning: Evaluation and Improvement

Criterion Five
• Resources, Planning, and Institutional Effectiveness

Simulation Laboratory

The Health Science Simulation Laboratory hosted first responders from the Farmington Hills Fire Academy for a hands-on presentation titled "Using Simulation to prevent Pre-hospital Neonate Mortality.
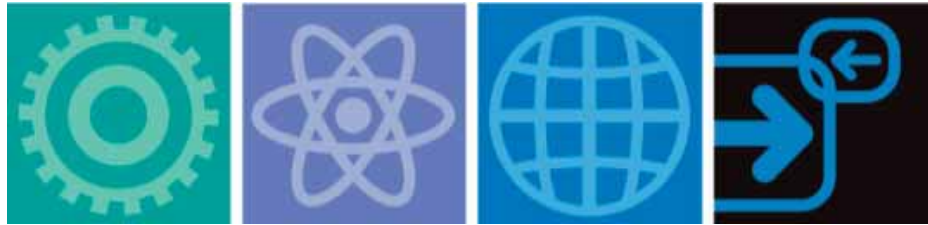

New Nursing Student Orientation

Staff from the Nursing Program welcomed its Spring 2017 cohort with a new nursing student orientation. A "Day in the Life of a Nursing Student" was presented by members of WCCCD Student Nurses Association. Students shared tips, strategies, and resources.

Preparing Our Students

Nursing faculty attended an all-day Sylvia Rayfield Associate's workshop on preparing students for the nursing credentialing exam. Faculty worked in groups to discuss testing matrixes and developing guidelines on the type of questions that match the credentialing examination.

The School of Continuing Education
and Workforce Development

Growing Partnerships and Growing the Workforce

Shawna Forbes, Dr. Vernon Harlan, and DaShonta Simpkins met with representatives from Goodwill Industries of Greater Detroit to discuss partnering on fast-track educational opportunities that yield credentials and lead to sustainable careers. Recommended offerings included Advance Manufacturing, Certified Nursing Assistant, and Automotive Technology.

Continuing education staff also met with Career Online High School and Michigan Virtual University on a potential partnership to offer high school students completion opportunities that will propel them to next level of education and workforce development training.

Shawna Forbes and Dr. James Robinson met with representatives from Chain Reaction Technical Training (CRTT) to explore collaborating on workforce training to expand their reach in the areas of IT, communications and technical skills.

Division of
Educational Affairs

Faculty Collaborating

The Office of Adjunct Faculty presented on the Scholar's Corner Online Resources at Faculty Convocation Day. The presenters started the workshop with an icebreaker *"Not Your Ordinary Bingo."* The activity allowed adjunct faculty to interact with each other.

Virtual Learning and Web-Enhanced Courses Using Blackboard

Distance Learning staff are working diligently with faculty to ensure that their course shells are available for the Virtual Learning and Web- Enhanced courses for Spring 2017. A course shell is a space on Blackboard that is associated with a specific face-to-face course and can be used to contain documents.

