

CTE UPDATE

The Newsletter of the
Center for Teaching Excellence



From the Vice-President of Academic Affairs Dr. Dwight Smith

Academic Strategic Plan: Implications for the Center for Teaching Excellence

Based on the Academic Strategic Plan Team retreat and discussions with faculty several actions were suggested that will involve the Center for Teaching Excellence in their implementation.

New Faculty Orientation: Retirements this year and for the next few years provide an opportunity to strengthen how new faculty are introduced to CCM. The Center for Teaching Excellence will have the responsibility for coordinating the New Faculty Orientation activities in collaboration with faculty, department chairs, and deans.

Online Teaching Professional Development: The FACCM Contract calls for the College to provide professional development for faculty considering teaching an online course. Using the *Quality Matters* approach to online teaching, the Center for Teaching Excellence is developing a professional development program that prepares faculty to teach online courses. The increase in the number of online courses (last year there were approximately 300 online course sections with 8,000 enrollments) requires that high standards be maintained for these courses.

Use of Technology: The Center for Teaching Excellence will provide support to faculty who use new and existing technology for teaching and learning. Kimberly Smith, the Director of Center for Teaching Excellence, is chairing a screening committee that is reviewing applicants for the Instructional Designer position whose role is to assist faculty with the use of technology. Kimberly and Joan Cook are also contributing to the process to identify the Learning Management System CCM will begin using in 2011.

As these and other actions are initiated to implement the Academic Strategic Plan for 2010 - 2013, the Center for Teaching Excellence will be a valuable resource to faculty in their efforts to maintain high standards for teaching and student learning.

From the Editor

by Louise Olshan, CTE Teaching and Learning Program
Faculty Coordinator

Welcome to issue one of the Spring 2010 Update, the Newsletter of the CCM Center for Teaching Excellence.

Dr. Dwight Smith, Vice-President of Academic Affairs, provides the opening article in which he shares some of the activities that CTE will continue to provide and some new activities that the center will be undertaking. CTE will continue to offer training to faculty who will be teaching online and hybrid classes, as well as support for faculty using technology in their classes. A new activity will have the Center coordinating the New Faculty Orientation activities.

Dr. Bette Simmons gives the CCM college community a chance to read and comment on the draft of the Student Rights and Responsibilities document that will be in place for the start of the 2010 – 2011 academic year. Please read this document and send comments and suggestions to Dr. Simmons.

Where is CCM spending Perkins fund money? Dr. Kevin Keefe provides the answer for the current academic year.

Do you have a busy schedule, but still want to learn about some free, easy-to-use tools? Joan Cook has created five-minute tutorials that you can access from your computer on campus or at home. Read her article highlighting seven tools and then take five minutes to learn more about the tools you are interested in using.

Have you seen some new faces in CTE? Meet the newest members of the CTE team.

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The Diversity Committee offered viewings of Dr. Heller's documentary, *Chanceman's Brothers and Sisters: The Origins of the 20th Century Morris County Black Community*, for Black History Month.

Are other committees looking to share information with the CCM community? Why not submit an article to a future issue of the CTE Update?

Don't wait until the last minute to start thinking about and working on the documents needed for promotion or Professor Emeritus/a. Use the links provided to access helpful information.

Once again thank you to all the authors who shared their knowledge and time in writing articles. There would be no CTE Update without contributors from the CCM community.

Focus on Student Development and Enrollment Management

DRAFT of the Statement of Student Rights and Responsibilities

by Dr. Bette Simmons, Vice-President of Student Development and Enrollment Management

County College of Morris has prided itself on being an educational environment that had minimal violations of the Student Code of Conduct on the part of its students. While this most recent academic year got off to a great start in terms of student behavior, it quickly deteriorated as students demonstrated inappropriate actions in the classroom and throughout the campus. This culminated in a college-wide forum in December 2009, hosted by President Yaw, to address the defiance by some individuals on-campus to adhere to the college's No-smoking Policy, and by some students who challenged requests to maintain expected behavior in classrooms.

