EXECUTIVE SUMMARY

DIVISION II – Dean, Ted Lewis: Science and Public Service
The Science and Public Services Division provides quality, accessible courses and programs of instruction which meet transfer, workforce development, and lifelong learning needs of students. Classes are offered at times convenient to students. New courses and programs are developed that meet student needs. Curriculum teams regularly review their courses’ learning objectives for application and revision. Workforce curriculum teams additionally review the trends of the disciplines course and addition. The division has developed and offered dual courses for high school seniors.

The division constantly works to improve student success through experiential learning activities, active learning, service learning, and other Cy-Fair College learning signatures. Successful pedagogies are shared through learning signatures presentations each semester.

Quality, accessible support services for students to enhance the learning process and their educational experience are provided within the division. Faculty are familiar with advising, tutoring, counseling, and other services available to students. Faculty members regularly incorporate student services into their curriculum. Faculty also advise and tutor students. Additionally some curriculum teams are establishing scholarships to assist students financially.

Through a collaborative process and closely monitored budget, the division provides efficient and effective stewardship of state, local, and federal funds.

The division maintains a work environment that properly rewards employees, supports employee professional growth and development, and recommends the staffing necessary to effectuate strategic priorities. Internal and external professional development opportunities are provided to faculty and staff. Informal celebrations and meetings recognize employee value. Collaboration is a part of the division and college culture.

Effective systems of communication for both internal and external constituencies have been established through councils, team meetings, and advisory committees. Informal communication is regularly facilitated.

The division is actively involved in the Cy-Fair community through partnerships that enrich and serve the community, continuing education courses, shared use of facilities, grants, and service learning opportunities. Additionally, the division hosts regular events on campus that attract community members. Faculty and staff actively participate in activities, events and organizations that benefit the community.

The division schedules credit and continuing education classes to maximize the impact of the physical resources to support quality learning and work.

The technology needs of the division are regularly assessed to provide state-of-the-art technology to support instruction, student support services, and administrative processes.
**DIVISION III – Dean, Cliff Jones: Art and Technology**
The Division of Arts and Technology at Cy-Fair College underwent extensive adjustments during the 2006—2007 academic year. An interim Dean was appointed to lead the division in late 2005. This appointment was completed and the appointment of the official Dean was made in the late summer of 2006. In addition, 6 positions were filled during the 2006-2007 academic year (Gallery Coordinator, Theater Tech, Fine Arts Coordinator, Division Coordinator, Staff Assistant and Director of the Advanced Manufacturing Center).

The primary goal for the division has been to establish clear goals (micro and macro) and pursue them accordingly. In order to accomplish this task a thorough review of divisional operations and management was needed. A collective effort from all division members was given and a comprehensive listing of areas in need of improvement was made. In addition, a mini listing of Pros and Cons were made. Pros – Dedication to Students, Collegiality and Subject Matter Expertise. Cons – Processes, Communication and Accountability. Due to these activities and corresponding diligent work from many, the division has witnessed great improvement. The observations below reflect some of the areas that have been addressed. Others are on-going.

The division will be using the accomplishments of 2006-2007 to form an operational benchmark for the upcoming year. We look forward to continue steady and long lasting achievements that reflect the best of Cy-Fair College, NHMCCD and highly regarded two-year colleges throughout the nation.

**DIVISION IV – Dean, Jo Fey: Social, Behavioral and Health Science**
Division IV continues to grow both in the enrollment of students in the core subject areas of government, psychology, sociology, history, and anthropology in addition to the expansion of the ADN nursing program, the addition of a new vascular sonography program, and the addition of continuing education programs in radiology technology.

The faculty has grown from 22 in spring 2006 to 29 in spring 2007 and from 11 full-time staff to 12. Growth in credit class enrollment was significant for most programs from Spring 06 to Spring 07 including the following percentages: anthropology – 43%; education – 135%; government – 10%; history – 20%; psychology - 16%; ADN nursing – 83%; and sociology – 14%.

**DIVISION V – Dean, Anne Albarelli: Transitional Studies**
The division has continued to see increases in enrollments in both credit and CE courses as well as in tutoring, library services, and the Coastal Region GREAT Center. Cy-Fair College was awarded the Best Program Award from the Texas Association for Developmental Education [TADE] as well as the Harris County Public Library (HCPL) Literacy Award. The Division has begun the process of NADE certification and the ESL department is undergoing national accreditation through the Commission on English Language Program Accreditation (CEA). Success rates for the fast track developmental math courses were 71% compared to 60% for the 16-week courses. Success rates for developmental English were 65% and 74% for ESL. Twenty faculty and staff attended and gave 30 presentations at 28 local, national, and international conferences, and one of our ESL professors was a recipient of the Faculty Excellence Award. Finally, access to language technology was doubled by the implementation of a second language lab in response to the tremendous growth in course enrollments, instructed lab requests, and open lab student visits in world languages, ESL, ASL, and Sign Language Interpreter Training.

**FAIRBANKS CENTER – Dean, Deana Sheppard:**
Fairbanks Center celebrated five years of service to the Cy-Fair community in May of 2007. Five years ago, FBC opened the doors with less than 200 students registered for the May 2002 mini semester. FBC has seen great success over the past five years and serves nearly 3,000 students each semester. The 2006-2007 academic year has brought more success to the students and employees at FBC. New programs have been added to the curriculum and new partnerships have been formed in the community.

**Rob Lovelace: Cy-Fair Campus Police Chief:**
The Public Safety Department of Cy-Fair College has expanded the ability to provide services to the college community by expanding the department ability to respond to emergencies, develop a series of crime-prevention activities, and improve patrol and investigative services to the college community.
GOALS

Goal 1: Provide quality, accessible courses and programs of instruction which meet transfer, workforce development, and lifelong learning needs of students.

Karla Hase Leach: Dean, Student Learning/Organizational Development
- Training for adjunct faculty is held at the beginning and throughout the semester.
- Curriculum development in the online environment is a targeted area of program development for the Faculty Staff Excellence Center.

Abdul Tamimi: Dean, New Program Development/Corporate Training
- Working with area businesses to help meet their training needs
- Working with area businesses to help identify new workforce CE/Credit programs
- Working on developing new online corporate training courses

Joe Schlichting: Institutional Research
- In 2006-07 CFC IE provided planning and also operational information support for student and community outreach, and for CE, credit, workforce, and community programs.
- Also, CFC is the first NHMCCD College to apply for advanced certification with the National Association for Developmental Education (NADE), allowed in part by crucial research support by CFC IE information system programming, that easily provides application and developmental program improvement information now in this current year, and for years into the future. Although other NHMCCD colleges had been interested in NADE certification in previous years, until the programming completed at CFC IE this year, the large amount of complicated data required by the process had been impossible to compile.

Diana Pino: Dean, Student Services
- On-line HUMD 0111 Student Success Strategies - An on-line HUMD 0111 class was developed and used in spring 2007. Fourteen students successfully completed the course, yielding the highest success rate of any HUMD 0111 course offered since the opening of the college in 2003.

DIVISION I - Dean, Feleccia Moore-Davis: Business, Math, & Communications and CIT
- Held “All Faculty Forums” each semester to share best practices and address instructional changes and course development.
- Modified Math 1314 into 64 contact hour format
- Assessed all online courses
- Increased online/hybrid course offerings by 25%
- Created faculty resource pages: CIT; Speech, ASL, English
- Increased Service Learning and Learning Community development by 10%
- Increased weekend offerings to include certificate in Logistics Management; CCNA and CCNP; Accounting certificate. Offered accounting certificate, will build Accounting AAS for fall 08.
- Developed Real Estate program (CE)
- Expanded language offerings to include Farsii, Arabic, Chinese, Japanese, and German.
- Expanded dual credit offerings. Offered Math 1314 fall 06 and will offer Spanish 2312 and GERM 2312 in fall 07.

DIVISION II – Dean, Ted Lewis: Science and Public Service
- The division offers weekend and evening classes (including Friday evening and Sunday afternoon) that meet the needs of nontraditional students and those who are unable to attend weekday classes. Courses are currently offered in each academic discipline and in workforce programs. Many are taught by fulltime faculty
- A six month continuing education Massage Therapy Certificate program has been developed.
A sixteen week continuing education Personal Training Certificate has been developed and successfully delivered.

Continuing Education courses in Fire Officer Training are regularly offered.

Community Emergency Response Training classes are offered each semester.

Scouting classes are offered on Saturdays for boy and girl scouts to meet their merit badge requirements.

Discovery college classes are offered each summer. New courses are regularly added. Age ranges have also increased to accommodate students from 13 to 15. This program has grown by at least 20 percent each year. Additionally, Discovery College classes have been offered during Thanksgiving break and spring break for students off from Cy-Fair ISD.

