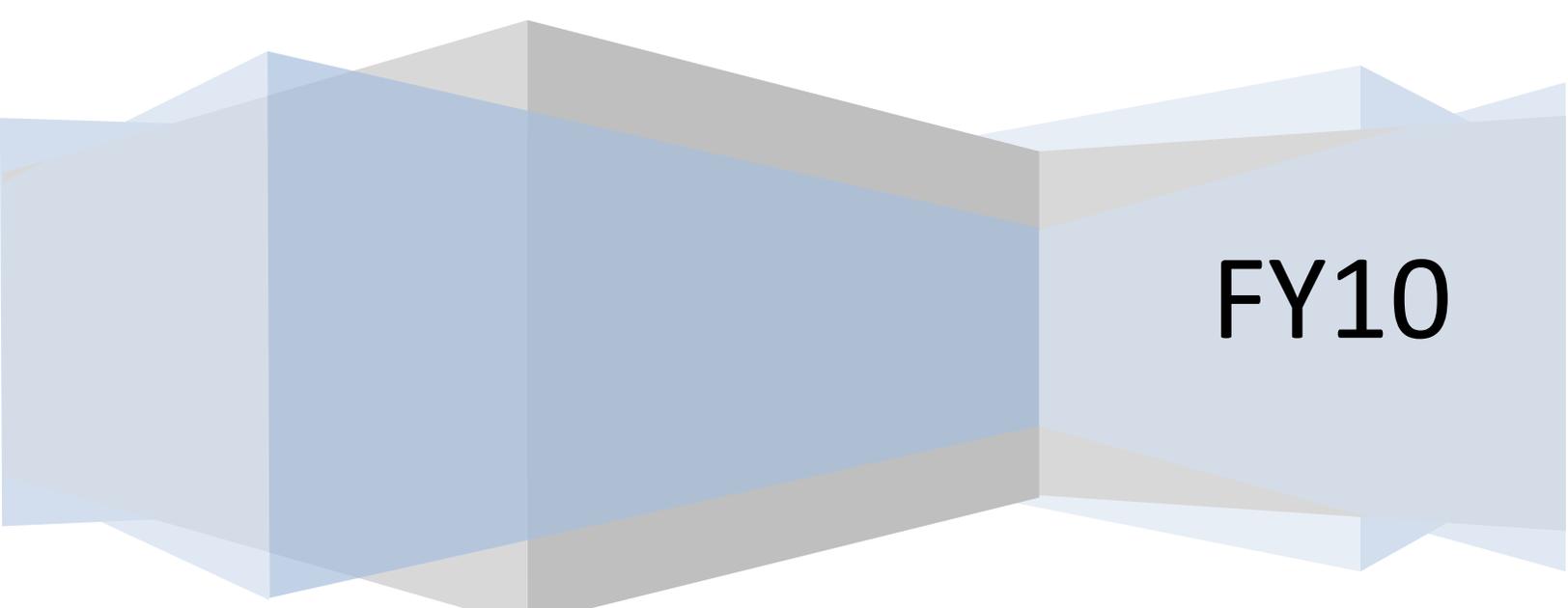


**Teaching, Learning, and Student
Development
Academic Goals & Accomplishments**

Ms. Rose DiGerlando



FY10

Institutional Goal 1 – Ensuring curriculum currency and relevance based on critical reflection of outcomes

Objective 1: Using results of assessment and program review to improve learning.

Accomplishments:

- Streamlined student outcomes data reporting for ABEC instructors with revised assessment forms.
- Provided dedicated Writing class for upper-level ABE students, while lower-level ABE students will now have Writing woven into their Reading class.
- Reviewed ABEC courses, and changes in pre-requisite language and other minor corrections have been submitted.
- Enhanced most IEP (Intensive English Program) classes with D2L; developed an online writing course; an online reading course is in its final stage of development.
- Presented Intensive English Program's implementation of Focal Skills Approach (FSA) curriculum at the state, national and international professional organizations.
- Piloted an online pre-collegiate writing and grammar class during summer of 2010.
- Created and administered an online assessment for to COL- 101 students; Results were tabulated and reviewed by the instruction librarians and they are currently engaged in a revision of the library instruction model for COL 101.
- Finalized two new articulation agreements for HOS-101 (Hospitality Management) with district 300 and U-46.
- Completed a Program of Study in Nursing with a regional Nursing Advisory Team.
- Updated Accounting department curriculum based on prior year's Program Review.
- Made changes to BUS-105 Personal Finance.
- Created day-schedule hybrid offering of BUS-140.
- Updated learning outcomes and assessment tool for three Economics courses based on assessment data.
- Developed new courses in Energy Management curriculum on photovoltaic systems.
- Developed new courses in HVAC curriculum on advanced troubleshooting and a new Green Technology course.
- Achieved national accreditation for the Human Services program.
- Achieved national and International Accreditation for the Substance Abuse Counseling program.
- Received serious applicant status for the histotechnology program based on approval of its preliminary report to the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
- Received the full 8 years of accreditation review for the Nursing program.
- Conducted a site visit to Canterbury, England and Seville, Spain and an academic site visit to Cuernavaca, Mexico.
- Created a CurricUNET module for assessment reporting; trained instructional coordinators and deans; implemented in fall 2009.
- Created and introduced an assessment planning matrix to departments undergoing the FY10 Program Review cycle.

