Kudos to Academic Affairs and Student Affairs in their collaborative efforts in raising student awareness of the value of graduation and the importance of obtaining a degree from MCC! Their combined efforts have achieved positive results. The cross-divisional subcommittee which assembled in Spring of 2011, played a pivotal role in the increased rate of graduation. The projected data below was provided by the Office of Planning, Research & Assessment. Although the most recent cohort will not be final until spring, the number of students that transfer out can be considered accurate.

A few of the Graduation and Success Subcommittee efforts include the creation of The Path to Graduation webpage, graduation tables, “Ask Jason” column and banners.

The Path to Graduation webpage was successfully launched on February 15, 2013. The webpage contains essential facts about graduation that students will need to be aware of on their journey toward academic success and personal achievement. The graduation table initiative remains a convenient source of information, encouraging graduation and student success. The “Ask Jason” column in the Live Wire is written by Jason Scappaticci to inform, encourage and support students. Scappaticci has experienced an increase in the volume of telephone calls and emails in response to his questions, tips and suggestions to students. He answers student queries and submits the most interesting or appropriate ones to the paper for publication. The banners hanging in the hallways of the Lowe Student Success Center (formerly Lowe), SBMCF (formerly AST) and LRC buildings, which are meant to heighten students’ awareness of MCC’s expectations, as well as encourage student success and preparedness have received positive feedback from faculty, staff and students. Through MCC’s core values of shared understanding, shared responsibility and shared leadership, we shall continue to change the culture of graduation throughout the MCC community to obtain student success.

Congratulations to the Graduation and Success Subcommittee, and special thanks to Lolita Wynter, Florence Sheils and Jason Scappaticci for leading this effort!
The Academic Support Center (ASC) Tutor Training Program was recently re-certified by the College Reading & Learning Association (CRLA) International Tutor Training Program Certification (ITTPC). Manchester Community College received “stage three” certification, which is valid for five years. The application was completed during Spring 2013 and represented many hours of work. Central Connecticut State University graduate student Anna Nalitov interned at the ASC at that time, and she contributed significantly to the project.

The training program consists of ten hours total. It is required of all new peer and professional tutors. During the Fall 2013 semester, six new tutors have participated in the training. An outline of the entire program is below.

- **Module 1:** New Tutor Orientation - 3 hours, face-to-face workshop instruction
- **Module 2:** Orientation to Blackboard Learn & Tutortrac - 1 hour, face-to-face workshop instruction
- **Module 3:** Learning Styles - 1 hour, self-paced instruction
- **Module 4:** Referral Skills and Assertiveness - 1 hour, face-to-face workshop instruction
- **Module 5:** The Tutoring Session - 1 hour, self-paced instruction
- **Module 6:** Basic Tutoring Guidelines - 1 hour, self-paced instruction
- **Module 7:** Tutoring Students with Learning Disabilities - 1 hour, self-paced instruction
- **Module 8:** Communication Skills - 1 hour, face-to-face workshop instruction

ASC Director Brian Cleary oversees the training program and delivers most of the training modules. Additional members of the college community who contribute include: Debbie Colucci (Module 1: New Tutor Orientation); Communications faculty member Robert Kagan (Module 8: Communication Skills); and ESL faculty member Diana Hossain (Module 8: Communication Skills).

Further Information about the CRLA ITTPC may be found online at [http://www.crla.net/ittpc/](http://www.crla.net/ittpc/)
The Business Office Technology: **Electronic Health Records Specialist Certificate** was approved by the Board of Regents (BOR) on October 1, 2013. Student enrollment for this degree begins in the Spring 2014 semester.

1. Demonstrate advanced keyboarding speed and accuracy using industry accepted methods
2. Demonstrate competency in the use of standard medical office equipment including bar code and scanning devices
3. Use the common features and functions of specialized EHR applications
4. Review electronic health records for timeliness, completeness, accuracy, and appropriateness of health data
5. Protect health information for confidentiality, authorized release of information, and data security
6. Demonstrate professionalism and positive work habits necessary for success in today’s medical office

Congratulations to the Business Office Technology Department, and special thanks to Marcia Jehnings, Carla Adams, Susan Barzottini and Marcie Stock for leading this effort.