Driver’s education courses are offered each semester.

An Environmental science curriculum has been added as part of the science core. These courses provide students with additional options to earn their science credit hours.

Discipline curriculum teams meet regularly to review credit options to determine which courses are most appropriate to pursue concurrent credit offerings in. Currently, dual credit offerings in EMSP are offered to Tomball High School and Cy-Fair ISD. Beginning fall 2007, dual credit courses in physics will be taught at Jersey Village High School.

Department chairs and curriculum facilitators work with high school counselors and advisors to determine applicability of courses for high school concurrent and dual credit.

Continuing education courses in fitness, bird watching, community gardening, and other leisure studies are offered each semester.

Faculty work with the Academy of Lifelong Learning to provide courses that meet needs of lifelong learners.

DIVISION III – Dean, Cliff Jones: Art and Technology

The division offers a vast array of courses (art/technology) that meet the needs of a diverse student body. In addition, many of these courses are linked with our continuing education courses thus providing multiple options for student goal attainment.

Evening, weekend, mini summer semester courses are offered in select fields.

Ever increasing membership in Academy for Lifelong Learning (ages 50+) and related diversification in courses offered.


MUSI – Community Band was established in spring 2007.

MUSI - Continuing to increasing private music lessons (voice/instrumental).

ART - Added Encaustic Class, Added Online Classes (Art Appreciation).

ART - Acquired an additional kiln for ceramics, which will assist in offering more sections.

DRAM – Offered Stagecraft as well as a continuing education course (Acting for Seniors).

HUMA – Added additional online section, traditional sections continue to increase.

WLDG – Offering Cc-op in Fall 2007.

DFTG – Will add additional full-time instructor in fall 2007. Course offerings will increase accordingly.

VIS COMM – Completed program review. Noted as a quality program.

Curriculum Teams and Advisory Boards are established at the District Level in order to provide curriculum oversight and industry guidance.

DIVISION IV – Dean, Jo Fey: Social, Behavioral and Health Science

With a grant from Land Tejas, Division IV hired two new nursing instructors and was able to increase student admissions into the ADN program from 30 students admitted once a year in January to 100 students admitted per year (50 in August and 50 in January.) The grant allows for a third additional nursing instructor to be hired and a search is presently taking place to hire this position.

In answer to local hospital and imaging facility needs, the sonography program developed an enhanced skills certificate program in Non-Invasive Vascular Technology. The program was launched in January 2007 with four students. A search is presently being conducted to hire an additional sonography instructor with RVT (registered vascular technician) credentials. The program is also developing continuing education classes for registered sonographers in registry review and physics.

The radiography program developed and implemented in August 2006, continuing education courses in computed tomography (CT) and magnetic resonance imaging (MRI). The program director also developed a continuing education course in teaching methods for clinical preceptors that was offered for the first time in the fall of 2006.
In response to the recommendations of the advisory board for the teacher certification program, additional specialization courses were added in social studies, special education, and science. In addition, Saturday workshops have been added to the requirements for interns. These workshops will include such subjects as classroom management, professional behavior, and lesson planning.

A continuing education program was developed and implemented for adults with developmental disabilities. This program accepts students who have completed the public school system’s special education program and have a minimum of a fourth grade reading level. Students complete a series of courses in basic education skills and are then eligible for workforce training. The first group of students completed workforce training in office skills and participated in a semester-long internship in various offices on the Cy-Fair campus. Additional workforce training programs in customer service and child care are being explored.

DIVISION V – Dean, Anne Albarelli: Transitional Studies

There was a 5% increase in developmental and 14% increase in ESL enrollments. The Division offered:
- 19 Learning Communities
- 13 DL/Flex courses
- 10 computer-mediated courses
- 15 fast-track courses

Online computer courses in Spanish were offered through a partnership with the Monterrey Institute of Technology, Monterrey, Mexico to 116 students. GED and ESL literacy classes were offered in partnership with Harris County Department of Education and Harris County Public Library system. 160 students took GED courses and 327 students were registered in the ESL Literacy classes. Enrollments in these classes were up 43% and 52% respectively.

The Division has begun the process of NADE certification. Towards this end four workgroups were established to conduct a self-study of the Transitional English, Transitional Math, ESL, and tutoring components using the NADE Self-Evaluation Guide. Additionally, the tutoring program conducted an online survey of all faculty. Based on the recommendations from both the tutor survey and the self-study workgroups, action plans are being developed and will be implemented in fall 2007.

In addition, the ESL department is undergoing national accreditation through the Commission on English Language Program Accreditation (CEA). A letter of eligibility was submitted to and approved by CEA and the department has sent in its Self-Study Plan with a timeline for submission of the Self-Study in October, 2008 and the site visit in January, 2009.

FAIRBANKS CENTER – Dean, Deana Sheppard:

- Discovery College
  - Expanding by two weeks
  - Over 1,100 students registered
- Scout Program
  - Over 500 students (Barker & FBC) fall 2006
- Voter Registration Drive provided for students on October 9, 2006
- Increased DL/Hybrid
  - Fall 2006 – Added 1 hybrid; Added 1 online
  - Spring 2007 – Added 1 online
  - Summer 2007 – Added 2 online
- Logistics courses offered at Fairbanks Center – 1 section (Fall 06); 1 section (Spring 07); 1 section (Summer 07)
- Expanded Drafting courses to include intermediate and advanced classes

Goal 2: Improve student success.

Karla Hase Leach: Dean, Student Learning/Organizational Development

- Professional development trainings events were held throughout the year in curriculum development, active learning, use of technology in the classroom, customer service.
Joe Schlichting: Institutional Research

- In addition to the NADE certification project, CFC IE also provided research support in compiling data as part of the CFC benchmarking project that resulted in the “Learning Signature Report”. This report is the first of its kind in NHMCCD, in that in one document it provides student profile information, as well as longitudinal analysis of key performance indicators like student grade success and student persistence, and includes comparison data from within NHMCCD and also THECB data. In addition to the “Learning Signature Report,” as part of the ongoing long-term CFC benchmarking project, IE also compiled various key performance indicators as directed by the benchmarking committee in fall 2006.

- The “Achieving the Dream” initiative began at CFC in 2006-07, and its emphasis on developing a “culture of evidence” to support decision-making and student success is well-developed. One piece of evidence indicating the enthusiasm of CFC employees from all areas of CFC to the “Achieve the Dream” initiative was seen in their attendance at an AtD workshop in May 2007, held at Houston Community College. With encouragement and sponsorship by CFC IE, there were more attendees at the event representing CFC than any other college in the Texas Gulf Coast region. Additionally, CFC had more non-research employees attending the workshop than non-research employees from all the other Texas Gulf Coast colleges combined. The strong showing by CFC non-research employees, and indeed by all CFC attendees, was a great indication of how well-developed the enthusiasm is for further developing a “culture of evidence,” and to support the type of college planning for student success advocated by CFC IE and the “Achieving the Dream” initiative.

Diana Pino: Dean, Student Services

- Orientation – The College’s new student orientation has been expanded. Students have five orientation dates to choose from rather than just one as in years past. The use of student orientation leaders has also been incorporated to provide new students with access to peers who can share their college experiences. Another component added to the program is the opportunity for students to receive advising and register for classes during the orientation.

- College Readiness Camp – This program was designed for recent high school graduates of African-American and Hispanic descent. As many as 50 students are involved in a week long camp which exposes them to information regarding admissions, financial aid, motivation and self esteem, career exploration, and study skills. Parents are also involved in an orientation which is offered in both English and Spanish. Students are paired with a mentor and at the end of the week long camp; they will take part in a graduation celebration.

- McCabe Bridge Program – The participation of Windfern High School in the bridge program yielded positive results. A counselor visited the high school on a regular basis, creating close relationships with students and staff. Sixty five students came to campus to take advantage of testing and advisement.

- Summer Bridge Program – Improvements to the recruitment process of students for the summer bridge program resulted in an increase in participation.

- Life’s a Trip – This program is geared towards first generation senior high school students and is designed to encourage them to attend college. Due to feedback from focus groups, enhancements to the program were implemented resulting in a better customer service and increased participation in activities of the day.

Rob Lovelace: Cy-Fair Campus Police Chief:

- In partnership with the counseling department, a department representative participated in a panel discussion in the aftermath of the shooting at Virginia Tech to address student and staff fears and concerns.