- Created a process to document 5-year program outcome results in collaboration with the existing Program Review Module application.
- Developed and offered three new assessment workshops for faculty via CETL.
- Implemented Student Satisfaction Inventory survey (by Noel-Levitz) for 2nd time in Spring. 2010 results reported to Faculty Senate and distributed to Cabinet.
- Completed an audit of all course outcomes in CurricUNET; as needed were reviewed and updated based on the master course file.

Institutional Goal 2 – Promoting student engagement and intentional learning

Objective 1: Adapting and revising practices and procedures to ensure student engagement.

Accomplishments:

- Held the first ESL Recognition Event.
- Began building a library of readers, texts and reference books for ABEC students.
- Increased staff hours at FSQ.
- Began testing at outreach sites.
- Expanded GED testing with additional test dates. MOU is in place; proctor pay raises are in place.
- Embedded librarians into 13 classes, collaborating with the instructors of these classes to create customized online research guides and tutorials to further enhance services.
- Created system to market distance learning library services to all online, hybrid, and telecourse instructors.
- Created a reference form to request library services, which tripled the number of distance learning classes served in this fashion.
- Cleaned up library catalog database to allow more efficient operation and ease of student use.
- Embedded a library Meboo Instant Widget on library's homepage to allow students direct and easy access to library services from on or off-campus.
- Piloted new learning community approaches in spring 2010 by three instructors.
- Held workshops about integrative learning.
- Enhanced ESP learning community to better integrate COL 101 with the developmental reading and English courses.
- Developed a library reference guide to assist faculty in locating information about integrative learning and learning communities.
- Completed a comprehensive assessment of ECC's learning community program.
- Implemented e-transcript solution for incoming and outgoing transcripts.
- Established a Veteran's club which was awarded Most Distinguished New Club for their consistency, professionalism and commitment to veteran needs.
- Blogging and Facebook utilized regularly to promote student engagement.
- Used videos and posters to highlight important Student Life programs and activities.
- Completed co-curricular transcripts.
- Continued and expanded participation in Online Student Evaluation of Instruction. Response rate has shown consistent increase each year over previous (34% in spring 2009, to 45% Fall 2009, to 52% in spring 2010).

Institutional Goal 3 – Improving success milestones among key focus populations: first-year, developmental, Black, and Latino students

Objective 1: Expanding programs and services that target success for key populations.

Accomplishments:

- Awarded 1,840 credits to 412 ECC freshmen based on their eligibility for articulated CTE credits.
- Collaborated with Community Based Job Training grant to connect current Tech Prep/dual-credit students and all applicants for the 2009-2010 programs with Bridge Programs for summer 2010.
- Shared Articulated Credit opportunities update to District 509 counselors, administrators and other PSCT members through the Alliance for College Readiness Parent/Student Communications Team.
- Built Communications Management for Dual Credit and Articulated Credit program students on the Datatel system.
- Submitted the STEM Grant application, which has been reviewed by two former NSF evaluators and we have an excellent chance of being funded.
- Evaluated the Admissions Office workflow and modified staffing responsibilities. Implemented additional processes to further a paperless enrollment process whereby submitted electronic applications are immediately imaged for storage. Began receiving electronic transcripts in July 2009.
- Met with student athletes from each team first week of Fall semester for pre-COL-101, to emphasize important areas: Financial Aid, Tutoring, NJCAA eligibility requirements, Counseling's Educational Plans and ACE Pilot Program (Athletes Commit to Excellence).
- Implemented process so that all students applying for academic reinstatement for Spring 2010 have completed individualized success plans with a counselor.
- Clarified new student expectations and promoted further understanding of COL 101.
- Developed online module for new student orientation for a pilot this summer.
- Conducted onsite staff assistance for Fall registration at Fountain Square.
- Piloted online registration for upper level ESL.
- Added FYE program overview as an agenda topic for new faculty and employee orientation.
- Hosted social and educational opportunities for first year students.
- Developed a pilot program for COL-101 courses which will be 10 weeks long and have the additional of a Peer Leader to assist the instructor/class.
- Developed Late Orientation Passport and implemented/enforced registration restrictions.
- Offered student success series through CETL this spring focusing on ON Course textbook principles such as personal responsibility and student expectations.
- Provided D2L training and refreshers for COL-101 instructors.
- Compiled several resources for COL101 instructors from supplies, trainings, to professional development opportunities.
- Hired and trained 26 new COL-101 instructors.
- Implemented a COL-101 course assessment process for fall and spring semesters.
- Completed an audit of COL-101 syllabi and revised the common syllabus for consistency and common experience among students.

