

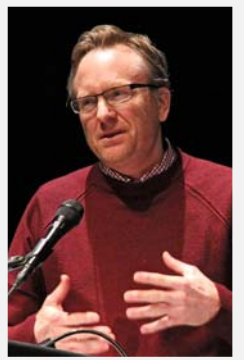
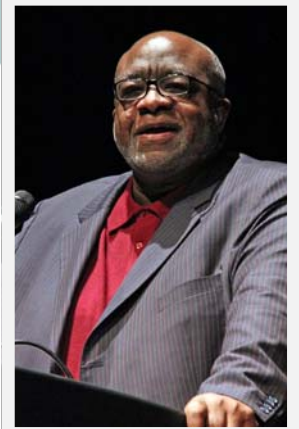


## DUAL ENROLLMENT ORIENTATION

The Mary Ellen Stempfle University Center held an orientation for the new and returning dual enrollment students from Harper Woods High School. Dr. Sandra Robinson, staff, and faculty welcomed the students and their parents as they reviewed the academic bridge to college and previewed post-secondary standards and expectations.



## SPRING 2014 FACULTY ORGANIZATION DAY

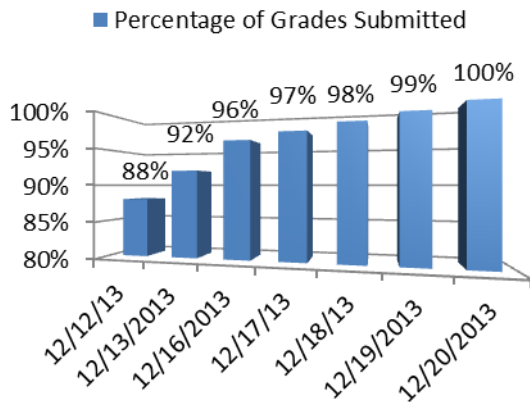




# OFFICE OF ACCOUNTABILITY AND TRANSPARENCY

The Continuous Quality Improvement Audit Center (CQIAC) 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 CQIAC has reviewed the grade submission report which indicates grades were submitted within seven days after the end of each semester.

## Fall 2013 Grade Submission Report December 12 - December 20, 2013



# ADMINISTRATION AND FINANCE

The Bursar's Office is in the process of generating 1098-T forms for the 2013 school year. The IRS Form 1098-T is issued to those students who had qualified tuition and fee charges. The form is an informational tax document to aid taxpayers in determining whether they are eligible to claim a tax deduction or education tax credit. The forms will be mailed to students by January 31, 2014.

## PROFESSIONAL DEVELOPMENT- TRAVEL TIPS

According to the U.S. Department of Transportation's Bureau of Transportation Statistics, based on the number of boarded passengers, the top five busiest airports in the U.S. are:



- Hartsfield-Jackson- Atlanta, GA;
- Chicago O'Hare International- Chicago, IL;
- Dallas/Fort Worth International in Dallas/Fort Worth, TX;
- Denver International- Denver, CO;
- Los Angeles International-Los Angeles, CA.

# ACADEMIC PROGRAM PLANNING



## Academic Program Planning Support – Web Access

To provide the best level of support for new academic program development and easy access to the documents required when proposing new

programs or courses, the Regional Program Planning Office is preparing an internet access portal for use by all stakeholders. A page on the WCCCD website will be dedicated to Academic Program Planning and will include links to program and course proposal documents and the guidelines needed to prepare such forms.

## COMPLETION AGENDA

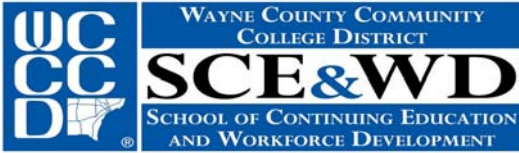
Last week the District held the annual Faculty Organization Day at the Downriver Campus. The purpose of this event is to provide term start-up information, discipline related informational meetings, and professional development sessions for faculty. As part of the day, a breakout session was held that discussed textbook selection and how to maximize their use to enhance learning in the classroom. This session was co-presented by Dr. Ron Harkness and Dr. Lorraine Smith who discussed how proper textbook selection has a positive impact on our students completion rates, learning retention, and our success as a District with the Completion Agenda.