**Accounting and Business Advisory Board**

When Martin Hart, Accounting & Business Department Chair, convened the Accounting & Business Advisory Board this fall to discuss student success, program updates, and program review members enjoyed breakfast prepared by Professor Carl Stafford and his Hospitality Industry Association (HIA) students. The breakfast meeting in the Culinary Arts Center on Thursday, October 24 hosted full-time and adjunct faculty from Accounting & Business programs, as well as business leaders who serve in an advisory role.

Cross-divisional collaboration of this kind is not uncommon at Manchester Community College. When we caught up with the professors to gather their remarks, both were enthusiastic about the joint venture, touting its benefit to the students and introducing outside business leaders to MCC.

According to Stafford, proceeds earned from the breakfast will benefit the Hospitality Industry Association and “help fund scholarships, competition travel, and guest speaker honorariums.”

"Usually we meet in the evenings, but this time we decided to try a breakfast. It’s been well received by our busy advisory board members," muttered Hart as he entered the copy room code. "Plus, everything is better with bacon!"

As the Advisory Board prepares for the upcoming program review, the board also welcomes the following new members: Anthony Pace - Managing Principle, Lindberg & Ripple; Marcus Harwood - Partner, Blum Shapiro; David Sorich - Sr. Supply Chain Manager, Staples; Lance Brooks - Manufacturing Manager (Turbine Modules), Pratt & Whitney; Mervin Morales - Affiliate Business Operations Manager, Disney & ESPN Media Networks; Elizabeth Caswell - Chief Administrative Officer, Travelers Enterprise Business Intelligence & Analytics; Donald Noble - Chief Financial Officer, Kelser Corporation.
The **ETDL Department** would like to remind all instructors using Blackboard Learn that you and your students may experience connectivity issues or slowdowns during exam periods. While the Board of Regents (BOR) has added additional equipment to mitigate the pressures of heavy network usage, please be aware that issues may still arise as many users, from all across ConnSCU, will be connecting to Blackboard during this time. If you are giving an online exam, please consider the following:

1) Remind students to close out of the myCommNet window once they have entered Blackboard.
2) In Edit Test Options, set the test to “Open in a New Window”.
3) In Edit Test Options, turn OFF “Force Completion”.
4) If the exam covers a great deal of material, consider making multiple, smaller tests, rather than one long assessment. For example, a multiple choice exam with 50 questions named “Final – Part 1” and a separate essay-based exam named “Final – Part 2.” This will cut down on connectivity issues.
5) In Edit Test Options, consider displaying the test questions “One at a Time.” This forces the student to “Save and Submit” each question before moving on. If there is a connectivity issue they will not lose any unsaved answers as they may with an exam using the “Show All Questions” option.
6) Have a backup digital or paper copy of the exam ready, in the case of a major outage.

The preceding items are considerations for preparedness and do not indicate that there will be major issues.

If you have any questions or if you, or your students, are in need of assistance, please contact the Sandbox@mcc.commnet.edu or 860-512-2857.

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**Did You Know?**

The Library & Educational Technology Department has its own Blog. Stay up-to-date with news, workshops and other events. Visit: [http://mcclearningcommons.org/blog](http://mcclearningcommons.org/blog)
Digital Campus Comes to MCC

Beginning this academic year, the MCC Library subscribes to Digital Campus by Swank Motion Pictures, Inc. Digital Campus is a streaming service that allows students the flexibility to legally view course-assigned films outside the classroom. Providing digital access to course-related films allows faculty to enhance the learning experience without taking up valuable class time. By license, Digital Campus films are to be used for educational purposes and made available to students only through a password-protected site, like Blackboard. The library provides faculty with either an embed code or link that they can then place in Blackboard for their students to access the films.

Faculty also has the option of creating a lesson plan around any films available to them through the College’s Swank admin site.

Current available titles include classics like Citizen Kane, A Clockwork Orange, Psycho, The Days of Wine and Roses, Othello, and Rabbit-Proof Fence. The fourteen films are available for use by MCC faculty. MCC Library has also made access to these films available to all students and faculty through the library’s own Blackboard course. Anyone interested in learning more should contact Evelyn Angry-Smith at eangry-smith@manchesterct.edu (ext. 2874).

MCC Library’s Equipment Loan Program

Libraries are best known as places to borrow books, but did you know that your MCC Library also loans out camera equipment and mobile devices for students, faculty and staff? For several years now, students enrolled in Photography and Communication courses have been able to check out camera equipment at the Library’s Circulation Desk. This helpful student service is the result of a fruitful collaboration involving Library Personnel, the Liberal Arts Division faculty, and Media Services staff. Last year, over 700 pieces of equipment were checked out to students. More recently, the Library has expanded its offerings to include laptops, Kindle e-readers and iPads! The iPads (2 full-size and 2 mini) and six Kindle Paperwhite e-readers were funded through a 2013 Innovation Grant application submitted by Associate Library Director, Paula Cook.