- Utilized D2L to communicate with COL-101 instructors.
- Offered workshops and activities for TRiO program students: Time Management, Procrastination, Stress Management, Goal Setting/Motivation, Study Skills, Money Saving, Relationship Issues, Financial Literacy 101, Money Smart Week, VPAC performances, College Night, Job Fair, NIU tour, participation in Latino Heritage and Martin Luther King Breakfasts, two TRiO Student Leadership Conferences, state TRiO Day, and a field trip to the Art Institute and DePaul University campus
- Referred TriO students needing individual tutoring to the Learning Center for five hours at no charge to the student.
- Organized a new Math Study Group for students taking MTH-090 and MTH-096.
- Documented all Early Alert TRiO contacts in Blumen, the program database, and the Early Alert case log.
- Provided Upward Bound presentations to target high schools and local youth agencies as a major recruitment campaign.

Objective 2: Increasing the number of students placing into college-level coursework.

Accomplishments:

- Received New Initiative funds to support the development of a 2nd bridge course in Early Childhood Education.
- Offered four sections of the healthcare bridge course in the fall.
- Invited to present on the bridge course at an ICCB conference.
- Awarded a new ESL/Welding grant from KCDEE to support a program helping ESL students complete the Welding program while receiving ESL support and full tuition coverage.

Institutional Goal 4 – Supporting the continuing growth of faculty in learning theory, teaching methodology, technology, and individual disciplines

Objective 1: Expanding faculty and staff development opportunities to enhance knowledge of learning, teaching, technology, and leadership.

Accomplishments:

- Presented a CETL a workshop: Using Technology to Enhance Critical Thinking. A number of strategies regarding how to use technology to enhance sound pedagogy were also explored at this workshop.
- Completed focus group meetings with adjunct faculty, full-time faculty, and instructional coordinators to inform needs from CETL and Distance Learning. The findings, such as offering theme series, time of workshops, and frequency of certain workshops, have been incorporated since spring 2010.
- Conducted a CETL and Distance Learning survey in spring 2010 and achieved the highest response rate from faculty ever since the inception of CETL. Staff work is recognized and appreciated.
- Working to increase online CETL options for faculty as flexibility of scheduling and accessibility of opportunities become the focus for development.
- Purchased and installed a media server to expand instructional implementation of distributing multi-media within classrooms in an easy fashion. Established a partnership with Apple Computers to allow media distribution through iTunes U.
- Gave two presentations at CATESOL and ITBE, and presented at the poster session at NAFSA based on the IEP's curriculum, the Focal Skills Approach.
- Re-established the Accounting advisory committee, convening in May 2010 with new members.
- Met with Spanish language faculty to provide instructional materials for the new system. Scheduled regular training sessions, offered by a language instructor/consultant in partnership with the publisher, for fall semester to enhance instruction and speed language acquisition.
- Sent two key LVPA support staff members to "The Indispensible Assistant" seminar by Skill Path.
- Hosted a regional Foundations Art Teaching Excellence (FATE) conference to facilitate discussion about best practices in teaching 2D art. Held additional workshops for full time and adjunct faculty.
- Grated division funding to two adjunct faculty (graphic design and art) to participate in the Teaching Portfolio workshop, intended to foster reflection and teaching excellence.
- Received all Fall midterm and final grades prior to 2010SP start for the first time; received all final Spring grades within 2 weeks of deadline.
- Organized and held an event in April responding to NCA's recommendations regarding increased knowledge, understanding and sharing of local assessment practices for ECC faculty. Received positive feedback, scheduled the next event for 2011 and will present a summary of the event at state-wide faculty association conference in Springfield in October 2010.