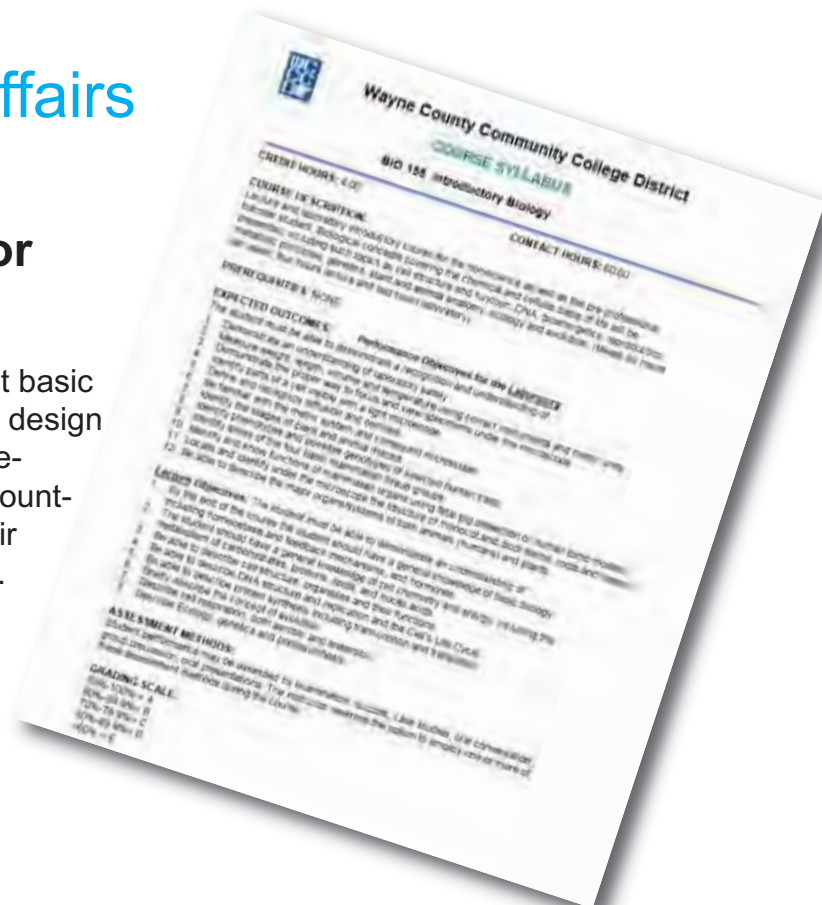## Ask A Librarian at the
Learning Resource Center

A Chat service is now available through "Research Help Now" where students can receive help with academic related questions. Research Help Now is a virtual reference service provided by Michigan academic institutions

Division of Educational Affairs

Course Syllabi
The Students Roadmap for
Each College Course

Syllabi serve several important purposes, the most basic of which is to communicate the instructor's course design (e.g., goals, organization, policies, expectations, requirements) to students. For consistency and accountability review, all faculty are required to submit their syllabus, to each campus of instruction, for review.

The Course Syllabi page on the District's website made number six on the list of the top ten most visited pages for the week of January 8 -14, 2017
3,619 views!

Syllabus Checklist

Course Syllabus with the Rubric included

FIRST DAY HANDOUT
The following first day handout checklist is provided to assist instructors in making certain that all necessary information concerning the course is proved to the students: be sure that everything on the checklist is included in the syllabus.

First Day Handout Check List
Wayne County Community College District
(Name of the Course and Course Number)
(Name of the Campus)
(Name of the Department)

❑ COURSE
   ❑ Course Title and Number/Section Letters
   ❑ Time, Day(s)
   ❑ Location/Meeting Place

❑ INSTRUCTOR
   ❑ Name
   ❑ Office Number, if applicable
   ❑ Office Hours
   ❑ Office Phone No./or Phone Contact No.

❑ TEXT
   ❑ Title
   ❑ Author/Edition
   ❑ Where text available (WCCCD Bookstore)
   ❑ Other Materials Needed

❑ GOALS/OBJECTIVES/EXPECTATIONS OF COURSE

❑ METHODS OF INSTRUCTION TO BE USED:
   ❑ Case study
   ❑ Films/Video Tapes
   ❑ Laboratory/Field Trips
   ❑ Combination

❑ GRADING
   ❑ Point system/Percentage per major assignments
   ❑ Evaluation Methods
   ❑ Policy on Late Assignments and Make-up Exams
   ❑ Other Policies/Procedures (e.g. Attendance)
   ❑ Official Withdrawal
   ❑ ADA Policy and Compliance

❑ CALENDAR: (session-by-session assignment)