DIVISION I- Dean, Feleccia Moore-Davis: Business, Math, & Communication and CIT

- Math 1314 modified for 64 contact hour format—including lab
- Developed ethics course with biomedical emphasis for nursing students
- Created a business speaker series
- Presented a Women in Technology workshop
- Continued Service Learning course for Fed Income Tax students
- Continued collaboration between Division 1 and 5 to facilitate instructor teaching transition and college level math courses
DIVISION II – Dean, Ted Lewis: Science and Public Service

- Most classes include active learning components, including hands-on labs, experiential assignments, and PowerPoint presentations.
- Many classes include online chat rooms, off-campus field trips, Off-campus field research, and guest speakers.
- Although not formally designated as service learning, many of the classes have service learning components.
- Courses implement student reflection practices to assess learning. Many classes (all KINE) require student journals or portfolios as a part of the curriculum. Examples are shared at division learning signatures conferences.
- Most classes, and all disciplines, incorporate group work as a part of the course. Individual strategies for using groups and teams have been shared with the division at division meetings.
- Faculty share their teaching strategies and pedagogies through regularly scheduled learning signatures conferences within the division each semester.
- All curriculum teams meet regularly to evaluate prerequisites for courses and make recommendations for changes as needed.
- The division works with the institutional research coordinator to develop and administer student surveys or use existing student surveys (such as CCSE) to measure student satisfaction and success.

DIVISION III – Dean, Cliff Jones: Art and Technology

- Evaluations are provided to review student and supervisor feedback on classes.
- Institutional surveys are used for macro level feedback – Achieving the Dream, CSSE.
- Classes use innovative approaches to facilitate student learning.
- ART – Field trips to local museums
- DFTG/MCHN – Field trips to local industries
- MUSI – Field trips to operas, musicals and concerts
- ALL - Academy for Lifelong Learning – Field trips to the legislature
- Classes use technology to assist in facilitating student learning.
- MUSIC – Fully wired classroom, equipped with new staff boards
- VIS COMM – On-line/Hybrid classes. Up to date software and hardware available in classroom and in labs. Updated versions of equipment will arrive in fall 2007
- DRAM – Engaging group work is commonly used. Students often participate in productions
- ART – Collaborative group work in critiques, group projects and general discussions
- CETT – Use of current equipment and software to demonstrate learning outcomes
- DFTG – Offer one service learning course, partnered with Habitat for Humanity

DIVISION IV – Dean, Jo Fey: Social, Behavioral and Health Science

- A student success program has been designed and implemented for the nursing program. This program includes an early alert system whereby students are referred to the health occupations student advisor as soon as nursing instructors observe signs of difficulties. The advisor assists students in finding the appropriate assistance including financial aid assistance, counseling, child care, and tutoring. Additional funding through several grants for the tutoring program has allowed for the hiring of tutors in specific areas of nursing such as pharmacology, a traditionally difficult course for students.
- The development of a continuing education course in introduction to the health occupations has been added to allow students to explore the health occupations as a future career choice. It is hoped this will allow students to make a more informed decision about health occupations before committing to a program.

DIVISION V – Dean, Anne Albarelli: Transitional Studies

- Cy-Fair College was awarded the Best Program Award from The Texas Association for Developmental Education [TADE] as well as the Harris County Public Library (HCPL) Literacy Award.
- District Common Final exams in 06SU, and 06FA were administered to 595 Transitional Writing/ESL students, 382 Transitional Reading/ESL students, and 1,002 math students. Sixty-seven percent of writing students exceeded or met expectations and earned passing scores for the WDCF and seventy-eight percent of reading students exceeded or met expectations and passed the RDCF. Over 92% of Transitional Mathematics students have consistently met or exceeded expectations on the Exit Assessment since its conception. Success rates for the fast track developmental math courses were 71%
compared to 60% for the 16-week courses. Success rates for developmental English were 65% and 74% for ESL.

- A Summer Bridge Program was offered for 14 graduating seniors from Cy-Fair ISD who placed into upper level developmental course work in writing. The success rate for this course was 93%.
- In addition, a new lower level English course ENGL 0303 was designed and will be offered in FA 07 for students with very low placement test scores.

FAIRBANKS CENTER – Dean, Deana Sheppard:

- Established ESL Conversation Club
  - Weekly meetings at FBC for student and community members
  - Over 100 members went to Texas Renaissance Festival
  - As a cultural and historically enriching event, a trip to the Texas Renaissance festival was organized for the Cy-Fair International and ESL students, their friends and families. The trip was a great success and more than 100 people, over a half of which are from FBC, participated in it.

Goal 3: Provide quality, accessible support services for students to enhance the learning process and their educational experience.

Karla Hase Leach: Dean, Student Learning/Organizational Development

- Access to the Honors Program has been increased through additional outreach efforts and collaboration in schedule development and course offerings.

Joe Schlichting: Institutional Research

- CFC IE offers survey services to various college areas to collect information from students, including student services, weekend college student survey, student survey on diversity issues, CFC graduates survey, Library instructional support services, Survey on tutoring services, freshman orientation survey, and a computing and technology “rapid response” survey.

Diana Pino: Dean, Student Services

- Summer Financial Aid Initiative – To increase the number of Pell eligible students registering for summer classes, students were awarded financial aid and were notified by mail and phone that funds were available for them to enroll in summer classes. If students did not participate, their financial aid was removed.
- Services Rendered by Counseling, Career, and Disability Services (CCDS) - Between June 2006 – May 2007 provided 7073 services to 3246 students (per Who’s Next, does not include workshops and class presentations)

Rob Lovelace: Cy-Fair Campus Police Chief

- The Public Safety Department has developed and implemented, or expanded the following programs during the current school year:
  - SafeWalk Student Safety Escort
  - Provide training to officers to increase the department ability to provide fingerprint services to nursing applicants.
  - Provide additional training for police officers and guards to increase the number of bicycle-certified officers and increase bike patrols.
  - Designation and training of one officer for additional assignment to Crime Prevention Duties
  - Provide training to officers and guards in the area of Incident Command for emergency response.
  - Work in conjunction with the Emergency Services Education Center to develop and plan a multi-agency training event for emergency response (scheduled in August, 2007)
  - Designate a part-time officer to concentrate his primary activities in investigations.
  - Station a patrol car at the Fairbanks Center
• **Details of Crime Prevention Programs.**
  - Cy-Fest -- Barker Campus about 400 children were fingerprinted and photographed (Child ID Program)
  - Fairbanks Center about 350 children received gun safety coloring books, department badge stickers and glow sticks for trick-or-treaters.
  - Women’s Conference – Barker Campus about 200 students and community members received information on family violence and local women’s shelters.
  - The department collaborated with several local women’s shelter groups to provide a variety of brochures and contact information.
  - Salute to Law Enforcement -- Willowbrook Mall. Cy-Fair College Bags containing gun safety locks, department stickers, ID theft brochures, and crime victim information were handed out to about 500 community members.
  - Boy Scouts – presentations at both Barker Campus and Fairbanks Center for Merit Badge Classes, along with tours of a police car and informational presentations.
  - Girl Scouts – presentations at Fairbanks Center on self-defense and awareness.
  - Academy for Life Long Learning – presentations to senior citizens on identity theft.
  - Campus Newsletter Articles

DIVISION I- **Dean, Feleccia Moore-Davis: Business, Math, & Communication and CIT**
- Created division CE process to provide accessible support to community and students
- Hired Evening Weekend Coordinator to facilitate student accessibility and support on weekends
- Reserved textbooks for all disciplines in library

DIVISION II – **Dean, Ted Lewis: Science and Public Service**
- Counseling workshops have been established and offered specifically targeted at retention and success strategies for some disciplines within the division (EMS, FIRS, and FIRT).
- All faculty are provided a schedule of counseling workshops that they can share with their classes.
- During division meetings faculty conduct presentations regarding recent professional development they have attended; some aimed at addressing student retention and success.
- Scholarship fundraisers (ESEC chili cook-off, dance camp, Texas Science Olympiad) have been established to provide scholarship funds to students. Additionally, the biology department has established a scholarship for biology students through lab manual sales.
- A success plan has been developed for the EMS program, including EMS refresher courses and counseling workshops for students. A college tutor is also housed at the ESEC on a part time basis.
- Cadets in the fire academy meet with counselors to assist them with resume writing. They also participate in a mock interview with area fire chiefs and provided with feedback afterward.
- Many faculty members regularly help students in the tutoring center.
- Faculty members assist with registration and student advising.