Institutional Goal 5 – Fostering a spirit of inquiry to increase understanding of racial, ethnic and global diversity, and of domestic and world cultures

Objective 1: Increasing opportunities for contact with people from diverse cultures and backgrounds.

Accomplishments:

- Signed the Memorandum of Understanding (MOU) with Chongqing Technology and Business University (CTBU). ECC president to visit CTBU in fall of 2010.
- Completed a site visit to Puerto Rico. Piloted two new study abroad programs: Oaxaca, Mexico and Chongqing, China.
- Developed a library programming cycle with an estimated budget as part of the planning; template will be used to plan programming for 10-11 academic year.
- Presented speaker series and workshops on the theme, "Free Inquiry and Its Realizations in the Global Context." Presented eight events by midyear, attended by more than 800 people attended these events.
- Launched an International Film Series through the Humanities Center and presented 4 films by midyear and the Tournees (French) Film series with funding from the French Cultural Ministry was presented in spring.
- Completed an internal audit of all current and former F-1 students to ensure compliance with DHS recertification regulations.
- Developed a marketing brochure for F-1 students and advertised in the AACC Guide to Community Colleges for International Students.

Objective 2: Adapting and revising curriculum to reflect a greater variety of cultural perspectives.

Accomplishments:

- Implemented the recommended format for Intensive English summer session in 2010 and added two field trips to the program.
- Received New Initiative funding to support course infusion. The GIST curriculum subcommittee reviewed twelve proposals and funded proposals by nine faculty.
- Received a U.S. Department of Education Title VI grant for over \$88,000 for FY11 in LVPA; a second year of funding is anticipated.
- Developed global learning outcomes through the GIST steering committee with input from subcommittees and faculty.
- Conducted survey of faculty and staff to gauge interest and current level of engagement with global/international issues. Support is strong across departments, including belief that students need a globalized outlook to succeed.
- Conducted site program development (China, India, Puerto Rico, Russia) and program oversight visits (Cuernavaca, Mexico).
- Developed and approved the first two courses in both Japanese and Chinese languages (4 total courses). Scheduled Chinese I for fall 2010.
- Developed and approved three music technology courses for FY11: MUS-150 Critical Listening for Audio Pros; MUS-160 Fundamentals of Music Technology; and MUS-170 Recording Techniques I.

Institutional Goal 6 – Ensuring key populations (Black, Latino and first-generation students) have equal access to learning opportunities

Objective 1: Increasing the number of adult students (25 and over)

Accomplishments:

- Obtained sufficient enrollment to offer GED classes at the Streamwood Village Hall each semester in FY10.
- Expanded programming at Dundee Crown High School to include ABE Reading & Math and additional ESL classes. Beginning in the summer, ESL and ABE/ASE classes will be held at a new Salvation Army site in Carpentersville.
- Hired Coordinator of Veterans Services, positioned in Career Services Department. She has made contact with all dependents and identified veterans. Veterans Support Team meets monthly.
- Identified and contacted all veterans.
- Maintained frequent communication with the Veteran's Club (MBU) to elicit process improvements.

Objective 2: Increasing the number of Black and Latino students.

Accomplishments:

- Installed several new portable proxima projectors and portable ELMO projectors at FSQ to improve access to technology within these classrooms.

Institutional Goal 7 – Creating and offering programs and services that meet the emerging learning needs of our students

Objective 1: Increasing online and hybrid options for courses and programs.

Accomplishments:

- Implemented a Distance Learning educational program to reiterate online course development process and to encourage better communication between Distance Learning and instruction; provided support materials to faculty and deans to ensure quality online learning environments.
- Developed additional distance classes, focusing more on hybrid than online.
- Developed an online Library Quizfest to promote and enhance students life-long learning skills and allow students to demonstrate mastery of basic information literacy skills in using learning resources in library.
- Offered a hybrid Paralegal course.
- Acquired Fastcase Legal Research for use in PAR-204; well-received by faculty and students.
- Developed and offered new distance courses in LVPA: GRD-106 Layout Design; GRD-107 Introduction to Digital Design; and HUM- 216 Ethics. Developed and offered ART-115 Art Appreciation as a hybrid course.
- Implemented process for outgoing electronic transcripts and incoming HS/College transcripts.
- Programmed remedial requirements programmed into Datatel's Degree Audit module so that students and counseling will know exactly what, if any, remedial classes a student needs.