Despite the fact that the college has a Student Code of Conduct that is shared with students at the start of every academic year, it is apparent that a more direct document needs to be created that clearly outlines students' rights, their responsibilities, requirements for academic performance, and expected code of conduct. To that end, members of the Division

of Student Development & Enrollment Management have developed a draft Statement of Student Rights & Responsibilities. The purpose of this statement is to ensure a community in which all members of the college can interact positively, with dignity and respect.

To date, this document has been shared with the Administrative Cabinet for feedback. The next step is to disseminate a draft of this document to other segments of the college community for comment before the statement is finalized for the fall 2010 semester. The intent will be that the bulleted "Rights" and "Responsibilities" will be distributed to every student on campus and shared with every department of the college to ensure adherence from all campus constituencies.

What follows is the current draft of the Statement of Rights & Responsibilities. I request that you read the document carefully and share with me any thoughts, reactions, suggestions you have. Your comments can be sent electronically to bsimmons@ccm.edu or sent to me in writing through intercampus mail, SCC 132.

DRAFT**DRAFT****DRAFT****STATEMENT OF STUDENT RIGHTS & RESPONSIBILITIES**

February 7, 2010

County College of Morris is committed to and welcomes all who seek to increase their knowledge, gain skills, enrich their lives, and contribute to the well-being of our local and global communities through participation in the learning opportunities it offers. Sharing in this mission, the administration, faculty, staff, and students of the college join to create a learning community. We aspire to provide quality learning in a caring environment and to encourage respect for all persons within and beyond our diverse, multicultural community.

In order to fulfill this mission, County College of Morris is accountable to set forth clearly the rights, responsibilities, academic performance requirements, and code of conduct for students as members of the college community. Student rights, responsibilities, and rules of conduct are summarized in the college catalog, County College of Morris website, the Student Handbook, and in the printed Student Code of Conduct and Disciplinary Appeal Procedure document. The college's central purpose in defining these rights, responsibilities, academic requirements, and code of conduct for students is to foster a community of inquiry where students can enjoy the freedom to develop their potential intellectually, personally, professionally, and as constructive participants in the community and the world.

By enrolling in County College of Morris, a student accepts responsibility to become fully acquainted and compliant with the college's requirements, rules, and regulations; to accept the college's areas of jurisdiction; and to respect the rights, property, safety, and dignity of others in the college community. County College of Morris has the right and responsibility to determine when its policies, rules, and regulations are violated and to decide the appropriate course of action. Students are entitled to fairness in judicial and disciplinary proceedings as outlined within.

STUDENT RIGHTS

Students of County College of Morris are guaranteed certain rights as citizens of the college community. Students have the right to objective and timely feedback on their academic performance. At the same time, they are responsible for achieving standards of academic performance established for each course in which they are enrolled.

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All students have rights to:

- Be treated fairly and respectfully as a member of the County College of Morris community.
- Have access to faculty, academic technology, classrooms, libraries, presentations, and other resources necessary for positive learning.
- Expect access to quality assistance and professional conduct from all members of the college's administrative staff.
- Expect to interact with faculty who treats the student with respect and who disseminate in a timely manner clearly stated expectations for class performance and academic evaluation.
- Have the freedom to raise questions and express alternative opinions as long as the expression does not disrupt or interfere with the orderly operations of the college.
- Expect that their work will be evaluated by academic standards that are free from discrimination on the basis of any classes protected under federal or state law.
- Expect the college to promote and foster an environment that is free from violence, harassment, or physical threats from any other members of the college community, and for the college to address, investigate, and/or take any other appropriate measures against any member of the community who infringes on this right.
- Form, join, and participate in groups or organizations that promote student interests, including but not limited to groups or organizations that are organized for intellectual, religious, social, economic, political, recreational, or cultural purposes.
- Have access to a free, timely, and impartial process for the review of allegations of misconduct, a student conduct/administrative hearing, and appeal of decisions regarding responsibility and sanctions.
- Express concerns by following specific procedures outlined in the Student Handbook if he/she believes his/her rights have been violated.

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DRAFT**DRAFT****DRAFT**STUDENT RESPONSIBILITIES

By enrolling at County College of Morris, a student assumes the obligation to be a responsible member of the College community.