Faculty Organization Day

Traveling to any of these airports can be quite overwhelming. When arriving on the day that the conference begins, travelers should allow ample time for navigating through large airports, finding ground transportation and tackling big city traffic in order to check into the hotel, freshen-up and arrive at the conference on time.

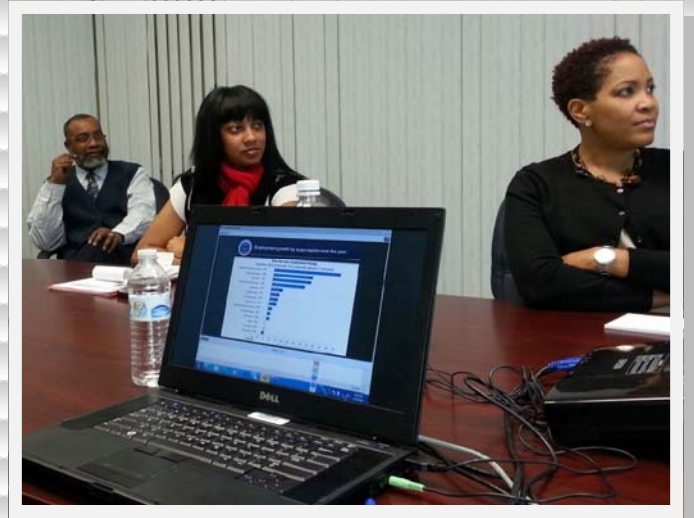
# THE SCHOOL OF CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT



## Engaging the Community

### PROFESSIONAL DEVELOPMENT

Staff members of the School of Continuing Education and Workforce Development attended an Economic Update Business Forward Webinar. Dr. Jennifer Hunt, U.S. Department of Labor's Economist led the presentation on employment trends within the construction workforce.



Continuing Education Staff

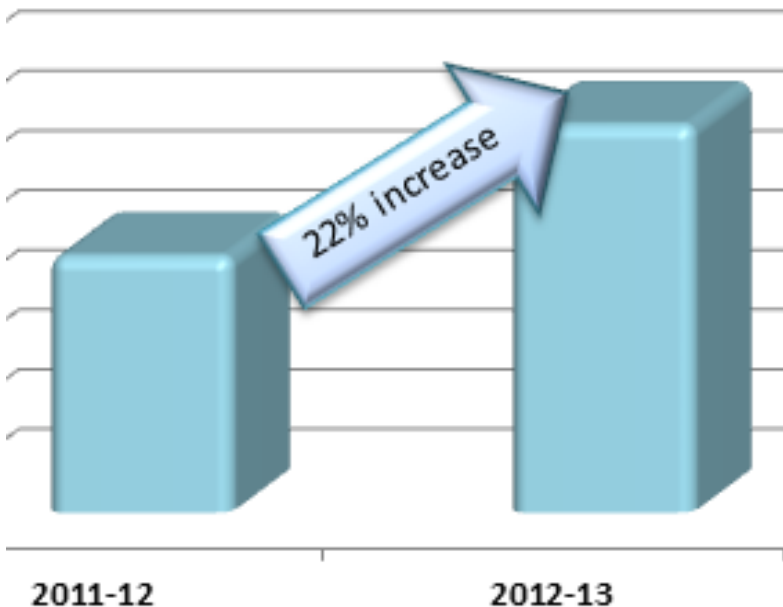
### FEDERAL WORK STUDY PROGRAM

The Federal Work-Study Office congratulates Kelly Ward, a previous Federal Workstudy student, who is now district office manager to Detroit City Councilman Scott Benson. We would like to congratulate her on her new career and commend her for contributing greatly to the WCCCD Federal Workstudy Program.