Students can borrow Kindles for two weeks at a time and iPads for two days. Faculty and staff can borrow the iPads for one week. The iPads have a mix of productivity, reference and social media apps, such as Evernote, Pinterest, and WolframAlpha installed. The Kindles come preloaded with a library of bestsellers and high demand course reserve titles. The six new Paperwhite e-readers also feature up-and-coming authors whose works are only available in e-book format.
The Adults in Transition Program is extremely excited to introduce a new component to their already successful program for non-traditional aged students. This semester, Khan Academy - Math Blast, a computer-based individualized mathematics program, is being piloted. The program allows students to work at their own pace and review mathematical concepts that have been aligned with the Accuplacer math placement test. Students log on to the Khan Academy website, watch assigned instructional videos and do practice exercises to strengthen their math skills. Math Coach Linda Devlin is available in the lab to guide students through the process and assist students where needed. Small group and supplemental instruction are also provided. There is no cost to the students. At the end of the course, these students will have the opportunity to retake the Accuplacer.

This program is a New England Board of Higher Education grant-funded project to support developmental education. Presently, the Office of Transitional Programs (OTP) is piloting the program with two cohorts in two different models. One group meets twice a week throughout the semester. The second model is a hybrid class which meets once a week on campus.

At the time of publication, the OTP has retested part of the first Math Blast class and 50% of the students moved up at least one level in mathematics.
Amanda Looney-Goetz began working in collaboration with Nathan Ormsby last September to enhance the Quick Tips Program. Nathan and Amanda work together to determine what topics are the most important to students. The Quick Tips Program has grown and changed over time and has moved from the SBMCF building to Room LRC A-142, in front of the library. MCC Librarian Evelyn Angry-Smith participates in a few of the presentations and assists students in finding information about various topics.

Quick Tips is a program designed by the Office of Transitional Programs staff to assist students in developing skills needed to succeed in college by offering support through 20-minute workshops. Topics covered in the workshops vary and can range from exploring the campus layout and services to final exam review. Quick Tips started three years ago and the program has changed in regards to topics based on student interest. As an added bonus, students who attend Quick Tips enter their name into a drawing to win a free iPod.

Last semester, a Quick Tip session entitled “How to Talk to Your Professor” was added, based on the number of students coming to the Office of Transitional Programs with questions about how to address their professors. This Quick Tip went over well with the students and is now a permanent part of the schedule. This semester, “Money Management - Student Edition” has been added. This was based on the request of students and administrators who have worked with students and think they could greatly benefit from a financial literacy workshop.

Students have reported a positive experience from the Quick Tips workshops. Each topic covered can be reviewed in further detail by a staff member if students need or want more information. If students, faculty or staff have suggestions for topics they would like covered in Quick Tips, they can contact Amanda Looney-Goetz in the Office of Transitional Programs at 860-512-3342. Quick Tips are available for presentation in the classroom as well. Email Amanda Looney-Goetz (alooney-goetz@manchestercc.edu) to book a personal visit for your class.

Quick Tips - Spring 2014
LRC A142 (Next to the Library!)
Monday and Tuesday 11:00 – 11:25 a.m.

January 27 and 28: 10 Tips for a Successful Semester
February 3 and 4: Time Management
February 10 and 11: Campus Layout and Services
February 24 and 25: How to Talk to your Professor
March 3 and 4: Strategies for Reading and Writing
March 10 and 11: Midterm Exam Review
March 24 and 25: Web Based Tools
March 31 and April 1: Transferring
April 7 and 8: Stress and Anxiety Reduction
April 14 and 15: College Level Writing
April 21 and 22: What’s in it for You?
April 28 and 29: Money Management - Student Edition
May 5 and 6: Memorization Techniques
May 12 and 13: Final Exam Review
College Career Pathways

Last year, the College Career Pathways (CCP) Program awarded 3,879 college credits to students enrolled in 128 sections at 16 regional high schools. Articulated courses were supported by the College Career Pathways Grant, which was used to purchase over $22,000 of instructional supplies, lab equipment and tutoring services to maintain course alignment with the content and rigor of MCC courses. Activities supporting the program included the on-site review of articulated Public Speaking courses by Professor Albert Kim, and the 2nd Annual f(x) Factor Math Competition for high school students enrolled in articulated MAT 138 classes (congratulations to event champions “Delta Cubes” from Bolton High School!) and moderated by Professor Kate Bella. This year, a new online application process for CCP students has been implemented that streamlines the work of entering the 1,600 or more applications that are received each year.

