ACADEMIC AFFAIRS ANNUAL REPORT
2014 -2015

EXECUTIVE TEAM
C. Schrader, Provost & Vice President for Academic Affairs
L. Montenegro, Interim Dean, Academic Affairs
B. Gantt, Dean, Academic Services
A. Ott, Associate Dean, Curriculum Development

ACADEMIC AFFAIRS

Faculty Searches
- Improved coordination of faculty search/hiring process with relevant offices on campus. Conducting interviews of finalists for faculty appointments and coordinating the hiring process with AACD Director and Office of Human Resources; and PPS (faculty office space.

- Increased oversight of substitute requests for full-time faculty with academic departments.

Personnel and Budget
- Conducted pre-tenure review of faculty in coordination with department chairpersons
- Coordinated materials review and submission of notices of faculty P&B actions related to OAA

CUNY- Wide Initiatives
- Coordinate outreach for applications to the Chancellors Research Fellowship program, from 7 applications, three fellowships were awarded.

Faculty Development
- The New Faculty Seminar has been offered for over a decade as a mechanism for orienting new faculty to BCC campus culture and introducing them to the resources and personnel available at BCC. In an effort to address some of the challenges and improve upon the strengths of the Seminar, CTLT refocused the New Faculty Seminar for the 2014-2015 year. To this end, the revised New Faculty Seminar focused on three main thematic threads: pedagogy, assessment and faculty career planning. An historical challenge to the success of the Seminar has been the inability of some new faculty members to attend the monthly Friday workshops. To address this issue, the revised year-long New Faculty Seminar used both Blackboard and eportfolios to maintain contact throughout the year and included a 3-day workshop in January. Twenty-five faculty participated in 2014-15.

- Planned and hosted 2015 BCC Professional Development Winter Conference. There were 122 participants registered at this conference, an increase of 19 from the previous year.
- Coordinated with CIPD (Committee of Instruction and Professional Development)/CTLT (Center for Teaching Learning and Technology) on activities related to professional development including.

Assessment

- Participated in development of BCC Strategic Plan
- Developed Office of Academic Affairs Operational Plan
- Completed
- Initiated the development of program level student learning outcomes in each academic program
- Initiated the development of non academic student learning outcomes for Academic Service areas
- Evaluated and initiating purchase of TASKSTREAM an online assessment platform that advances effective assessment to improve student learning and institutional quality.

Strategic Initiatives -Collaborative Activities

- Presented collaborative agreement with OnForce Solar to Board of Trustees at a special session under StartUpNY program.
- Participating in discussions with Strategic Initiatives, Physics dept. and Verizon consortium members to redirect efforts to other curricula to address priority needs in regions served by the colleges.
- Coordinated with CSE, College Now and Physics and Tech dept. to offer EST 11 course to high school students in Summer 2015
- Hosted high school groups to speak about Energy Services program and attended a high school career day event to speak about EST
- Worked on several project bridging credit/non-credit offerings
    - Non-credit credential offered by Snap-On related to tool and instrumentation use.
    - Wadhwani Foundation curriculum on MOT and Information Technology/Cybersecurity.

Veterans Affairs – Collaborative Activities

- Coordinated with departmental faculty review of coursework completed by Veterans while in the armed forces or reserves for college equivalency. A total of 12 credits toward requirements of the Automotive Technology program were identified through this review. Equivalencies have been approved by department chairperson and are being forwarded to transfer unit in Registrar for implementation.

- Continue work on Veterans credit for coursework completed in armed forces or reserves . Will coordinate with Chairpersons of Health, Physical Education and Wellness and the Social Sciences Depts. to determine course equivalencies to students' prior work. Will also work with LPN and Nursing program to determine prior coursework credit for the Fast-track to the LPN program.

Grants/Perkins

- IUSE/NSF with Martin Fein to improve STEM instruction deadline January 13, 2015
- Robert Noyce Scholarship/NSF collaborative with Hunter College w/ Martin Fein
- Title V with Nancy Ritze, Jordi Getman, Laura Broughton, Francisco Legasa and Carin Savage
- Perkins with Carin Savage
- American Apprenticeship Initiative/DOL with Angela Wambugu, Ruby Chua, and Julia Oliva
- Coordinated with Innovation Prep Charter School to draft a tentative letter of support for their charter application to NYSED

Workload Tracking

- Instituted the reporting of 3 year workload balance and reassigned time reporting for all full time faculty.
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Human Resources – Collaborative Activities

- Coordinating a revision of the approval timeline for PIs for hourly staff to ensure timely hiring and payment. Participants include directors or delegates from Payroll, HR, PAWS, and Budget offices.

Resource25

- BCC is working with CUNY Central on a weekly basis in regards to tasks that need to be completed, especially in the aspect of room features and room characteristics that need to be identical in both system, that is, CUNYFirst and R25.
- We have created additional classroom partitions that did not exist in our current system, Carl Polowczyk Basement and Sage Hall Basement.
- Working to the spaces listed in R25 as having a Smart Room with the specific technology E.G DVD Player, Smart Board, Podium as provided by Jose Lai.