DIVISION III – **Dean, Cliff Jones: Art and Technology**
- All instructors keep office hours as well as institutional service responsibilities that assist in providing student support.
- Weekly meetings are held (Office Staff and Leadership Team) to discuss issues, short-term and long-term to provide quality instruction and improving student success. Members are encouraged to share and learn from and among other team members.
- Scholarship programs and processes have been identified. An ARTS scholarship should be available by fall 2007.
- A new Director for the Advanced Manufacturing Center will begin work July 1st. This individual will assist greatly in working with industry and students. He will be the first line of contact for most workforce programs.
- A new Gallery Director was hired in 2006. She provides assistance to faculty, staff, students and community members in their respective interaction with the Bosque Gallery.
- A new Fine Arts Director was hired in 2006. She provides assistance to faculty, staff, students and community members in their respective interaction with Fine Arts Events.
- A new Theater Tech was hired in 2006. He provides assistance to the faculty, staff and students in their respective interaction with Fine Arts Events. Specifically, in the construction of the sets for each performance.
DIVISION IV – Dean, Jo Fey: Social, Behavioral and Health Science

- The division requested additional funds for staffing of the health occupations labs with part-time workers so that students have greater access to the labs in order to practice skills.
- The director of radiography developed a continuing education course in teaching skills for preceptors in both Sonography and Radiography. It is hoped this course will help preceptors to develop effective teaching techniques in addition to assisting them with methods for evaluating student progress and communicating effectively with students.
- With grant monies and assistance from division five, the division was able to add peer tutors in the health occupations to the tutoring program. These tutors are highly successful students enrolled in the programs who know the material that students are studying well and can assist in ways that tutors outside of the programs cannot.

DIVISION V – Dean, Anne Albarelli: Transitional Studies

- The blended Harris County Public Library Cy-Fair College branch provides research support services for the college and community through its diverse collection and programs for customers of all ages. Since its opening in August 2003, the library has circulated over 3,200,000 items. During the last year, May 2006-April 2007, the library circulated 1,016,244 items. Of that number students borrowed 63,642 items, staff 35,378, adult residents 770,870 and children 168,699. The library registered 13,910 new borrowers. Librarians answered 87,063 reference questions and conducted 245 instruction sessions for 4,282 students in most academic disciplines. Last year, 437 volunteers worked 3,257 hours on a variety of tasks. The library conducted 1,679 free programs that were attended by 41,261 members of the community. Children and teen programs, including story times, book clubs, movies, concerts and crafts, were attended by 27,839 people. Adult programs, including basic literacy and ESL, computer workshops, book clubs, and LIFE programs, were attended by 13,422 people. The 2006 Summer Reading Program for children and teens sponsored by HCPL and the Texas State Library ran from June 1 through July 31. Over 3,570 children and teens registered for the reading club where they tracked their reading with a log and 4,652 children and teens attended summer programs.
- Demand for tutoring sessions is up 14% over last year, with the number of sign-ins increasing 9% and time spent in tutoring up 9%. This increase manifests most clearly in subject-specific content tutoring in Accounting, Economics, Physics, Chemistry, Biology, Spanish, French, ASL, Literature, Computer Information Technology, AutoCAD, Drafting, and Psychology. Transfer level math students are using the services at more than double the rate of the transitional students and approximately 1/3 of our student visits are from students taking transfer English, History, and Psychology. All full time transitional studies faculty volunteer 2 hours a week in the tutoring center which averages to about 34 hours a week and 510 hours a semester.

In addition, the Tutoring Program:

- Offered 20 hours of Level I, 16 hours of Level II, and 16 hours of Level III CRLA training.
- Offered 2 hours of ESL for Reading & Writing Tutors Workshops.
- Offered 10 Transitional Mathematics review sessions.
- Provided 43 ESL Conversation Club sessions.
- Offered math, science, reading, writing, and ESL tutoring six days a week, facilitated by 67 qualified and trained students or faculty.
- Offered 3 120-hour Cambridge CELTA TESOL training courses.
- Provided 55 hours per week of free tutoring open to the public with multiple tutors available at many hours.
- Offered free access to instructional software (Aztec and Compass Prep) for GED and Compass testing.
- Provided 55 hours of TESOL training workshops provided via the GREAT Center Program.

FAIRBANKS CENTER – Dean, Deana Sheppard:

- International Festival – November 8, 2006
  - Fashion show and other entertainment
  - Potluck
  - More than 20 countries represented
- Health Fair – November 14, 2006
  - Over 120 students prepared poster projects related to Health Issues, Disease Awareness, Government/Societal Issues, Health information shared with employees, community and students
- Serve Our Students Day – April 2007

- 10 –

Cy-Fair College
Students were served pizza for dinner and donuts and juice for breakfast.
Event included door prizes.
Developed learning/study skills materials and workshops for student success.
Workshops were offered Fall 06 and Spring 07.
Facilitated by tutors, Learning Commons Coordinator and counselor.

**Goal 4: Provide efficient and effective stewardship of state, local, and federal funds.**

**Dr. Bob Williams: Vice President for Administrative Services:**
- Cy-Fair College is a collective part of NHMCCD and as such, follows all district-wide procedures and Board Policies in regard to management of funds, records, and other resources.
- Cy-Fair College has implemented collaborative budget development processes that include faculty, staff, and administrative input and decision making. The annual budget development starts in October for each budget cycle and concludes with approval by the Board in August. There are two budget committees, one for the Operating Budget and one for the Technology Budget operating in a parallel time frame, which make recommendations in April to the President to help shape the final college budgets.
- Cost Centers at the college have budget authority to initiate purchases, hiring, and contracts, with appropriate levels of approval up to and including the President. Cost Center managers are required to follow all policies and procedures and maintain positive budget accounts. Plans are underway to enable certain Cost Center personnel to have more access to Purchase Cards and budget revisions. This process will take more than one year to implement and will include additional training and controls.
- Specific projects during 2006-07 that have been implemented include:
  - A software tool called School Messenger that is used to call students with payment reminders in lieu of mailing postcards. This has eliminated the cost of printing and mailing postcards and the staff labor involved on a semi-annual basis.
  - Use of a Purchase Card for online purchases of books through Amazon.com was implemented. In addition to allowing quicker turnaround for instructional materials, savings are realized by reducing paperwork and employee time.
  - Continued to make forms available online, with emphasis on HR materials, travel forms, purchase requisitions, etc.
  - Piloted a photo copying plan that allows for desktop entry that is transmitted electronically to the Copy Center. This will improve turnaround time and provide better customer service.

**Eileen Booher: Director-Resource Development/Grants**
- The college had direct grants of over $850,000 during 2006-2007 and managed over $1.5 million in grant funds during this period. These grants support student success initiatives, workforce education, adult and family literacy programs and local business partnerships.

**Karla Hase Leach: Dean, Student Learning/Organizational Development**
- Grant monies have been applied for and granted for developing curriculum and instruction materials for use throughout the State, including ESL/Machining and Hybrid/Online instruction for technical educators.

**Abdul Tamimi: Dean, New Program Development/Corporate Training**
- Received a skills development grant from the Texas Workforce Commission to provide training to three manufacturing companies in our area. Have hired a part-time coordinator to help oversee the grant and assist in training development and delivery.

**Joe Schlichting: Institutional Research**
- Working in parallel with the district development of the SAS Business Intelligence information system, 2006-2007 has been a very important year at CFC IE to prepare for this new system that will revolutionize how information is accessed and used for college decision-making. In addition to studying SAS BI compatibility with silos of existing college data systems, CFC IE has been proactive in anticipating how the district development can be supplemented with future CFC data and information processes. Once SAS goes online, with some modest additional development planned at CFC, there will be a striking...
increase in research productivity and an exponential increase in the data available for decision-makers in all areas of the college.

**Diana Pino: Dean, Student Services**
- Coordinator of State Reporting and Student Records – A new management position was added to ensure quality control of state reporting and student records. This position provided the opportunity for other managers to devote more attention to customer service and optimal service delivery.

- Commencement –
  - Applying for graduation was promoted to students. A table was set up in the College Center and information about graduation was shared with students. Also, an event was held to review college transcripts and inform students how close they were to completing a certificate or associates.
  - As a result of a district decision to individualize the commencement ceremonies of the five colleges, funds were allocated to implement Cy-Fair College’s first individual commencement ceremony for 2007. Due to the close proximity (across from Cy-Fair College), venue/facility (CFISD – Berry Center), and student growth, the college experienced an increase in commencement participation. Immediately following the ceremony, a reception was held in the College Center at Cy-Fair College.

**Rob Lovelace: Cy-Fair Campus Police Chief**
- The department at the district level has completed an agreement that will qualify the college district police department to participate in the defense department surplus property disposal program. This program has the potential to provide badly needed material for use by officers.

