	Middlesex Community College Academic Programs Signature Practices						
	Business Administration	**Computer Information Systems**	**Veterinary Technology**	**Art**	**Criminal Justice**	**Accounting**	**New Media**
Attract students	1. The PC attends as many recruiting events as possible. Including speaking at Freshman seminar classes on and off campus. 2. The Program Coordinator works with outside businesses and Consultants to partner on events – SCORE, both Middletown and Meriden's Chambers, and most recently the Meriden Community Development fund.	In recent years, I have hosted the **Tech Fest** that brings IT students from local high schools to campus for a half-day technology fair. Students receive information about the degree programs, experience IT-related workshops, learn about IT careers, and get to meet members of the Computer Club. I have created program **brochures** and done **mailings** to local high	Recruitment events for 2017-18: Lecture to Lebanon High School Animal Science Students 10/2/17; "What can I do with a major in…" Fair 10/11/17; Information Session/Visit with horses 10/27/17; Information Session at Pieper Veterinary 2/20/18; Cromwell High School Career Expo 3/20/18; Woodrow Wilson Middle School Career Fair 4/5/18;	Meet with high schools & students in Meriden courses; Attend career fairs; Hold workshops & lectures for the public; Maintain clean, well designed facilities; High school faculty show (high school student exhibition planned); In discussion with Marketing for art dept representation on Behance.com; Summer advising.	Dynamic classes and a variety of classes; Instructors that are practitioners; Personal tough – Met with PC directly.	-I rely on Marketing to advertise my program. -When Enrollment Services send me a list of potential students I send a personal note to the student.	CCP/Involvement at the high school level.

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	3. The program Coordinator has worked to create student success story videos for the school to use in future advertisements. Including in the business program.	schools and businesses promoting the program. **CCP partnership** with Vinal Technical HS - visits and **Visiting Professor** seminars. **Computer Club events** that bring prospective students to our campus. **Facebook** ads. **Experience College Day** and *What To Do With A Major In* Fairs are used as a recruiting tool for the program.	High School Career Fair Expo- Wesleyan 5/1/18; East Hartford High School College & Career Fair Expo 5/24/18; CCP: Middletown High School 2017-18 Planning to expand to 3 high schools for 2018-19 academic year				

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		I have visited the **Freshman Seminar class** to share information about the program (at Platt and main campus).					
Retain students	1. The Business Administration program has a blackboard site where the program coordinator emails students in the program and updates them on job openings, internship opportunities events, and advising. 2. All of the business instructors	Building relationships - academic advising. Technology Center - hub for exploration, engagement, and employment - Service Learning experience. Students come there just to 'hang out' and experience technology	At the ¼, ½, and ¾ points of the semester I check-in with all vet tech instructors to see how all the vet tech students are doing. If there are any concerns with a student, both the instructor and I reach out to the student. Graduation checklists are updated for	Establish a nurturing, supportive environment; Faculty share teaching materials and techniques; Efficiency in use of materials supplied to classes; Clarity in assignments reinforced on Blackboard; Extra workshop classes at the	Intrusive advising. Extra help sessions. Open door policy for student help.	-I track my students and try to meet with each one of them personally or online through email. Students who do not register are sent email throughout the advising period.	Advising, provide academic support through tutoring.

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	provide tutoring to students. 3. The PC works to optimize the schedule by reviewing all of the community colleges business offerings and runs the schedule against 10 students in various phases of completion.	Relevant and updated curriculum (remake of degree - IS-CIT). IT professionals who teach in their respective areas of expertise. Computer Club provides a 'community' for students around their interests.	each student at the end of each semester to ensure the student is on track to graduate.	end of each semester; An Art Club for a sense of community; Showcase work in the Annual Student Exhibition; Art & Meditation Workshops for relaxation and expanding art techniques; Field trips to galleries and art museums.			
Ensure that all learning outcomes are met	1. Review syllabi from the department 2. Discuss book and material options to ensure they are updated.	Classroom evaluation of instructors. Program evaluation process. Course assessment.	I review the syllabi for each vet tech course each semester We receive composite data for both the Veterinary Technician	The work from all art classes is on display in the hallway & Student Exhibition high degree of transparency	Overlapping curriculum that addresses outcomes. Sequencing of classes with prerequisites. Exit survey for graduates	Myself and every adjunct are focused on learning outcomes. -Students do numerous assignments and	Students are assessed regularly. Also, we do classroom observations of adjunct instruction.