Kelly Ward

### WCCCD Awards Conferred



### INSTITUTIONAL EFFECTIVENESS

According to a recent article entitled "Pathways through College: Strategies for Improving Community College Student Success," by 2018, 63% of all occupations will require a postsecondary credential. While job growth for all workers is expected to average 10%, job growth for those specifically armed with an associate's degree is expected to peak at nearly 19%. Source: <http://www.opp.org>

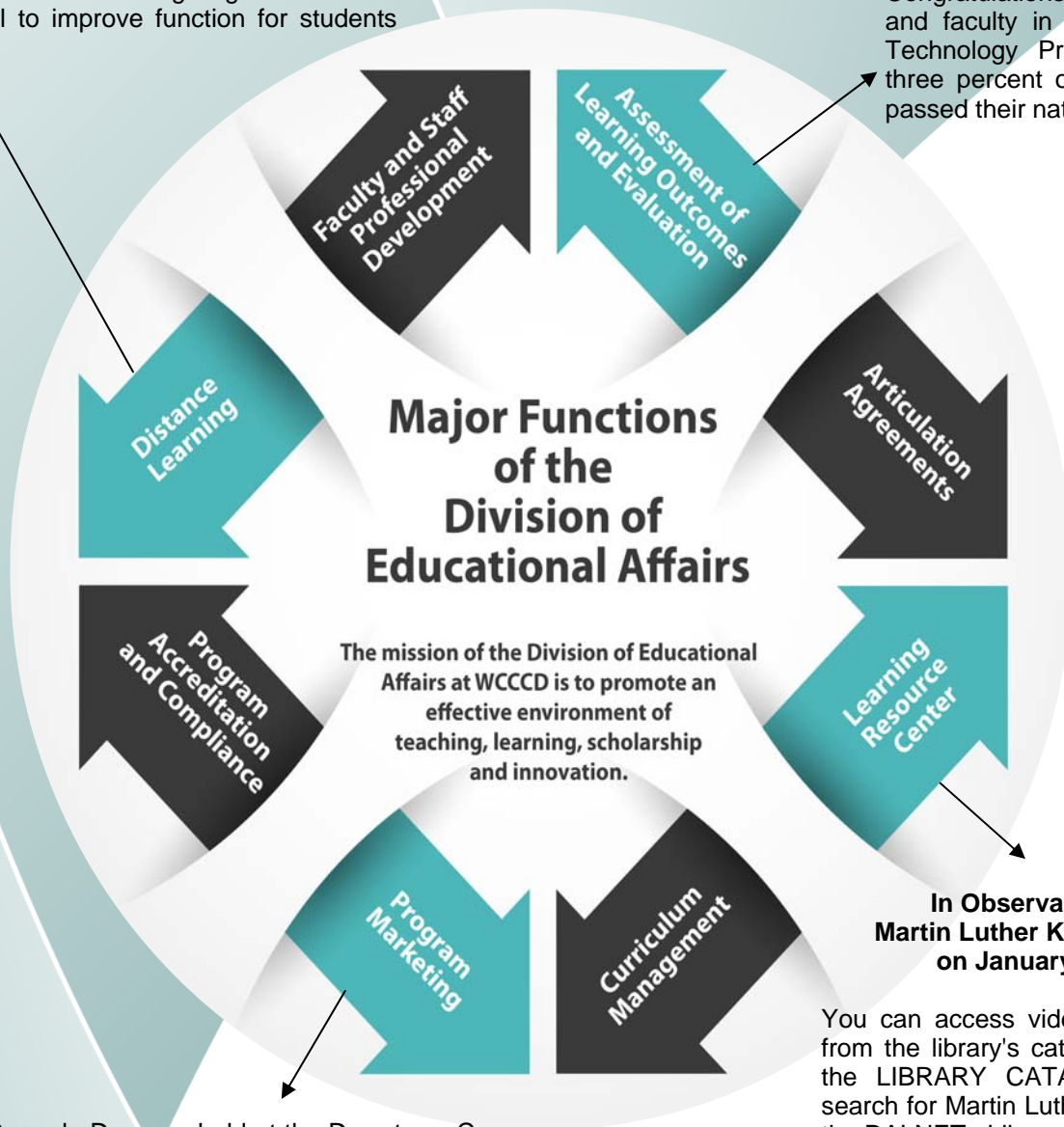
**Did you know?** WCCCD is focused on ensuring that students are empowered with the necessary degrees and certificates needed to enter the job market. This is evident by the 22% increase in awards conferred from 2011-12 to 2012-13 as represented in the graph.