ACADEMIC SERVICES

Advisement Services

- Successfully implemented the Success Coach Model
- Successfully trained inaugural and newly hired ASC Success Coaches
- Successfully designed and implemented inaugural ASC Success Coach Retreat
- Revamped the entire Caseload Management System
- Created benchmark data reports for ASC Success Coach Model
- Completed initial draft of the Success Coach User's Manual

Tutoring Services

- Developed and implemented a survey to assess existing tutoring services
- Led effort to assess possibilities to consolidate/streamline tutoring services
- 76 students received CRLA Training this past year
- Evaluated tutor tracking platform for Fall 2015 implementation

Writing Center

- The total number of tutoring sessions increased by 6% this past year from 8110 to 8,597. The total number of lab sessions increased by 18% this past year from 6,000 to 7,100. Total use of the Writing Center increased by 11% from 14110 to 15,697. This does not include student use of the study room or in-class tutoring.

Evening/Weekend Services

- Created benchmark data reports for Evening/Weekend Student Enrollment
- Identified strategy to secure funding for Evening/Weekend Program students (presentation to BCC Inc. will take place next fiscal year)
- Total number of students increased this past Fall by 105% from 734 to 1,510 students.
- 438 or 35% of the students visited the Evening/Weekend Office.
- Total number of students increased this past Spring by 138% from 576 to 1,368 students.
- 462 or 30% of the students visited the Evening/Weekend Office.

Retention Initiatives

- Created Retention Management View
- Created Enrollment Management Dashboard

CUE

- Increased the number of students who became fully proficient by the end of the 1st year from 3.1 percentage points from 33.3% to 36.4%.
- Percentage of students who exited from writing remediation increased by 2.4 percentage points from 54.8% to57.2%.
- The number of students served increased from 1060 to 1635 students

representing a 54% increase.

- The number of students served who enrolled in the subsequent fall increased from 926 to 1406 students representing a 52% increase.

DegreeWorks

- Increased Usage
- Coordinated Staffing

CURRICULUM MATTERS

Curricular Items

Coordinated with multiple chairs/faculty/administrators to develop curricular and other changes to new/existing programs and courses, most notably:

- New Program: AS in Exercise Science and Kinesiology (pending CUNY/NYSED).
- New Program: AA in English (pending CUNY/NYSED).
- Revised Program and name change: Community/School Health Education to Public Health (pending NYSED).
- FYS added as a requirement in three curricula (Digital Arts, Telecom Tech, Electronic Engineering Tech).
- 9 courses approved for Pathways, including an interdisciplinary course in Sustainable Energy and two courses in geographic information systems.
- NYSED approval of Community Health Certificate (which was developed due to conversations with 1199). Program implementation in fall 2015 underway.

Consistent Implementations Committee (CIC)

- Created and currently lead this ad hoc committee designed to improve the implementation of curricular changes across the campus. The ongoing benefits of this committee is to track all changes and change processes to ensure that all offices are working with the same information, particularly in degree-tracking tools (pattern sheets, catalog, DegreeWorks). CIC has already succeeded in securing improvements in each of those tools. The committee also undertakes initiatives to improve implementation of academic rules, including those involving prerequisites. For example:
- CIC led a spring 2015 initiative to identify and remove students from courses who failed the prerequisite in the proceeding semester. Benefits: Fewer students taking courses for which they are not qualified. More open seats in courses for students who are qualified. Fewer course enrollment changes in the first week of classes (which is often when faculty identify these unqualified students).

Freshman Year Seminar

- Coordinated with the Physics and Technology dept. to add FYS 11 to requirements of two technology program.
- Participated in Curriculum Committee subcommittee on consistency of exemption regulations for students required to take FYS 11.
- Conducted a cost analysis of program modifications in BIS department which include the addition of FYS 11, deletion of 1-credit lab, and modification of science courses to include lab hours.

Pattern Sheets

- Successful updating and publishing of the program advising/pattern sheets for the first time since Pathways began in fall 2013.

College Catalog

- Moved college catalog editing, reviewing, and publishing to a one-year cycle to improve catalog content accuracy.

AdvisorGram

- Writing, publishing, and distributing the AdvisorGram to over 150 faculty and staff advisors, providing essential advisement and curricular news/updates.

New Advisory Board

- Collaborated with the Art and Music Department to create an advisory board for the Digital Arts program—a very successful first meeting was held.

Quantitative Reasoning Fellows Program

- Successful coordination of the QR program in inaugural year, including integration with LCs, FYS, and CLIP. QR fellows presented at Faculty Day. See full report from the QR fellows for additional details.

Learning Communities

- Working in collaboration with Shirley Skelt, successful expansion of LC clusters offered each semester. Also instituted an LC Planning Day with faculty and multiple smaller meetings with other groups to explain LCs. Created the role of LC faculty coordinator, which will be active in the upcoming year. See full report from Shirley for additional details.

Accreditation

- Received Reaffirmation from MSCHE; Reaccreditation- ACEN- Nursing Program; Reaccreditation – ABA- Paralegal Program; Reaccreditation- ACBSP- Business Programs

Self-Studies/Periodic Academic Reviews

- Two departments completed self-studies and site visits: Health, Physical Education and Wellness as well as Biological Sciences. Four departments have begun writing their self-studies: History, General Counseling, Chemistry and Chemical Technology, and the Library.

OCD Transfer Initiative

- Coordinated with the General Counseling Department to pilot several sections of OCD targeted at transfer students for fall 2015.

Articulation and Transfer

- Nine agreements were signed, 6 with current programs and 3 with forthcoming programs. Two more agreements, with current programs, may be signed before June 30th. Edwin Roman in the lead on these agreements; see his report for more information.

International Education and Study Abroad

- Multiple study abroad programs overseen, including to Belize, Italy, Haiti, and Salzburg, Austria. Department is in final stages of restructuring to allow remaining staff to focus on BCC core initiatives (e.g., retention).