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	3. Reviewed and updated outlines.		National Examination and practice exams and use that data to determine areas of weakness within the curriculum.	for art student projects; The syllabi are strictly followed for completed projects.	(currently being utilized this semester).	assessments that reinforce the outcomes and they are tested on the material.	
Connect graduates with employment opportunities	1. I connect with many graduates through my LinkedIn Site and the MxCC site and will message stidents with job opportunities. 2. I connect graduates with our Career Services dept. 3. Towards the end of the semester I send a note to graduates via	I have established relationships with IT employers and created partnerships that provide pathways to employment. Internships in IT positions are linked to students interest and expertise. When employers	We maintain a closed Facebook page that reaches both graduates and current students. All job listings/posting we receive are posted there.	Graphic Design students have an internship that requires they work for local businesses; Fine Art students are exposed to social media/regional fair opportunities to sell their work; Graphic Design Advisory Board	Blackboard CJ Shell – regular job postings. Scholarships for LE testing. Traditional job posting on CJ bulletin board.	-I refer students to the Counseling Center. -I post job opportunities I am made aware of. -I ask majors who are actively seeking employment to give me a resume so when an job becomes	This is mostly done through our internship program as most students get their jobs through internships. Our website also has links to media sites that post jobs. We also have a job board in CNM.

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	blackboard reminding them of our career services site. 4. Provide internship opportunities.	contact me with opportunities, I share job information with advisees. The Computer Club hosts a Network Event that brings together IT professionals and students. I inform students of job fairs and encourage participation.		advises on specific regional employers; Contacts through graduates employed in the field.		known to me I notify them.	
Provide students with real world experiences	1. Provide internships 2. Use simulation software 3. Group project work	Service learning opportunities via the Technology Center. Real work projects linked to classroom experience - ex.	The program has two required externships (veterinary internships) VET 280 (4 hours) VET 286 (200 hours)	Graphic Design Internship; Annual Student Exhibition; Field trip to NYC via the train and subway.	Guest Speakers. Facilities tours. All Faculty are practitioners.	-Until recently students learned a commercial accounting software right within the courses but since going to 3 credits there is	Internships, practicum in Corporate Media Services, community service projects embedded in classes.

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		CST201 real life projects. Required internship course puts students in the world of work. Providing equipment for hands on learning in the classroom.				not time. -A new course has been developed to teach the software.	
Ensure that students stay on track to graduate	1. Have contacted students who have not registered in a semester to find out where they are at. 2. Worked with students to find classes at other CC's if our class schedule doesn't work.	Consistent academic advising meetings - (pursuing students, if necessary to come in for advising). Course sequence scheduling to meet the 2-year timeline.	See responses for "retain students" Cohort-based model	Individual advising sessions; Announcements in class regarding sequencing and course recommendations; Semester review of the advisee lists with	Intrusive advising; Proactive advising in regards to tracking student progress.	- I maintain a checklist for each student which I can refer to as students register. I outline for them a plan for completion.	Advisors monitor student progress from day 1.

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		Utilize other colleges' courses whenever necessary to make sure students stay on track.		subsequent follow-up phone calls and emails.			
Provide supplemental assistance beyond the classroom when needed	1. Have office hours that span day and night 2. Tutor 3. Provide library guides 4.Connect via Blackboard	The college has a Tutor for our computer classes. The Technology Center offers support, assistance, and training when needed. The faculty members offer supplemental help to students. We have also offered students access to Lynda.com	Students are aware that they can meet with myself or Amy Lawton, the program veterinary technician, for extra help in any of the veterinary technology courses. During Spring 2018 semester, weekly evening Veterinary Technician National	Am available for tutoring; Hold extra class workshops at the end of each semester; Am available via photos sent through email for additional consultations; Donations of art supplies to students.	Blackboard CJ shell – posted resources. CJ PC available - on campus at least 5 days a week. CJ PC accessible via email and text.	-Students are encourage to seek tutoring from me or Landi Hou. They are reminded on a constant basis to take advantage of it. -Students have a huge supply of publisher resources including lecture videos, demo problems, flashcards. The	We employ two EAs as tutors and the faculty often times meet one on one with students for additional assistance.