# DIVISION OF EDUCATIONAL AFFAIRS

An updated Blackboard Tracking Log is used as a management tool to improve function for students and faculty.

Congratulations to students and faculty in the Veterinary Technology Program. Eighty three percent of the students passed their national exam!



Another Career Crusade Day was held at the Downtown Campus on Monday. The success of academic programs is linked to informing students and the community on the program through media awareness, campus advising, literature, scholarships, and faculty advocates.

**In Observance of  
Martin Luther King Jr. Day  
on January 20th**

You can access video clips directly from the library's catalog by clicking the LIBRARY CATALOG link and search for Martin Luther King or visit the DALNET eLibrary.

## LEARNING RESOURCE CENTER SATISFACTION SURVEY

The Learning Resource Center (LRC) Satisfaction Survey is open for Spring 2014. Please take a few minutes to complete the online survey. Your feedback is crucial in planning and continuous improvement strategies that address information needs.

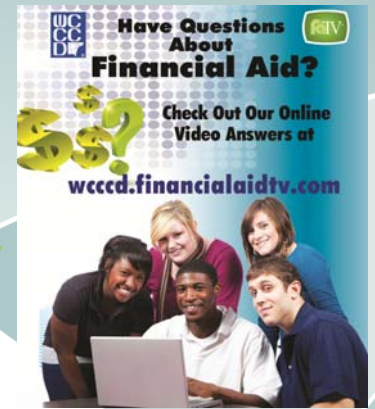
The survey is available from the LRC home page (Scroll to the bottom of the page) or directly using this link-  
<https://www.surveymonkey.com/s/SP14LRCUserSatisfactionSurvey>.  
LRC Spring 2014 hours are posted. Click on the desired campus location.



# DIVISION OF STUDENT SERVICES

## Assessment Services for Students

The Office of Career Planning and Placement administers a number of assessment services for students, staff, advisors and faculty. Testing services include: Test of Essential Academic Skills (TEAS) which is administered for all students applying for admission to the Nursing Program and the Health Occupations basic Entrance Test (HOBET) administered for the Allied Health Programs.

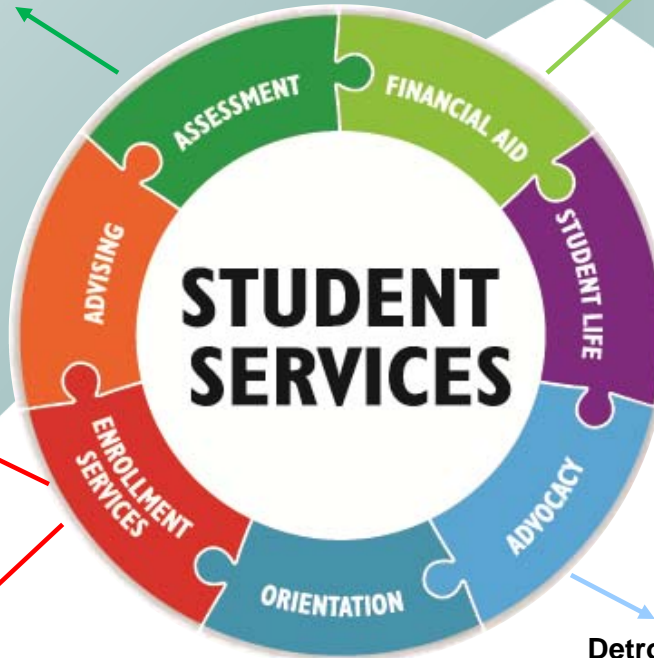


## FA TV Expands Playlist

WCCCD launched its Financial Aid TV Service in December 2012. This month more than 500 students visited the site. Most visitors wanted to know how to pay for college.

## Helping Transfer Students

WCCCD participates in the Michigan Transfer Network which is an online service that helps WCCCD students plan their transfer to a four-year college. The Michigan Transfer Network allows students, advisors, and the general public to view transfer course equivalencies between Michigan colleges and universities.