All students are responsible to:

- Recognize and respect the rights of all other students, faculty, staff, and administrative members of the County College of Morris community.
- Treat all members of the college community with civility, respect, and courtesy.
- Assist the college in maintaining a healthy environment for learning.
- Be an active learner by adhering to course requirements as specified by instructor(s) in the course syllabus, and follow all written and/or verbal instructions given by instructors or designated college representatives.
- Attend classes on time, remain through the entire class period, and abide by any other attendance requirements set forth in the course syllabus.
- Obey all duly established college, local, state, and federal policies, regulations, and laws while on-campus or participating in college-sponsored activities off-campus.
- Refrain from discriminating against other members of the County College of Morris community on the basis of any classes protected under federal or state law.
- Cooperate with college administrators, faculty, staff and contracted personnel in the performance of their authorized duties.
- Give and maintain accurate and complete information for all official records required by the college.
- Meet all financial obligations to the college.
- Carry a valid County College of Morris student identification card at all times while on college property or at college functions.
- Maintain the highest level of academic integrity in completing academic requirements.

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Focus on Grants

CCM Acquires State of the Art Instructional Equipment Using Perkins Funds

by Dr. Kevin Keefe, Director, Resource Development/Institutional Grants

Perkins funds for the 2009–2010 academic year will be used to strengthen the following programs by acquiring some of the following state of the art instructional equipment:

ELECTRONIC MUSIC & RECORDING	Software and electronic hardware to improve music sound recording
PERSONAL TRAINER & EXERCISE SCIENCE	New Cardiofax to interface with EKG machine to monitor heart rates
PHOTOGRAPHY	New MacBookpro laptops and color printers
BIOTECH & CHEM TECH	New laptops and printers to support CHEM Draw software
GRAPHIC DESIGN	New printer to support creation of posters
LANDSCAPE HORTICULTURE	GPS software and new Trencher
NURSING	Ventilator, manikins and simulators
INFORMATION TECHNOLOGY	High definition Camcorders and new computer laboratory
CASE	New digital video recorders and MP3 players for audio books
ENGINEERING TECHNOLOGY	New Computer Lab and 3D scanner

In addition, outreach efforts to several high schools in Morris County will be carried out to align secondary schools curriculum and strengthen and/or update articulation agreements.

Take Five

by Joan Cook, Faculty Technologist, CTE

Busy schedules can make it difficult to take advantage of scheduled professional development activities. New approaches may be intriguing, but if they require a lot of development time, they may get pushed down on the “to do” list. Therefore, we have created a series of 5-minute online workshops to introduce easy-to-use, free tools that can be utilized to enhance the teaching/learning process.

<http://www3.ccm.edu/intranet/tltc/five.htm> takes you to a CTE web page that contains seven great tools. For each tool you will find:

- What it does: a brief description of its functionality.
- How it works:
 - a link to a *quick reference* you can print out
 - a link to a *narrated demo* (5 minutes or less).

1. **Jing - Show and Tell**



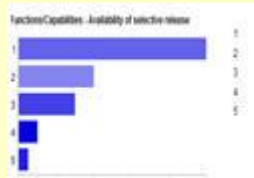
"The always-ready program that instantly captures and shares images and narrated video...from your computer to anywhere."

2. **Google Search – New “Options”**



Organize search results into a timeline or concept map.

3. Google Survey



Easily create survey, distribute via e-mail or post link; results are automatically sent to a time-stamped spreadsheet and charts are created summarizing results.

4. Epsilon E-Portfolio



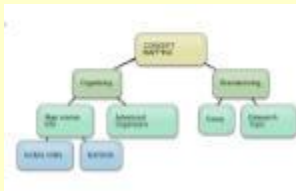
Students can use this online tool to collect, organize and share examples of their work that demonstrate their abilities and accomplishments as well as a place to reflect on their learning.

5. Tokbox – Video Messages



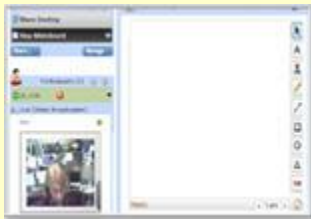
Create video messages that can be e-mailed or embedded in a Blackboard course. Use to emphasize important points.

6. Bubbl Concept-Mapping



Create a diagram showing the relationships among concepts.

7. DimDim *Web-Conferencing*



Share desktops, live presentations, whiteboards and web pages, voice and video over the Internet for up to 20 participants.