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		video training program.	Examination review via WebEx (funded with Perkins Funding)			y also can contact me through a site called Ask My Instructor as they are working on assignments.	
Ensure that your program is current with industry standards	1. Read as much about the changing state of business. 2. Use the Business Advisory board 3. Attend business functions.	There is an annual CIT/MIS advisory board meeting that engages IT professionals and faculty from other colleges in a discussion about trends in the industry. Program review. Updating curriculum on a regular basis in response to industry trends.	Pass rates for the national Veterinary Technician National Examination are monitored very closely. Curriculum is adjusted to resolve any overall weaknesses noted on exam.	Annual meetings with the Graphic Design Advisory Board; Feedback from graduates employed in the field.	CJ Program Review. CJ Advisory Committee. CJ PC reads current events and CJ publication to include peer reviewed journals. CJ PC member of professional CJ organizations.	-Text books are always being updated with changes that are occurring	Regular advisory board meetings.

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Ensure that graduates are career-ready	1. Provide internships 2. Work with career services to do mock interviews and career development workshops. 3. Bring in guest speakers to classes	Required internship course places students in an IT-related position for a semester; employers evaluate all students' performance at the end of the course. Students take courses that meet the learning outcomes for career-specific training. Students are not allowed to enroll in the internship course without my permission. Prior to	Career readiness seminars provided by High Performance Living LLC (funded with New Day Fund Grant): A communication topic, covering non-verbal communication (eye contact, body position, proximity, tone or voice). This session covers differences in communication style, work style and language among Boomer, GenX and	Strong portfolios with quality work for both Graphic Design and Fine Art; Up to Date knowledge of computer applications; Fine artists are channeled into specialty niches with marketable artwork and effective use of social media channels; Contact tracking maintained with graduates through FaceBook.	Multiple multimodal assessments in courses. Overlapping course competencies that support career readiness. CJS 288: Careers in CJ that specifically addresses career readiness: Resume, Cover letter, etc.	-Students take the variety of classes that will make them ready for a career. That number has gotten less as the new standards of TAP have been implemented.	Our capstone course, Advanced Media Production, is taken during a student's last semester and in that class each student's skills are assessed.

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		placement, there is a specific advising session and orientation related to career readiness.	Millennial generations. This can be useful in communicating with co-workers and clients in each of these generations. Social Media and Electronic Communication. Some aspects of non-verbal communication will be reinforced, including email, text, social media as well as professionalism (what to post or not post and why). Compassion Fatigue/Burnout /Moral Fatigue. Discussion about self-care,				

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			why vet techs are particularly prone to CF/Burnout and how to set yourself up for success. This may include stress reduction/management strategies. Professional Presence. This session will address how you present yourself (attire, attitude, etc) and why/how this matters to your clients/patients/colleagues. Work-Life "Balance" Topics include creating daily routines and				

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			developing habits that set you apart from the crowd. Debrief 1. (1-2 weeks after starting externship). A touch base to see how the communication and early days in the practice are going. This will likely include troubleshooting for any early issues. Debrief 2. Navigating difficult conversations. Focusing on financial and end-of-life conversations. Debrief 3. Failing Forward.				

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			(in last weeks of externship). What happens when there's a "failure" or mistake? How to deal with errors and failure as development opportunity, rather than a freezing point. Debrief 4. (at end of externship). Course summary, Q & A, next steps. This will be a recap and Q & A session, setting people up for success in practice. Annual surveys of graduates and employers. Data can be				

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			provided upon request				

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