**DIVISION I- Dean, Feleccia Moore-Davis: Business, Math, & Communication and CIT**
- Presented several seminars on the effective use of turnitin anti-plagiarism software
- Donated textbooks to library for student resources
- Reviewed and evaluated WOW spending annually to assure goals/objectives were being met

**DIVISION II – Dean, Ted Lewis: Science and Public Service**
- The division budget is developed through a collaborative process. Curriculum team members meet to develop educational priorities and a projected budget to meet those priorities. Department chairs then review the proposed budget and submit it, in rank order to the dean. The dean reviews the budgeted items and meets with the chairs to work as a team to agree upon priorities. Afterward, the dean may re-rank the budget according to the established educational priorities of the college and of the division and submit it to the Vice President of Student Learning. The submitted budget is shared with department chairs, faculty and staff. Department chairs and managers attend the budget hearings with the dean to serve as a resource to provide specialized content and program information.
- The dean and Division Operations Manager meet regularly to review the budget and make adjustments as needed.
- The division has obtained Carl Perkins grants for workforce programs (Fire Science, EMS, GIS). All Perkins budgeted items have been spent efficiently.

**DIVISION III – Dean, Cliff Jones: Art and Technology**
- The division III (Arts and Technology) budgeting process was completely and totally restructured to make certain that fiscal responsibility was clear and evident in all areas.
- The Cy-Fair College Business Manager attended division meetings to explain the college wide budgeting process.
- All faculty members were provided detailed explanation regarding proper budgetary planning.
- Folders were provided to each member of the division (faculty and staff) regarding updated policies and procedures (i.e. budget, student concerns, travel, professional development, etc).
- "Budget Updates" were reviewed each week by the office staff members and Leadership Team Members.
- Regular email messages were sent from the office staff to respective faculty providing updates, amounts and timelines.
- A post-budget review is held after the institutional budget hearing to note any areas of clarification or improvement.
- The division was recently notified of limited Perkins funds that may be available for mid/late 2007.
DIVISION IV – Dean, Jo Fey: Social, Behavioral and Health Science

- To adequately serve a 53% growth rate from the fall of 2004 to the fall of 2005, the division added another division coordinator who provides administrative assistance to the health occupations programs and to the teacher certification program including administrative assistance to continuing education for both. In addition, the division added one history instructor, one government instructor, and two ADN nursing instructors.
- An analysis of the average class size for Division IV’s core subjects demonstrates effective use of classroom space. The average class size for spring 2007 in the following core subjects was: GOVT 2301 and 1302 - 28.2; for HIST 1301 and 1302 - 26.2; for PSYC 2301 – 25; and for SOCI 1301 – 26. Both history and psychology average class sizes included weekend and early morning classes which brought down their average somewhat.
- In order to conserve spending, the health occupations combined with Division II to create unified pinning ceremonies so that one pinning ceremony will be held following the fall semester, the spring semester, and the summer semester. Each program will still be honored individually but the celebrations have been combined into one major event.

DIVISION V – Dean, Anne Albarelli: Transitional Studies

- The GREAT Center provided a Phonological Skills of ESOL Learners Academy that began with a one-day workshop at Cy-Fair College and provided an introduction to using phonological skills and minimal pair activities in the classroom. Follow-up sessions were conducted in four classrooms with teachers and students to model how to use phonological skills and minimal pairs in an intermediate and in a low level ESL classroom. The sessions were video taped by a team of advanced students in Video Production and Post Production at Cy-Fair College under the direction of David Potts, Professor of Video Production, and his assistant, Peggy Wills, to produce high-quality DVDs that will be available for distribution to teachers through the Texas Center for the Advancement of Literacy & Learning at Texas A & M.

FAIRBANKS CENTER – Dean, Deana Sheppard:

None

Goal 5: Maintain a work environment that properly rewards employees, supports employee professional growth and development, and maintains the staffing necessary to effectuate strategic priorities.

Karla Hase Leach: Dean, Student Learning/Organizational Development

- Professional development activities were held for faculty and staff at all levels.
- The performance leadership program was held and attended by deans, department chairs, President, and vice presidents to increase the skills in providing a healthy and dynamic work environment.

Abdul Tamimi: Dean, New Program Development/Corporate Training

- Encouraging employees to join local and national association
- Encouraging employees to attend conferences for professional development

Joe Schlichting: Institutional Research

- The IE PT staff are provided professional development training as part of their normal work hours, participating in employee orientations, and also training for the new information system at NHMCCD, SAS Business Intelligence. In addition, one PT employee has performed so well that he is now working FT for the college.
- Also, CFC IE has encouraged the development of informal weekly “MOD LUCK” lunch meetings, hosted in the MOD1 building. The weekly lunch meetings include MOD1 staff, and also faculty and staff from various areas at CFC. In addition to helping provide a collegial work environment, the meetings have also been an important time to encourage informal networking and collaboration between various silos of college employees that may not normally meet in other work situations.
**Diana Pino: Dean, Student Services**

- Weekly Student Services Training Meetings – The Student Services staff meets on a weekly basis to receive training, program and information updates, as well as professional development opportunities.
- Semester Retreats – The Student Services staff participate in a retreat each fall and spring semester. Staff participate in team building exercises, evaluate services offered and make suggestions for improvement, and engage in dialogue with other college stakeholders. Presenters are scheduled to cover certain topics (i.e. customer service, How to diffuse difficult situations, working with students from various cultural backgrounds, etc.).
- Employee of the Semester Award – Each fall and spring semester, a Student Services staff member is selected by their peers to receive the award based on several factors that reflects the vision of the college. The staff member’s name is added to the plaque of award recipients and receives a monetary gift from the Student Services Leadership Team. They are also recognized at a reception attended by the student services staff and administrators.
- Encouragement of participation in the Professional and Support Staff Association (PSSA).
- Active participation in district training and professional development offered through various district councils.

**DIVISION I- Dean, Feleccia Moore-Davis: Business, Math, & Communication and CIT**

- Hired additional division coordinator to facilitate student and faculty accessibility
- Offered lunchtime seminars for staff: in ASL
- Developed faculty mentoring program
- Developed Adjunct centered activities to share best practices
- Developed Adjunct incentive programs

**DIVISION II – Dean, Ted Lewis: Science and Public Service**

- In addition to reviewing quantitative data, the dean meets regularly with faculty and staff to assess faculty and staffing needs and communicates them to the Vice President for Student Learning.
- The division encourages professional development opportunities for faculty and staff to attend conferences for training purposes. Faculty and staff receive information regularly about upcoming academic and professional conferences. Although the amount of money dedicated to professional development is inadequate to meet faculty members professional development needs, other opportunities, such as division shadow conferences and on campus workshops have helped provide opportunities for professional development.
- The division encourages professional development opportunities for faculty and staff on campus, within the district, and within the region. Many faculty and staff have used their professional development travel funds to attend conferences within the greater Houston region. Additionally, most have participated in district sponsored training opportunities and those offered on campus.
- Faculty are provided professional articles on a regular basis that address teaching pedagogies and professional development. The dean shares NISOD Innovation Abstracts and other journal articles with faculty at division meetings and regularly by e-mail. A member of the library staff attends all division meetings to discuss library resources.
- The division conducts faculty seminars on creating a model classroom teaching and learning environment (multiple intelligences and learning styles as examples of topics). Every semester, the division hosts a shadow conference in which faculty will share research and presentations from conferences they have attended.
- Each year, faculty members attend the Great Teaching Seminar and later present lessons learned at one of the division’s shadow conferences.
- Faculty mentors have been established to help faculty with teaching skills.
- A list of teaching tips has been developed at division meetings and disseminated to all fulltime and part time faculty.
- The division regularly hosts informal “celebrations”, including holiday parties, end of semester get togethers, and the dean’s fall party.
- The dean has made formal presentations with seven different faculty and staff members at interdisciplinary conferences (The League for Innovation, NISOD), fostering a culture of collaboration and professional development.
- All college award winners from the division are regularly recognized and celebrated at division meetings.
- The division fosters collaboration of faculty members within and between divisions by inviting faculty to different classes as guest lecturers, teaching in their area of expertise. Chemistry and kinesiology instructors have guest lectured on a regular basis in FIRS and FIRT courses. Biology and geology
instructors have guest lectured in ENVR classes. GIS and geography instructors have guest lectured in GEOL classes. Students and faculty from a KINE course and a continuing education bird watching course backpack and camped at a state park each year. New opportunities for cross-collaboration are identified each semester.