On campus, the Perkins Grant supports MCC academic and student services by funding a wide variety of projects, including academic advisors, tutors for the Academic Support Center, the embedded librarian, ICE Radio equipment, mobile computing and networking devices for classroom use, cameras for the Criminal Justice and Communication programs, instructional supplies for Allied Health programs, and various college readiness activities. Funding Request applications for 2014-2015 will be circulated by e-mail in early February.

Cooperative Education

During the 2012-2013 Academic Year, 178 students from 13 different academic programs participated in the cooperative education/internship program. Thirty percent of these students had paid placements, where they earned a total of $234,414 during the co-op period. Of the students in paid positions, 85% were retained for long-term employment at their co-op site. Highest earning majors were Accounting and Computer Technology. Fifteen percent of unpaid interns were offered and accepted long-term employment with their sites at the conclusion of their internships. Ninety-eight percent of students also reported an increase in self-confidence and/or self-esteem at the end of their work experience.

The Cooperative Education Program has been well received by employers. They report that the greatest benefits are the opportunity to recruit from a well-prepared pool of students, and the chance to work with students for a period of time before making an offer of long-term employment. Ninety-six percent of employers reported that students met or exceeded their expectations.
The GEAR UP Program is off to a great start in its second year at MCC! GEAR UP is a grant-funded College and Career Readiness Program, which stands for Gaining Early Awareness and Readiness for Undergraduate Programs. This program is a collaborative effort between Manchester Community College and the East Hartford Public School System. The program follows a cohort of students for six years, from seventh grade until high school graduation. This year, the students are in the 8th grade at East Hartford Middle School.

GEAR UP Program Coordinator, Joanna Auriantal, is happy to report the great successes of the program thus far. During the month of June, 23 students attended the GEAR UP College Invasion Tour, visiting three colleges in two days! Students enjoyed their tours of UCONN, Eastern and Manchester Community College immensely and learned a great deal about college culture and college life. During the months of July and August, 33 students attended a math-intensive summer program, in collaboration with the CPEP organization. During the program, participants’ math scores improved by 25.6% and their vocabulary scores increased by 36.1%! The Fall programming has begun with both in-school tutoring and the GEAR UP After School Program. Combined, the programming efforts serve over 200 students weekly! Ms. Auriantal looks forward to a wonderful year with the GEAR UP students, as MCC continues to help them on their journey to build a bright future!
The American Choral Directors Association of Connecticut (CT-ACDA) held its Annual State Conference at Manchester Community College on Saturday, October 19, 2013. The conference was sponsored by MCC and organized by Dr. Carolina Flores, CT-ACDA President and MCC Assistant Professor of Music. This very successful event brought to MCC over 800 attendees, choral musicians, and students, including four world-renowned choral composers, Amy Bernon, Rollo Dilworth, Rob Hugh, and Jim Papoulis. Professors from UConn, CCSU, WCSU, ECSU and University of Hartford also attended.

Yale University and MCC were among the presenters, including Dr. Deborah Simmons, Professor of Music and Music Program Coordinator at MCC. The conference included many interesting sessions, panel discussions, exhibitors, and two concerts featuring the Eastern Chamber Singers from ECSU, The Connecticut Men’s Ensemble from the Hartt School, and two honor choirs, Middle School and High School, of 150 and 100 singers respectively.
Albert Kim

At a recent Liberal Arts Division Meeting, Albert Kim, Associate Professor of Communication, was surprised with a Certificate of Appreciation from Bob Henderson, Director of Cooperative Education (Co-op). The plaque recognized Kim's “outstanding contributions to the students and to the Cooperative Education/Internship Program at Manchester Community College.” Since 2008, Kim has employed over 15 different student Interns on campus at ICE Radio (MCC/1620AM), each working 10 hours/week for 3 credits as required by their Communication major. For many of those students, the training and experience they’ve received at a live AM/internet college radio station like ICE Radio has enabled them to successfully move on to complete their Bachelor’s degrees and then move into various careers in radio/TV broadcasting, the music recording industry, and communication technology. “It’s a real honor to be able to offer students here at MCC the opportunities to run a real radio station,” Kim said. “I so appreciate working with Bob’s office and couldn’t do what we do at ICE Radio without him and his support.” You can tune in to ICE Radio on 1620AM in your car around campus or online 24/7 at: www.manchestercc.edu/ice.