Objective 2: Expanding health career education offerings.

Accomplishments:

- Conducted two needs assessment projects for the development of a Health Information Technology program. Findings indicate projected hiring in this area is bleak so the program will not be developed.
- Administered adult bridge program in a longer format.
- Promoted the health bridge option to high school graduates in the 2010 Summer Bridge program.

Objective 3: Refining class scheduling.

Accomplishments:

- Added some Criminal Justice courses, still expanding.
- Offered more sections in English and Reading through schedule alignment to meet the needs of the students.
- Increased online continuing education class enrollments 5% over this time last year.
- Attracted near 450 enrollments in Kids' College this summer.
- Used surveys and histories of CCE classes to track most popular and needed classes, allowing us to focus on newer technologies and "in demand" classes.
- Discontinued CCE classes with low enrollments.
- Completed classroom swap and conversion to increase available seats in GRD multimedia courses.
- Identified and created several new reports to assist deans and faculty with course scheduling decision-making, including Class Scheduling Guidelines; Weekend College Offerings; Room Usage and Availability.

Objective 4: Increasing the number of courses offered in workplaces.

Accomplishments:

- Offered more classes to non-manufacturing entities and health care facilities, including the Village of Huntley, Sherman Hospital, and the City of St. Charles.
- Increased health care training offerings, opened additional sections of medical coding and billing to support enrollment growth.
- Experienced significant enrollment growth in newly developed Firefighters Training Program.

Objective 5: Improving student satisfaction in the areas of financial aid and academic advising.

Accomplishments:

- Created and distributed 1,300 copies of new transfer tip brochure.
- Ensured all counseling staff meetings have a curriculum review component.
- Contracted with a representative from Noel Levitz to conduct an assessment of campus advising.
- Developed a pilot for Early Alert in fall 2009; added CTE, COL 101 and Tech Prep for spring 2010.
- Expanded Admissions outreach to Latino community by 10 hours.
- Used Unsuccessful Veterans Services grant to develop & secure Coordinator position in Career Services.

Institutional Goal 8 – Ensuring integrity in our relations with others

Objective 1: Expanding programs and services that target success for key populations.

Accomplishments:

- Revamped campus visit events for middle school students and prospective adult and traditional age students.
- Piloting use of instant messaging tools as a method to improve service.

Institutional Goal 9 – Conserving spending while increasing quality and effectiveness

Objective 1: Improving the links between institutional planning and budgeting.

Accomplishments:

- Engaged Library staff to develop a two-year strategic plan to prepare for move to new facility and establish objectives to provide quality services.
- Completed CETL departmental strategic planning for FY2011 to FY2013 with objectives for providing quality services.
- Converted a part-time library circulation technician position to full-time to better support student learning, especially for library services in evenings and weekends.
- Enhanced relationships with District 509 high schools by ECC Athletics staff. Coaches have gone to district 509 high schools to watch games, recruit student-athletes and talk to parents.
- Invited district 509 high school student athletes on ECC campus to watch games and visit the college.
- Initiated talks with high school athletic directors and coaches encouraging them about the great opportunity at ECC athletically and academically.
- E-mailed information to all district 509 high school athletic directors to share the success of ECC athletic programs and outline how high school coaches can contact coaches at ECC.
- Provided stand of excellence for successful opportunities for ECC sports teams by keeping in compliance with NJCAA, Region IV and ISCC for dues, fall and winter season eligibility and all compliance and regulations associated with the national, region and conference affiliates.
- Reviewed the graduation application process and fee payment option; the current process will continue.
- Mentored/trained new TLSD deans in monitoring and developing division and grant budgets, compliance of institutional and grant procedures, and budget-related business office and college procedures.

Institutional Goal 10 – Facilitating quality decision making

Objective 1: Improving internal and external communications.