❑ DATES FOR:
   ❑ Major Assignments/Quizzes
   ❑ Exams
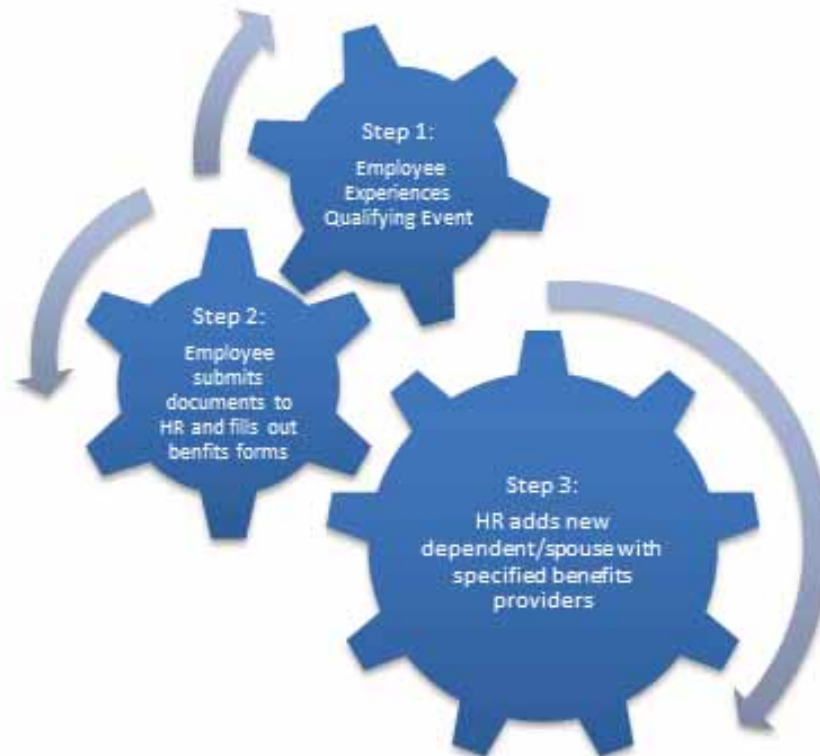   ❑ Projects
   ❑ Holidays/Vacations

Division of Human Resources

Reconciling Open Enrollment

The Division of Human Resources (HR) is in the process of reconciling all open enrollment changes. Now that open enrollment is over, employees may only make changes to their insurance plans if they experience a qualifying event. If there is a change requiring you to add a spouse or dependent to your plan, you will be required to submit that information to the HR office within thirty (30) days of the qualifying event. Contact HR fo more information.

Qualifying Event	Days to submit documents to HR	Document HR Needs
Adding a New Spouse (marriage)	30 days	Marriage license/certificate
Adding a New Child (birth)	30 days	Birth Certificate
Adopting a Child	30 days	Official Court Documents

Step 1: Employee Experiences Qualifying Event

Step 2: Employee submits documents to HR and fills out benfits forms

Step 3: HR adds new dependent/spouse with specified benefits providers

on the move

WCCCD's representatives posed with Mayor William Wild, City of Westland during the Freedom March and Martin Luther King, Jr. celebrations on Monday.

Congratulations Graduates!

The first MBA cohort class of 2016 from Northwood University, DeVos Graduate School graduated on December 17, 2016 at Northwood Michigan Campus in Midland.

WCCCD's ten graduates worked hard and put in many long hours to earn a MBA degree and appreciate the opportunity provided to them by the District. Graduates included: Sonia Grewal, Denis Karic, Will Sampson, Jara Tekleab, Pat O'Harris, Matt Green, Kuda Walker, Keri Wallace , Charles Bantom, and Bonike Odegbami.

Instructional Software Review

The Division of Information Technology Software team met with Patrick O'Harris to ensure that all existing and new software are aligned with the current academic schedule.

Introduction to Virtualization and Virtual Desktop Infrastructure

Josiah Butty and Dion Sloan facilitated the Virtual Desktop Infrastructure (VDI) session at Faculty Convocation Day. The session was designed to give faculty an overall understanding of the VDI technology being implemented.

Banner XE Upgrade Project

Staff from the Division of Information Technology meets on a weekly basis to prepare for the District-wide implementation of Banner XE. This week the team discussed feedback from the Brown Bag Series presentation and project planning with Ellucian.

Semester Readiness

The Information Technology Institute assembled a campus "Semester Readiness" team to ensure that students, staff, and faculty receive effective up-to-date technology resources in the classrooms, learning centers, and learning resource centers. The team conducted functionality assessments on the desktops and portable laptops for full optimization, and updated/installed necessary software to sustain our offerings.