## Dual enrollment expands to give more students an opportunity

WCCCD's Dual Enrollment Program is expanding exponentially. Dual enrollment is a program that allows high school students to simultaneously enroll in a college course while attending high school. The credits that students earn can be used towards a college degree. In response to this growth we are launching a dual enrollment 24/7 hotline. As our program expands and our partnerships increase, we are putting more emphasis on customer services and students support by ensuring potential schools, students and faculty have an ability to reach out to us and get answers in the most expeditious manner.

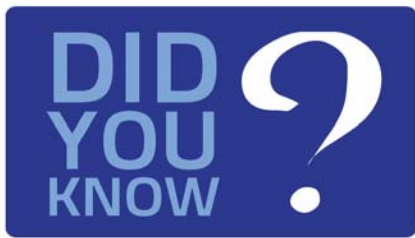
## Detroit Scholarship Fund Enrollment

The Detroit Scholarship Fund (DSF), administered by the Detroit Regional Chamber, ensures that qualifying Detroit students graduating from a high school in the city of Detroit will have a tuition-free path to an associate's degree or technical certificate at any one of five participating community colleges. During the Fall 2013 semester, 225 students enrolled at WCCCD through this program. WCCCD's DSF enrollment represents the largest number of students enrolled at any of the participating community colleges.

Meeting with team to discuss the Cleary Act. The Cleary Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.







The new year is the best time to update your personnel records. It is imperative that Human Resources Division has your current contact information on file.

## DIVISION OF HUMAN RESOURCES

Human Resources generate 280 million pieces of mail nationally per year; 20% of that is returned

From lost mail, returned checks to family emergencies, we must be able to contact you to communicate important information and when emergencies arise. Providing updated contact information eliminates misdirected mail or paychecks and gives you the opportunity to address time sensitive mail. Please take advantage of the new year by updating your information on the WCCCD Human Resources Division website and completing and submitting the Employee Information Change Form.

### Human Resources Leadership Tips

#### Five Characteristics of Employees Who Do Good Work

- They ask the right questions
- They see for themselves
- They talk outside an inner circle
- They improve "the mix"
- They deliver the difference

Source: [www.theHRSpecialist.com](http://www.theHRSpecialist.com)

### Important Dates to Remember

- Timesheets are due January 24, 2014 for the January 31, 2014 pay date.
- Full-time faculty pay date is January 30, 2014.
- Adjunct faculty first pay date is February 14, 2014.

## PROFESSIONAL DEVELOPMENT

Members of the District Police Authority participated in a Active Shooter: Best Practice in Table-Top Exercises webinar. This webinar taught the participants essential best practices to employ in writing, preparing, facilitating, participating, observing or critiquing table-top exercises.



Members of the District Police Authority participate in webinar

## DISTRICT PUBLIC SAFETY

### DEDICATION TO STUDENT SAFETY



The District Police Authority updated their bulletin board at the Downtown Campus to reflect their dedication to student safety.



### Website Hits

For the week of January 6 - 12, 28,178 people visited our website, 29.81% are new visitors, total visits are 54,530. Visitors came from 60 countries. We received 7,596 hits for the academic schedules, 1,567 hits for the college catalog and 120 page views for Weekend Memo.

#### Top Five Content Views

- Financial Aid- 24,880
- Student Services- 17,591
- Academic Programs- 10,808
- Academic Schedules- 7,596
- Northwest Campus- 5,919





# Eastern Campus

## FIRST DAY OF CLASSES AT THE EASTERN CAMPUS

The first day of class for the Spring 2014 semester at the Eastern Campus was exciting and full of energy for both returning and new students as they navigated hallways to their classrooms. Students and faculty were greeted by experienced staff that provided general information and directions to classrooms.



## Downtown Campus CAREER CRUSADE AT THE DOWNTOWN CAMPUS



The Career Crusade took place at the Downtown Campus where instructors and advisors were on hand to discuss WCCCD programs and career opportunities and assist with financial aid questions.