New Director of CTE

by Dr. Jane Armstrong, Dean, Corporate Programs and Academic Initiatives

Kimberly Smith has been appointed as the new Center for Teaching Excellence Director. She will hold the position for a 2 year period and retain her current faculty position as Assistant Professor of Business Administration. She will provide on-going professional development opportunities for teaching and learning. Kimberly can be reached at kdsmith@ccm.edu or extension 5674.

CTE Staff Welcomes New Director

by Joan Cook, Faculty Technologist, Deon Koekemoer, Instructional Technologist and Louise Olshan, Teaching and Learning Program Faculty Coordinator

The CTE Staff happily welcomed Professor Kimberly Smith as the new Director of CTE starting with the spring 2010 semester. Her appointment as director is for a period of two years. Kimberly has some new ideas for faculty development and for the *CTE Update*. We all look forward to implementing these over the next few semesters.

Professor Smith has been adjusting to the routine of CTE. Actually, as those who visit the CTE offices know, there is no routine in CTE. One never knows what issues will develop. Kimberly has adjusted to this type of environment with ease. She can get her work done even though the phones are almost constantly ringing.

As she learns all about budgeting, purchasing and attends many meetings, Kimberly has kept her sense of humor and after six weeks she is still smiling and laughing.

Welcome to the exciting and busy CTE Office.

CTE Staff Welcomes New Part-Time Administrative Assistant

by Kimberly Smith, Director, Joan Cook, Faculty Technologist, Deon Koekemoer, Instructional Technologist and Louise Olshan, Teaching and Learning Program Faculty Coordinator

The CTE Staff happily welcomed Mary Nasse as the new part-time, temporary Administrative Assistant starting February 1. Mary is new to County College of Morris, but is quickly learning who people are, procedures to be followed and the workings of the Center for Teaching Excellence. She brings boundless energy and smiles. CTE is one of the first offices on campus to benefit from CCM's new temp pool.



The Diversity Committee Provides an Opportunity to Celebrate Black History Month

by Michelle Altieri, Instructor, Department of English and Philosophy and Professor Meimee Persau, Department of Mathematics

February is Black History Month. In celebration, the CCM Diversity Committee will be showing a 27-minute documentary in the Learning Resource Center's Main Lobby at 1:00 pm every day during the week of February 22 – 26th (Monday – Friday). This documentary, "*Chanceman's Brothers and Sisters: The Origins of the 20th Century Morris County Black Community*", was produced by our own Dr. Rita Heller, Professor of History, the County College of Morris, and narrated by Dr. Gwendolyn Dungy, the former CCM Dean of the Division of Humanities and Art, and the college's first black dean. The film premiered on NJN Channel 50 on Sunday, May 3, 1998 and explores the struggles of middle-class African-Americans in early Morris County suburbia.

The film showcases four individuals in 1920s Morris County, who in their respective lives, helped gray the defined lines of segregation and encouraged acceptance of the African-American

community through necessity. They were the first generation of middle-class black professionals and entrepreneurs.

James "Chanceman" Gregory was Morristown's first black police officer. First hired as a substitute police officer, a chanceman, Gregory became invaluable on the force and promoted through the ranks. His "siblings" are: John Pinkman, a retired caterer, whose father started one of the area's first black-owned businesses, a moving company. Gwendolyn Boyce Squire is a retired teacher, who describes her childhood as the daughter of live-in servants. Jesse Evans was a war hero, who left school at age 13 to help support his family and Robert Banks became the first black police chief in Morris County (Boonton).

Join us in the LRC Feb. 22 – 26 at 1:00 pm every day, as the film demonstrates how ordinary, anonymous, hardworking people, living their everyday lives, help remake the nation around them.

Promotions and Emeritus/a Information

Are you thinking about a promotion in the future?

Are you interested in nominating someone for Professor Emeritus/a?

Don't wait until the last minute to find out about the process, procedures and timelines. The following are links to information on the CTE website that should help you prepare the necessary documentation.

Promotion information:

<http://www3.ccm.edu/intranet/TLTC/pdf/FacultyPromotionsProcedures.pdf>

Emeritus/a information:

<http://www3.ccm.edu/intranet/TLTC/emeriti.htm>