Spring Outreach

Staff contacted students who completed Fall 2016 CIS, CT and OIS courses to notify them of Spring 2017 class offerings within their programs of choice.

Michigan Institute for Public Safety Education

Drone Training and Simulation

The Michigan Institute for Public Safety Education (MIPSE) hosted Monroe County's Department of Emergency Management for Drone simulations and training. These exercises were demonstrations of remotely controlled devices and their capabilities.

Region 2 South Trauma Sub Committee Meeting

MIPSE also hosted Region 2 South for a series of committee meetings. In its application for approval as a Regional Trauma Network to the Department of Community Health, the region submitted 20 SMART objectives to be addressed during the subsequent three year approval period.

WCCCD Public Safety Programs Award Certificates

MIPSE hosted a ceremony for students in the Fire Protection Technology and Emergency Medical Technology programs. Students were presented with Certificates of Completion and a MIPSE pin.

Website Fast Facts

January 8-14, 2017
133,733 Page Views

Returning Visitors – 67.1%
New Visitors – 32.9%
Average Session– 4:30 Minutes

Top 5 Countries
United States
Canada
Nigeria
Spain
India

Top Ten Most Viewed Pages

Homepage
Academic Programs
Academic Schedules
Faculty and Staff Resources
Northwest Campus
Course Syllabi
Financial Aid
School of Continuing Education
Downriver Campus
Student Services

Devices Used to Access Website
Desktop – 56.38%
Mobile – 39.22%
Tablets – 4.40%

Website Committee

Always be careful of what you plug into your computer! Experts advise to never use a USB whose source you don't know because it may be infected with a program that may harm your computer.

Website Committee

The Website Committee convened to discuss its bi-annual Website Review, website update requests and analyze data and content.

Website Committee

Did you know that social media sites such as Instagram are used frequently by 55% of all online 18 – 29 year olds in the United States; followed by 28% of 30 – 49 year olds and 11% of 50 – 64 year olds?

In response to such growing trends, the District continues to move forward with enhancing its social media offerings by providing students, faculty, staff and the community with engaging information about current events and program offerings. WCCCD is pleased to announce the launch of its Heinz C. Prechter Educational and Performing Arts Center Facebook page and a new Instagram account for WCCCD.

To stay abreast on the latest District news, events, and program offerings, be sure to follow us on our official social media accounts. You can log onto to our website and click on the buttons located on the bottom of the page.

Office of
Accountability and Transparency

Continuous Quality Improvement
Perkins Supply Requisitions

The Office of Accountability and Transparency is working with the Divisions of Educational Affairs, Administration and Finance, and the School of Continuing Education and Workforce Development to finalize approved instructional equipment and supplies for the 2016-2017 academic year. The Perkins Grants supports funding for career and technical education programs that enhances learning opportunities for our students. Each year WCCCD submits to the State of Michigan, funding requests to increase our instructional program needs. The following is reviewed to meet operational and instructional advancements:

•   Budget approval
•   Equipment and supply requests
•   Requisition approvals
•   Requisition coding
•   Grant reconciliation

Multi-Campus District

Downriver Campus

John D. Dingell Dedication

Anthony Arminiak attended the U.S. Fish and Wildlife International Wildlife Refuge honoring ceremony for former Congressman John D. Dingell. At this ceremony, they announced that the new visitor center will be named as the John D. Dingell Visitor Center in dedication for all his service to this initiative.

Southern Wayne Conference Quiz Bowl

This week the Southern Wayne Conference Quiz Bowl weekly competition was held. This is a high school sanctioned competition with academic teams from Southern Wayne Conference competing in jeopardy style matches.

Total Continuing Education Participation: 29

WCCCD Healthy Living Initiative Portion Distortion

This workshop was open to faculty and staff members, as part of a healthy living initiative. Portion Distortion covered a portion demonstration, portion sizes of different foods, how to build a healthy plate and participants were given MyPlate material.
Total Continuing Education Participation: 9

Wayne RESA Culturally Responsive Instruction Cohort 2

Participants discussed meeting the needs of all learners and provided tools that support learning for diverse student populations.