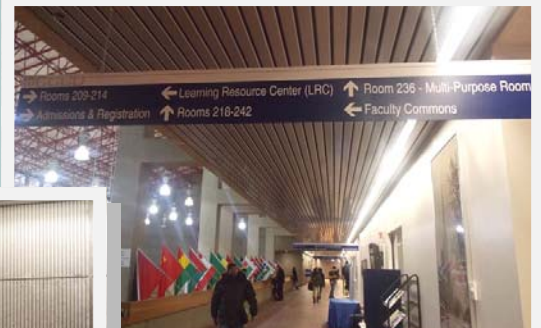
### EMPLOYEE OF THE MONTH

Congratulations to Ronald Offett, who is a member of the facilities staff at the Downtown Campus.



## NEW SIGNAGE AT THE DOWNTOWN CAMPUS

Signs have arrived and are put in place at the Downtown Campus. We are proud of this addition to the campus which will allow better direction for our students.



## BOY SCOUTS OF AMERICA MERIT BADGE MANIA

The Downriver Campus hosted the Boy Scouts of America, Mahican District Merit Badge Mania. This event provided Boy Scouts in the community an opportunity to earn up to four merit badges at this one-day event.



Boys Scouts of America Mahican District

## BLACKBOARD ORIENTATION FOR STUDENTS

The Downriver Campus hosted an onsite orientation/training program for students taking online classes for the first time. Completion of either the online or face-to-face program is mandatory for all distance learning students.



## MICHIGAN INSTITUTE FOR PUBLIC SAFETY EDUCATION

The Michigan Institute for Public Safety Education hosted several organizations this week:

- Healthlink Medical Transportation's Coaching the Emergency Vehicle Operator (CEVO) Ambulance training. The purpose of the CEVO course is to facilitate student's knowledge of the laws involving the operation of an emergency vehicle.
- Members of the Wayne County Sheriff's Department attended a two-day class on highly enhanced jail management. Topics of discussion included inmate behavior management, jail classification system, assessing inmates risk and needs, establishing positive inmate behavior, and strategies for keeping inmates occupied with productive, staff directed activities.
- Students from the Fire Protection Technology Program attended an orientation for Spring 2014 semester. The future fire-fighters received an overview of the program and safety objectives, code of dress and behavior; as well as the academic expectations.

## MICHIGAN INSTITUTE OF AVIATION AND TECHNOLOGY

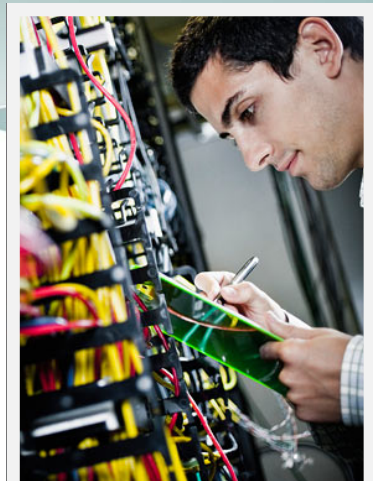


For the 2013-14 school year, the Downriver Campus will be hosting Michigan Institute of Aviation and Technology (MIAT) classes. This program provides the building blocks for the knowledge and skills required for most entry-level positions in the power industry.

## INFORMATION TECHNOLOGY DO YOU KNOW THE ROLE OF A NETWORK ADMINISTRATOR?

Network administrator focus on maintaining an organization's data management network. Managing LAN (local area network), WAN (wide area network), WIFI network, intranet, and Internet. They ensure that networking technology operates efficiently to communicate and share, store, and process information securely. Network administrators are responsible for maintaining a reliable, secure, and efficient data communications network. Responsibilities include:

- Server administration
- Email server administration
- Data backup and recovery
- Firewall, router, and switch installation, configuration, and troubleshooting