DIVISION III – Dean, Cliff Jones: Art and Technology

- Leadership Team Meetings begin with “Triumphs and Tragedies”. This provides an open opportunity for team members to recognize an accomplishment or note an area in need to help.
- Small scale celebrations (lunches, surprises, cards) are provided frequently by the Dean when quality team efforts are evident.
- The college provides an annual awards celebration ceremony.
  - 2006 – Cliff E. Jones, Administrative Excellence
  - 2006 – Julie Brasher, Distance Learning Guru
  - 2007 – Mark Lewis (MUSI), Unsung Hero Award
  - 2007 – Venancio Ybarra, Service Learning Guru
- Professional Developments funds are used to promote development across the disciplines.
- All faculty members have participated in some form of professional development during the 2006-2007 year. Examples include but are not limited to:
  - Houston Area Training for Workforce Faculty
  - NISOD Conference – 2006
  - Choral Conference (San Antonio)
  - Welding Conference (Atlanta)
  - Photography Conference (New York)
  - Ceramics (California)
  - Visual Communication (Texas)
- Given the integrated division, many faculty members teach linked classes or stand alone continuing education courses. This flexibility allows us to “test run” certain highly specialized courses.

DIVISION IV – Dean, Jo Fey: Social, Behavioral and Health Science

- Twenty-five out of 28 full-time instructors attended out-of-district professional development activities and conferences. Seven of 10 full-time staff members also attended out-of-district professional development conferences. One faculty member was chosen to be a part of the initial District Leadership Academy. Two of the division’s faculty members were awarded Faculty Excellence Awards. Numerous faculty and staff were awarded recognition by the College’s Faculty and Staff awards. A radiography instructor was awarded a Faculty Innovation Grant in order to establish a club for the PAL’s students, our adult students with developmental disabilities. Two adjunct faculty in anthropology who developed a course in physical anthropology were awarded an Innovation Grant in order to purchase equipment and fossil castes to support the teaching of the course.

DIVISION V – Dean, Anne Albarelli: Transitional Studies

- Twenty faculty and staff attended and gave 30 presentations at 28 local, national, and international conferences.
- Three faculty and staff were awarded mini-grants for a Story time Cart, a Kid’s Photography Club, and a Science Corner Video Library.
- Ten division members received the 2007 Cy-Fair College Excellence awards and various received MAD [Making a Difference] balloons for excellent service. One of our ESL professors received the Faculty Excellence Award, four of the Transitional English adjuncts were nominated for the adjunct excellence awards, and an ESL faculty won the Adjunct Excellence Award for our division.
- The Transitional English department has a support program for adjunct faculty. Every adjunct faculty member received support from at least one full time faculty member.

FAIRBANKS CENTER – Dean, Deana Sheppard:

- Added New Faculty (new positions) to achieve the goal having a better balance between fulltime and adjunct faculty:
  - Patricia Smith – TS English
  - Matthew Taylor – Speech
  - Wendy Parslow-Helton – Psychology
  - Rebecca Stasney - TS English
- Student Services Celebration – November 8, 2006
Celebrated the success of FBC’s student services department registering 3,000 students each semester
- Add New Staff to achieve the goal of integrated CE into the academic division in a better way and to offer support to the large number of adjuncts (over 140 each semester)
  - Barbara Bezub - Division Coordinator
  - Lauren Knowles - Division Coordinator
  - Mary Stueve - Assistant Dean of Student Learning
  - Carlos Cortez - Evening/Weekend Coordinator
- FBC 5-Year Anniversary – May 3, 2007
  - FBC celebrated five years of service to the community
  - Founding faculty, administrator and community members were in attendance
  - Over 120 people attended the celebration

**Goal 6: Provide effective systems of communication to both internal and external constituencies.**

**Michelle Tran: Director, College Relations**
These are several examples of effective systems of communication to internal and external constituencies.
- Strategic Plan –External Audience
- End of year Review – External Audience
- E-Newsletter- Internal audience
- Week at a Glance- Internal audience
- Buzz email – opt in external/internal

**Karla Hase Leach: Dean, Student Learning/Organizational Development**
- An adjunct newsletter will be published this summer and each semester to follow.

**Abdul Tamimi: Dean, New Program Development/Corporate Training**
- Working on updating the Corporate Training and Development Center website to help provide an effective communication channel for both internal and external partners

**Joe Schlichting: Institutional Research**
- CFC IE has developed a web-based research request form, which replaces the process previously using email or telephone. Additionally, IE has made available to college administrators the results of the CFC student profile survey trend data over three academic years that can provide information to help inform ways to improve needed student services and programs. In addition to giving presentations to administrators, faculty, and division staff, IE has also been available to administrators for individual consultations on college institutional data, and student survey data like the CCSSE and Student Profile Survey.
- IE has also provided survey and web form services supporting the strategic horizons program and its training modules, division faculty and staff communication, and other areas.
- Part of effective communication from students to the college comes from survey data, and in fall 2006 IE broke the NHMCCD record for the largest, most comprehensive scientific survey administered by an NHMCCD college (the previous record was the 2004 student profile survey conducted by CFC IE in 2004). The record-breaking 2006 CFC student profile survey, the largest college dataset of its kind in NHMCCD’s history, was created to compile a sufficient sample size to provide for statistically reliable analysis of diverse student populations, in support of the CFC mission to provide adequate support for diverse community populations.

**Diana Pino: Dean, Student Services**
- Phone Messenger System – This communication system provides the ability to contact students in mass, relaying important information (deadlines, emergency notices, etc.) quickly and efficiently. The system allows for communication in multiple languages.
DIVISION I - Dean, Feleccia Moore-Davis: Business, Math, & Communication and CIT
- Created WebCT resource pages for each discipline
- Assured accuracy of all materials posted to the internet website

DIVISION II – Dean, Ted Lewis: Science and Public Service
- A division newsletter, with important information, dates, and events is distributed each year.
- The division holds monthly meetings.
- The dean holds weekly staff meetings.
- The dean holds monthly staff meetings with department chairs and lead faculty.
- The dean regularly communicates to the division by E-mail.
- The dean regularly meets with faculty in their offices.
- The division regularly hosts celebrations and informal get-togethers.
- Internal curriculum teams meet monthly.
- External curriculum teams meet each semester and as needed. College representatives share information with internal curriculum team members following external curriculum team meetings.
- Members of workforce curriculum teams and the dean meet with advisory and steering committees each semester.
- Representatives to the Dean’s council, VP council, leadership team, DOM council, Chair council, and other committees share information, as appropriate to the division at monthly meetings.

DIVISION III – Dean, Cliff Jones: Art and Technology
- As noted, weekly meetings are held with office staff members, leadership team members (Dept. Chairs and Managers) and workforce faculty (Electronics and Drafting in particular).
- Office Staff and Leadership Team meetings have recorded minutes that are sent to full-time faculty via email.
- Division meetings are held monthly.
- Meetings with the Dean and VP of Student Learning are held every two weeks.
- CFC Deans Council and District Deans Council are held on once a week and once a month respectively.
- Impromptu meetings and/or check-ins are encouraged. The Dean maintains an open-door policy.
- Curriculum Teams and Advisory Boards meet at least once each fall and spring.

DIVISION IV – Dean, Jo Fey: Social, Behavioral and Health Science
- All health occupations programs and the teacher certification program have been working with the college web designer to upgrade and expand information on the individual program’s web sites. This has included providing a means for students to follow their own progress through the application process.

DIVISION V – Dean, Anne Albarelli: Transitional Studies
- The division and departments have maintained an active web presence by updating their websites using Estrada. The online faculty resource sites are another example of the departments’ efforts in providing comprehensive communication and support to its teaching force.
- The Language Lab’s current full-service web page includes, in addition to contact info, hours of operation, policies, features, services, and helpful links, downloadable handouts and manuals for language learning technology useful to students and faculty, as well as the new online reservation tool that faculty use to book the lab for their classes.
- The Division Operation’s Manager sends out a monthly calendar reflecting important dates such as student evaluations, official rosters due, division and department meetings, etc.

FAIRBANKS CENTER – Dean, Deana Sheppard:
- Established the Learning Support Team
  - Team is led by the Assistant Dean of Student Learning
  - Members include: Counselor, Learning Commons Coordinator, Assistant Dean of Student Services, Faculty
  - Role of the team is to identify initiatives that would assist students during their time at CFC (i.e. establish a transfer center for students)
- Established FBC All Employee Meetings
  - Meetings create an opportunity for all departments at FBC to interact
  - Goals for FBC are set for the coming year through this group
**Goal 7: Provide community development partnerships that enrich and serve the community.**

**Michelle Tran: Director, College Relations**
- Cy-Fest is Cy-Fair College’s gift to the community. Our Second Annual Cy-Fest drew over 5000 attendees of all ages for duck races, mid-way games, snow cones, crafts, fire hose demonstrations, dance and musical performances.
- Community Partner’s Day is held on the 3rd Wednesday of each month from 11 a.m. – 1:00 p.m. We accommodate up to 10 community partners in our College Center where a table is set up for each partner. They display and make available literature and promotional items for their organization.