Accomplishments:

- Conducted a small group brainstorming activity at the spring ABEC/Workforce Transitions division meeting focused on improving communication; ABEC has structured a building-wide meeting to share building updates and service information across departments for the benefit of students.
- Continue efforts for ABEC collaboration in college-wide activities, including participation on the Alliance for College Readiness, Assessment Committee, Strategic Planning Committee, and Achieving the Dream.
- Shared meeting minutes from Counseling and Admissions with ABEC's Adult Education Transitions Coordinator.
- Provided an embedded librarian in 11 distance learning classes in spring 2010.
- Created library links in D2L to provide quick access for enhanced courses.
- Made improvements to web and web advisor to enhance student/user engagement and clarify steps in the enrollment process.
- Implemented a solution for sequenced ENG courses to ensure proper registration.
- Reviewed course descriptions and submitted formatting changes to CurricUNET consultants to recode, ensuring catalog information is accurate and up-to-date.
- Updated print text to provide language consistent with the catalog when registering on AccessECC.
- Created Developmental Studies degrees in Degree Audit to provide students a more complete picture of what courses have been taken at ECC.
- Created transfer degree plans in Degree Audit to provide more information to students who are interested in a transfer degree program.
- Created PDFs of current catalog pages and posted on elgin.edu to provide students a more "user-friendly" source to view program information on the web.

Objective 2: Broadening our understanding of data-driven decision making.

Accomplishments:

- Completed comprehensive data analysis to identify student achievement gaps for Achieving the Dream initiative.
- Published 10 Data Briefs summarizing the major findings from quantitative and qualitative research.
- Included feedback from 204 faculty and staff and 291 students obtained through focus groups, Campus Conversations, informal chats/meetings, and written essays.

Objective 3: Increasing opportunities for cross-functional and inter-departmental interaction.

Accomplishments:

- Enhanced the delivery of the PCCS Early College Credit—Dual Credit on-campus program to District 509 students.
- Provided dual credit process training for new counselor contacts at Hampshire, St. Charles East, and Dundee Crown High Schools.

- Met with high school counselors at ECC in November 2009 to review POS and dual credit opportunities and enrollment process for the 2010-2011 year.
- Collaborated with IT in January 2010 to enhance tech prep reports and include additional information for follow-up activities.
- Awarded 1,575 dual credits to District 509 students.
- Improved processes so that students with previous college credit can satisfy Minimum Competencies and prerequisites and more easily enroll in classes.
- Improved scanning process between Spartan campus and FSQ; quality control is centralized in records department.

Institutional Goal 11 – Developing a collegial environment that supports employees’ sense of purpose and self-worth to grow personally and professionally

Objective 1: Increasing the number of diverse faculty, staff, and administrators.

Accomplishments:

- Increased diverse LVPA applications by making contacts with administrators and faculty at several senior institutions; three of ten adjunct hires for FY11 are candidates from underrepresented populations (Latino and Black males).

Objective 2: Aligning employee performance tools to strategic objectives.

Accomplishments:

- Mentored and trained new library associate dean to follow college policies and procedures and execute the contractual agreement with ECCAFA and SSECCA in supervision of library operation.

Institutional Goal 12 – Strengthening relations with businesses, educational, and service organizations vital to our community

Objective 1: Increasing the College's participation at key external events.

Accomplishments:

- Created new FT position - Director of Community Engagement and Economic Development to increase participation on local economic and workforce development boards, commissions, and committees and with legislative affairs.
- Developed "Enrich Your Life" flyer to help promote attendance of seniors to lifelong learning sources courses and programs conducted at ECC.
- Participated in the Community Development Workforce Summit sponsored by the Village of Hanover Park.

Objective 2: Increasing opportunities for others to participate in the College's initiatives.

Accomplishments:

- Reinstated relationship with local high schools' disability staff; reactivated attendance at high school Disability Transitions Committee; and explored the possibility of a specialized program for disabled students.
- Reviewed and renewed PCCS (Partnership for College and Career Success) Memorandums of Understanding.
- Established ECC's Workforce Investment representative as a member of the District 509 PCCS/EFE Region 110 advisory team.
- Obtained PCCS Tech Prep representation within College Readiness initiatives.
- Collaborated with the Region 110 EFE Systems Director to develop a successful plan for a POS development process that resulted in a completed Nursing POS.
- Held *Fall for the Arts*, an event designed to celebrate the College's 60th anniversary.
- Successfully launched new positioning statement, *Do Art Differently*, during the Arts Center performance season.
- Held a year-long series of interactive workshops for all departments within the Arts Center which resulted in numerous improvements for the 2010 fiscal year.
- Increased activity use of Arts Center sites through social media campaigns.

Objective 3: Learning how to better serve the community.

Accomplishments:

- Developed Enrollment Plan for new students.
- Implemented improved communications for targeted groups: honors, ESL and GED students.
- Revised communication plans for traditional and non-traditional aged prospective students.
- Established an annual calling plan for Student Ambassador.
- Developed a high school counselor webpage to keep area counselors informed about ECC and to replace our current e-mail newsletter.