James Gentile, Jeanine DeRusha, Kaarina Finegan and Tanya Millner-Harlee recently presented at the Two-Year College English Association (TYCA) Northeast Conference held in Morristown, New Jersey in October. Their presentation, entitled “Radical Redesign: Faculty Respond to State Legislation,” focused on their restructuring of the English curriculum in response to PA 1240. Their work was positively received by those in attendance, especially by those representing the Community College of Baltimore, whose ALP model of curricular design was encouraged as a model for emulation in Connecticut.

The Interpersonal and Organizational Communication, A.A. degree was approved on November 21, 2013 by the Board of Regents (BOR). Student enrollment in the degree will begin Fall 2014.

Congratulations to the Communication Department, and special thanks to Rebecca Townsend for leading this effort.
At the May 2013 CT Society for Respiratory Care (CTSRC) Annual Super Symposium, held at the Aqua Turf in Plantsville, Kerry McNiven was awarded the President’s Award. This award is given to the board member who has gone above and beyond for the State Respiratory Care Society. McNiven serves the state society as a delegate to the American Association for Respiratory Care (AARC) House of Delegates (HOD). At those meetings, she gave several presentations on Connecticut’s best practices. At the HOD, she also chairs the Student Mentorship Committee. She is also a member of the AARC’s Student Membership Committee. At the State level, Kerry chairs the Election Committee and has moved the election process from a paper ballot to an electronic ballot. She stepped in and is the webmaster for the CTSRC website. She co-chaired the Education Committee and is the “official” photographer at all CTSRC functions.

The Radiologic Science, A.S. degree was approved by the Board of Regents (BOR) on October 1, 2013. Kudos to Marcia Jehnings, Nancy LaRoche-Shovak, our Hartford Hospital partners and everyone involved in building the Radiologic Science, A.S. degree for approval.

The Radiologic Science, A.S. degree is a new program in Health Careers which encompasses the Hartford Hospital’s former Radiography and Radiation Therapy programs. Upon completion of the program, graduates can obtain certification through the American Registry of Radiologic Technologists or Radiation Therapists; can demonstrate competency in the performance of entry-level radiographic or radiation therapy procedures; exhibit the ethical and professional behaviors appropriate for a health care professional; communicate professionally when interacting with patients, families and medical professionals; integrate critical thinking and problem solving skills into the performance of radiologic procedures; and possess the skills in current technologies that are necessary to gain employment in the field of Radiography or Radiation Therapy.

The Criminal Justice Department tries to enforce in our students a sense of community – among themselves and the community at large. Over the past 15 years, they have continuously sponsored an annual Christmas Toy Drive (Snow Angels). With the help of the campus community, they have sponsored over 350 children each year. The program has recently begun some new charity endeavors. Last spring, they held their first annual Animal Food Drive (Friends of Animals) and raised over 300 pounds of food and toys for homeless and abandoned animals. This year, they are planning on providing food for children in need by stuffing backpacks with dried goods so our area children do not go hungry on weekends.

The State of Connecticut recognized the Club’s efforts last year when they named our Criminal Justice Club among the finalists in community service programs within our College/University system (Connecticut’s Higher Education Community Service Award. Although they did not win, the satisfaction of being recognized was by far reward enough. Overall, the Criminal Justice Program is not just about the classroom, but about the “community” at large.

The Leadership Institute’s Harvest Coffee Hour event, held on November 6, was a successful way to bring together faculty and staff to share delicious treats from our Culinary Arts Department, as well as conversation. About 40 people attended the coffee hour. Ed Hogan treated us to some wonderful music from his spiffy guitar.
The Academic Affairs Newsletter is published during the Fall and Spring semesters.

We would like to hear from our Academic Affairs faculty and staff! To submit story ideas, professional achievements, event announcements, departmental activities, comments and suggestions, please contact:

Lolita Wynter
lwynter@mcc.commnet.edu.

Contact us:

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Academic Affairs, MS 15
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Manchester, CT 06045-1046

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