**Karla Hase Leach: Dean, Student Learning/Organizational Development**
N/A

**Abdul Tamimi: Dean, New Program Development/Corporate Training**
- Providing training to three area companies that have received a skills development grant from the Texas Workforce Commission
- Providing support to chamber activities
- Joining local and national associations

**Joe Schlichting: Institutional Research**
- Survey research conducted by IE in 2004 and 2006 provided data supporting partnerships with 4 year universities that have been established offering successful bachelor’s degree programs through CFC in education and business.

**Diana Pino: Dean, Student Services**
- CCEF Schroeder Scholarships - Through the partnership of Cy-Fair College and the Cy-Fair Educational Foundation (CCEF), funds from the Schroeder Trust were allocated through the foundation to be used towards up to fifty $1000 scholarships annually to CFISD graduating seniors who plan to attend an NHMCCD college.
- Dual Credit Information Session – An information session for high school students and their parents was conducted to educate them on the benefits of dual credit. Admissions and eligibility requirements were also shared. This was a collaboration between Cy-Fair College and Cy-Fair ISD (CFISD). The event was promoted to CFISD students and home school organizations.
- College Options – In collaboration with CFISD, college options provides students the opportunity to earn college credit prior to high school graduation. This option is being promoted to high school seniors who can either take the courses at the college or at the high schools in the zero or seventh hour periods. Students on early release are being encouraged to take classes at the college. The goal of both the college and CFISD is to grow these programs utilizing qualified high school teachers and college faculty.
- Community Career Fair - Cy-Fair College has collaborated with CFISD and the Cy-Fair Chamber to offer a communitywide career fair held at the ISD’s Berry Center. Given the larger venue, there was an increase in the number of employer participants.

**DIVISION I- Dean, Feleccia Moore-Davis: Business, Math, & Communication and CIT**
- Partnered with VITA to provide income tax preparation to community members
- Adopted 4 middle schools
- ITNW 1425 students networked a local church
- Provided community events through WOW program
DIVISION II – Dean, Ted Lewis: Science and Public Service

- Professionals have guest lectured in workforce programs such as EMS, fire science, and GIS.
- Children’s programs, such as Discovery College and Scouting Merit Badge classes have been developed to meet community needs. Many are taught by community members.
- The division has partnered with Harris County to offer Community Emergency Response Team (CERT) training courses to the community each semester.
- The division has partnered with Cy-Fair Volunteer Fire Department to offer a volunteer fire academy each year.
- The division has partnered with the YMCA, Spin Masters, and Houston National Golf Course to offer classes at their facilities.
- The division has partnered with the Federal Bureau of Investigations (FBI) to provide facilities (ESEC and burn tower) for counterterrorism training.
- The division regularly partners with the Texas Department of Wildlife, The Katy Prairie Conservancy, and area Home Owners Associations (HOAs) on environmental initiatives.
- The division is working with Porter Fire Department to develop a Cy-Fair College Fire Academy in Porter.
- Advisory Committees consisting of community members are regularly convened for such programs as Fire Science, EMS, GIS, and Discovery College. An additional advisory committee for Massage Therapy is being established. Members of these committees have established scholarships for students.
- The public is invited to divisional/departmental open houses and community demonstration activities. The community actively uses the athletic facilities on campus, including the tennis courts and soccer fields in agreement with the department chair and under the guidance of the dean. Some wellness activities have been opened to the community. The film series and the community garden, both housed within the division, include many community participants. Regular tours of the ESEC are provided for community groups, schools, civic groups, other colleges and fire departments, and individuals.
- The division has expanded continuing education courses to meet community needs and interests.
- The division has initiated activities to involve the community on campus. The Health Fair is sponsored by the division. An environmental symposium to coincide with Earth Day has been established. The Gulf Coast Regional Finals for the Texas Science Olympiad are hosted each spring. Emergency Services has established an annual Chili Cook-off. The Great Geocache Race is also open to the community. These activities combined attract over 2,000 community members to campus each year.
- Corporate training in CPR and fire safety are offered. A fire training class for business has been developed and offered. AED courses are also offered. Additionally, other opportunities for corporate training are being identified.
- Faculty and Staff are involved in activities, events, and organizations that benefit the community, including, the Cy-Fair Chamber of Commerce Emergency Preparedness Committee, Cy-Fair Chamber of Commerce Economic Development Golf Tournament, Cy-Fair Chamber of Commerce Spring Swing Golf Tournament, Cy-Fair Chamber of Commerce Government Affairs Committee, Greater Houston Area Purple Martin Association, American Heart Association Heart Walk, Gulf Coast Area Friends of Geography (FOG), Houston Area Arc Users Group, Tri-County Volunteer Fire Department, Klein Volunteer Fire Department, Cy-Fair Volunteer Fire Department, Missouri City Fire Department, CCEMS Board of Directors, Cy-Fair Business Expo, College Night, Sam Houston Race Park, and Cy-Fair Educational Foundation.

DIVISION III – Dean, Cliff Jones: Art and Technology

- Dean serves as a board members for Habitat for Humanity – Northwest Houston
- Highly successful Summer Children’s Shows (2) held each year
- Annual gallery events
  - Student Arts Exhibition has been successful
  - Community Art Exhibition planned for summer 2007
- Annual theater and music events
- Sponsor of the bi- yearly Houston Area Photofest
- Partner with Habitat for Humanity with service learning project
- Outreach activities current in the works with the Fine Arts Coordinator
- Hiring of Advanced Manufacturing Center Director for Workforce partnerships
- Faculty and staﬀ members serves in various community capacities (local schools, churches and community groups)
- Business Roundtable Gatherings were reestablished in 2006
- Partnered with Brazos Valley Technical Teachers Association for student competitions and campus touring in 2007

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Cy-Fair College
• Partnered with SkillsUSA (CFISD) in 2006 to host their annual student competition
• Other events included but are not limited to – Alzheimer’s Charity Walk, Cy-Fair Business Expo, Monthly Chamber of Commerce Events, Chamber of Commerce Golf Tournament, Life’s A Trip Activities, and Academy for Lifelong Learning Board Meetings.

DIVISION IV – Dean, Jo Fey: Social, Behavioral and Health Science

• The education department of Cy-Fair College formed a partnership with the University of Houston-Downtown to provide articulation for the Associate of Arts in Teaching degree with the UHD bachelor’s degree in Inter-Urban Studies – elementary education. UHD is offering all courses needed to complete this bachelor’s degree on the Cy-Fair campus. In addition, both Cy-Fair College and UHD are partnering with Cy-Fair ISD to enroll CFISD paraprofessionals in the AAT degree and encourage completion through the UHD program on the Cy-Fair campus.
• An additional articulation agreement has been formed with Stephen F. Austin that will allow Cy-Fair students to complete an early childhood education degree completely online after completing the AAT.

DIVISION V – Dean, Anne Albarelli: Transitional Studies

• The Museum of Fine Arts, Houston and Harris County Public Library collaborated on presenting the exhibition, *Playful, Sleek and Bold: Modern Designs for Living*, which featured 20 objects made by designers from the 1930s to 2001. This traveling exhibition was on display at the Cy-Fair College branch August 21, 2006 through October 23, 2006.
• In collaboration with the Harris County Public Library System, the Cy-Fair College branch was awarded a traveling exhibition of *Alexander Hamilton: The Man Who Made Modern America*. Based on the original exhibition at the New York Historical Society and funded by a grant from the National Endowment for the Humanities, this panel exhibition was on display in the Learning Commons from Dec. 21, 2006 through Feb. 16, 2007.
• The Coastal Region GREAT Center provided professional development training for Beaumont ISD, College of the Mainland, Harris County Department of Education, Houston Community College System, North Harris Montgomery Community College District, Port Arthur ISD, the Houston Literacy Consortium, Brazosport College, Neighborhood Centers, Reach Across Houston, Literacy Advance of Houston, and Region 4 and Region 5 Education Service Centers. A total of 192 workshops were provided to 3,065 adult education and family literacy instructors for a total of 11,537 contact hours. This was an increase of 86% in workshops, 65% in participants, and 37% in contact hours over 2005-2006.
• The Coastal Region paid tuition for four teachers who successfully completed the CELTA course. The Texas Credential Project applies 35 points toward a credential for successful CELTA participants, which is the same number of points applied for a graduate course.
• A Coastal Region teacher at HCDE was the first teacher in the state to complete the requirements of the Texas Adult Education Credential Project. The Coastal Region is working with the teachers and their programs in the region to assist them in the Credential process.
• Tuition was paid for six teachers and trainers to participate in a strand of five courses through the Neuhaus Education Center. The strand provided 47 hours of trainings in *Multisensory Reading and Spelling, Developing Metacognitive Skills, Foundations for Language, Multisensory Grammar, and Written Composition Fundamentals*. The first course was held at Neuhaus Education Center and subsequent courses were held in the ITV Studio at Cy-Fair College.
• The Texas Family Literacy Resource Center collaborated with the Coastal Region GREAT Center and Cy-Fair College to present a three-day *Birth Through Two Institute*. Thirty six teachers attended the Institute. Ann Crider with Houston PBS also presented a professional development session on *Parenting Counts* at Crawford Elementary for 22 Even Start Teachers.
• HCDE, Houston PBS, University of Houston/Clear Lake, Cy-Fair College, Harris County Public Library and the Coastal Region GREAT Center collaborated to present *Library as Bedrock of Family Literacy*. This one-day Institute was held on the UHCL campus and addressed how educators can use libraries and Houston PBS to help parents become full partners in the educational development of their children and increase their own literacy skills, focusing especially on parents and children whose first language is not English. There were 54 attendees at this professional development session.
• Three ESOL teacher training courses were offered in partnership with the University of Cambridge and 22 candidates received their Certificate in Teaching English to Speakers of Other Languages [CELTA].