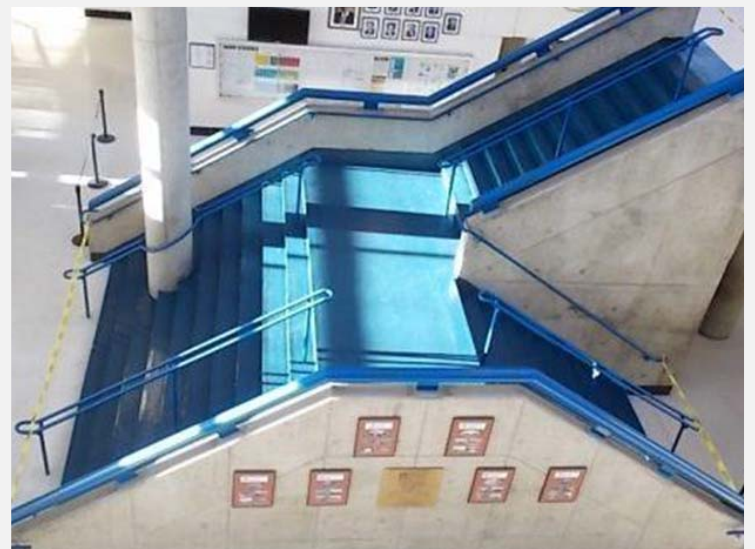


# DEFERRED MAINTENANCE EASTERN CAMPUS— STAIRS GET A MAKEOVER!

In preparation for the spring semester, a variety of maintenance and repair projects were performed at the Eastern Campus. The stair covers in the atrium were replaced. These enhancements will contribute to an attractive and efficient learning environment.



Before



After



UNIVERSITY  
CENTER

## Mary Ellen Stempfle University Center

### ON THE MOVE...

- Matt Puwal represented the District at the Harper Woods' Champions Council meeting. Mr. Puwal provided an update on the Center's Dual Enrollment Program, distance learning courses and technology degrees. He also shared a summary of the District's non credit courses and new career programs.
- Nichole Pardo presented an overview of the District's Digital Media Production Program to the juniors and seniors at Harper Woods High School. The program offers the students an opportunity to gain a theoretical understanding of digital mass communications and receive hands-on experience in digital video and sound production, web design layout, and design.



Nichole Pardo

Sunday, April 13, 2014  
5:00pm

For more information or to  
purchase tickets, please  
call the box office at  
(734) 374-3200

*Regina  
Carter's  
Southern  
Comfort*





## WESTERN CAMPUS WELCOMES DUAL ENROLLMENT STUDENTS

This week the Western Campus welcomed dual enrollment students back to the campus from Belleville High School and the Romulus Early College Program. These students are enrolled in biology, speech, psychology and computer information systems.



Dual Enrollment Students

### ON THE MOVE...

- Mike Dotson attended a meeting of the Belleville Central Business Community. The purpose of this group is to bring businesses and organizations in Belleville together to improve the lives of residents through the development of new community resources and events.
- Mr. Dotson and Cecile Taylor met with representatives from the Autism Alliance of Michigan to begin plans for an upcoming Autism Awareness Conference at the Western Campus. Through this partnership, an annual conference will take place at the campus to provide critical information to individuals and families living with autism.
- Ms. Taylor participated in the Greater Romulus Chamber of Commerce Luncheon. The newly elected Romulus Mayor LeRoy Burcroff presented his strategic priorities for the community.

## LEGISLATIVE CORNER



**Revenue Estimating Conference**— January 10, 2014 State Treasurer Kevin Clinton, State Budget Director John Nixon and the directors of the House and Senate Fiscal agencies met to reach a consensus on economic and revenue figures that will be used in drafting the upcoming budget. Prior to reaching the figures, they heard testimony from top economists on their projections through 2016.

**Proposal to Encourage Degree Completion**— The Michigan Community College Association Board of Directors has formally voted to create a state scholarship for students who begin at a community college and transfer to a four-year program.

**National News**— A number of states are reforming developmental education legislatively. The two-year college graduation rate jumped from 21% to 38%, once the tracking period for program completion increased from three years to six years.

## In the News...



Dr. Sandra Robinson and students from the Grosse Pointe and Harper Woods school districts.

Wayne County Community College District was featured in an article published in Grosse Pointe News Online titled WCCCD enjoys relationship with local schools. The article talks about the Annual Holiday Family Tradition Art and Essay Contest