Southern Wayne County Regional Chamber – Connections Networking Group Workshop

The purpose of the workshop was to expose local businesses to one another and resources available.
Total Continuing Education Participation: 20

Wayne RESA : An Action Guide for School Leaders

Multi-Tiered System of Support (MTSS) is an integrated, multi-tiered system of instruction, assessment and intervention designed to meet the achievement and behavioral needs of all learners.

M u l t i - C a m p u s   D i s t r i c t

Downtown Campus

Davenport University

Representatives from Davenport University visited the Downtown Campus to provide information to students regarding their transfer options after graduation from WCCCD.

Thank You to the Downtown Campus Janitorial Staff!

The janitorial staff at the Downtown Campus do a great job in keeping the campus in tip top shape during the semester, and community programs. Thank you for all your hard work.

Multi-Campus District

Mary Ellen Stempfle University Center

Community Engagement

Michael Poole represented the District at the Metropolitan Detroit Bureau of School Studies Board of Directors meeting. Other colleges and universities represented included Dr. Timothy Meyers from Oakland Community College and Dr. Jon Margerum-Leys from Oakland University.

14th Congressional District

A local community group provided information for voter's rights and involvement to community members. This local group is dedicated to leadership development, community enrichment, and education.

Total Continuing Education Particpation: 136

Grosse Pointe Board of Realtors Leadership Orientation

This orientation was designed to help those in leadership in the Real Estate industry. Participants were provided the principles of getting participants and how to engage them.

Total Continuing Education Participation: 35

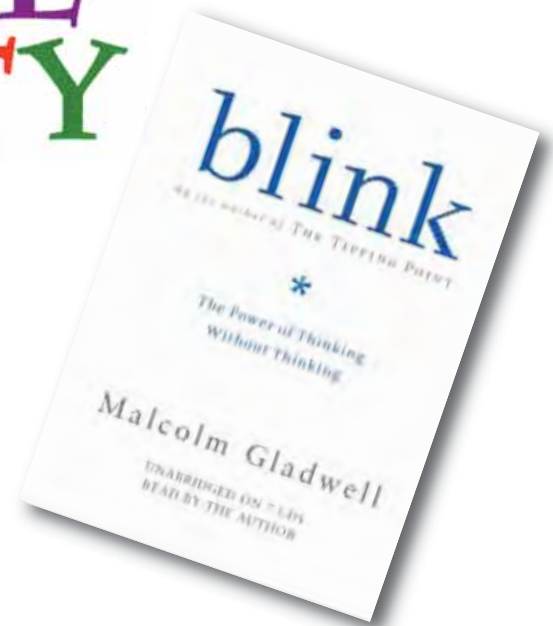# Multi-Campus District

Western Campus

Youth Mentoring Workshop

In partnership with the Sorrelles Club, the Western Campus is hosting a series of youth mentoring workshops. These workshops will be held monthly to mentor young ladies in grades 9-12 with goals to promote education and leadership skills.

Total Continuing Education Participation: 31

CELEBRATE DIVERSITY

blink

as the author of The Tipping Point

The Power of Thinking
Without Thinking

Malcolm Gladwell

UNABRIDGED ON 7 CDs
READ BY THE AUTHOR

Intercultural Conversations

This week's session focused on the celebration of the Lunar New Year by the Vietnamese called Tet which unlike the Gregorian calendar varies from year to year. The conversations focused on language as an important relationship bridge builder in intercultural competency. The book sharing was led by Donnell Mason who discussed a chapter from " Blink" By Malcolm Gladwell.

Weeknd Memo 1065
QUESTION AND ANSWER
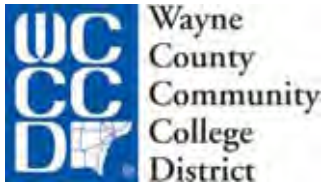**What year was the International Book Fair first held at the Downtown Campus?**

Answer: 2010

QUESTION OF THE WEEK
What year did the iTeam take this photo?

Chancellor's
Weekend Memo

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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.