Cy-Fair College
Community language lab hours were established in the spring of 2007, opening up free access to language learning technology to members of the community, library patrons, etc., at set times throughout the semester. Under the auspices of the language labs, Cy-Fair College was host to the annual conference of the South Central Association for Language Learning Technology’s annual conference in February of 2007, which brought an international cadre over 75 language educators, administrators, and technologists from all levels (K-16) to the campus for two days of workshops, presentations, and exhibits in all matters relevant to the use of technology in language teaching and learning.

FAIRBANKS CENTER – Dean, Deana Sheppard:
- Fairbanks Center Fall Festival – October 27, 2006
  - Over 500 attendees
  - Raised $200 dollars for Discovery College scholarships
  - Gave away 100 books in book walk
- FBC Heart Walk Team – Raised $2450
- Adopted Dean Middle School
  - Summer Reading Book Drive – April 2007
  - Met with faculty during TAKS training – April 9
  - Kick-off planned for Fall 07
- Mission Yahweh
  - Presented CFC information and toured mission Fall 06
  - Hosted 20 homeless women at FBC for lunch and overview of CFC and educational opportunities; counselor conducted career assessment
  - Advisors and counselor returned to mission to advise students and get them registered for classes
- Partnered with Jersey Village council member to create a seniors program at FBC
  - Classes will begin Fall 07

Goal 8: Maximize the impact of the physical resources to support quality learning and work.

Dr. Bob Williams: Vice President for Administrative Services:
- Facilities staff are charged with and dedicated to maintaining Cy-Fair College, including all buildings, grounds, and equipment in the best working condition possible. We have web-based work order and inventory managements that assist staff with quickly responding to problems. We have a master scheduled maintenance plan and budget accordingly for it.

- Although the campus is only 3 years old, the escalated use of the facilities and equipment due to student enrollments that are almost 5 years ahead of projections has created problems with service and repairs. To this end, repairs and maintenance on an as-needed-basis and regular custodial cleaning is done overnight.

- Since instructional and office space in the main buildings is maxed out, the first modular building (4 classrooms and a large open staff office suite) was installed on campus for first use during the fall semester, 2006. A 2nd modular building (5 classrooms and 2 open faculty office suites) will open for fall semester, 2007 and similar modular buildings will also open for spring semester, 2008, fall semester 2009, and fall semester, 2010. All are or will be equipped as the classrooms in the regular buildings—same furniture, same IT and AV setups.

Karla Hase Leach: Dean, Student Learning/Organizational Development
- The Faculty Staff Excellence Center is staffed on Monday-Thursday 8 a.m. – 7:00 p.m., Friday 8:00 a.m. - 5:00 p.m. and Saturdays 9:00 a.m. -12:00 p.m. to assist adjunct faculty and college staff.
- The computer lab in the FSEC is dedicated to the eVista conversion training.
Joe Schlichting: Institutional Research
• CFC IE has developed processes to use group collaborative software in development of research and programming projects, and IE employees also use server storage space to maximize the use of available desktop computers and work areas.

Diana Pino: Dean, Student Services
• The advising area will undergo physical restructuring in areas to accommodate the needs of additional staff. Changes include additional work stations and personal storage for part-time employees.

DIVISION I- Dean, Feleccia Moore-Davis: Business, Math, & Communication and CIT
• Increased number of FLEX/Hybrid courses to maximize facilities use
• Created a consistent schedule time of classes each semester that is common to each division
• Assured CE courses are being built using common timelines
• Created a Weekend College plan such that core courses are delivered on weekends, and degree completion can be attained

DIVISION II – Dean, Ted Lewis: Science and Public Service
• Based on an identified need and limited space, the division offers classes beginning at 6 a.m., classes ending after 10 p.m., Friday evening, Saturday and Sunday afternoon classes.
• The deans work together with the room scheduler to develop a schedule that will accommodate classes.
• Classes are scheduled for Discovery College to maximize classroom space by scheduling outside activities at same time as classes that require a classroom.
• Due to an identified need, deans will start working together in scheduling special classes (honors, learning communities) that won’t compete with others offerings.
• Curriculum team members work with their counterparts at the Fairbanks Center to schedule classes that won’t compete with each other.
• In specialized workforce courses (EMS, GIS) curriculum team members work with their counterparts at other colleges, when possible, to schedule classes that won’t compete with each other.
• Dual credit courses are offered on campus at times when there is greater room availability; usually afternoons after 1:30.

DIVISION III – Dean, Cliff Jones: Art and Technology
• The division of arts and technology is a physical resource intensive division. Specifically, spaces such as the Advanced Manufacturing Center, gallery, recital hall, practice room, theater, black box, control room, ceramics lab, art rooms, photography studio, video production area, computer labs and other discipline specific zones mandate that detailed and consistent attention be paid to the physical resources of the college.
• Regular meetings are held with the facilities staff (Manager and Director) to ensure a smooth daily operations of facility related issues.
• “Facilities Update” is a regular item for both office staff and Leadership Team meetings. Members are encouraged to contribute ideas and related solutions to challenges.
• The Dean participates in a “walk through” at least once every two days. This is a quick spot check of all areas (noted above).
• The division has established a check in-check out process for music practice rooms. This newly established process ensures safety and fiscal responsibility.
• The division has established a process for summer children’s shows and related use of physical resources (theater, ticket sales area, refreshments area, gallery, etc)
• The division has established labels and markings for art areas. Specifically, on trash containers, sinks, work areas and storage units.
• The Dean has a post-semester review with the VP of Administration each semester. This assists in providing feedback on the use of physical resources.
DIVISION IV – Dean, Jo Fey: Social, Behavioral and Health Science

- With the continued growth of the college and the addition of faculty each year, office space was at a premium. In order to provide more office space for new faculty, the nursing director, assistant and part-time assistant moved to a temporarily converted room previously dedicated to medical records storage. Each of the health occupations moved their records into their own labs. In addition, one of the radiography instructors moved into space in the radiography lab. Finally, the Teacher Certification Program staff moved into the new modular unit.

DIVISION V – Dean, Anne Albarelli: Transitional Studies

- In December of 2006, access to language technology at Cy-Fair College was doubled by the implementation of a second language lab in response to the tremendous growth in course enrollments, instructed lab requests, and open lab student visits in world languages, ESL, ASL, and Sign Language Interpreter Training. Still located in the Learning Commons, but now occupying two computer lab classrooms as well as a central office for the coordinator, the labs (staffed by a full-time coordinator and four part-time coordinators) feature a Sony/SANS Virtuoso Minor system with 25 student stations running Sony Soloist (“Language Lab 1”) and a Sony/SANS Virtuoso Major system with ASL plug-in & high quality NTSC bullet cameras at 25 students stations running Sony Soloist (“Language Lab 2”).

FAIRBANKS CENTER – Dean, Deana Sheppard:

- Updated Room 117/118 – now allow for multiuse
- Painted interior hallways of building
- Addition of recovering wall covering for interior hallway (upstairs)

**Goal 9:** Provide state-of-the-art technology to support instruction, student support services, and administrative processes.

Dr. Bob Williams: Vice President for Administrative Services:

- CFC IT budget is derived from two sources – a district-wide allocation and local operational fund. The CFC IT compares favorably with instructional technology spending by the other Colleges across NHMCCD. Capabilities and functional capacity compare favorably with the other Colleges within NHMCCD.

- CFC has been actively and aggressively pursuing solutions that decrease the total cost of ownership for the desktop, migration towards a zero-touch environment, enhancing and optimizing our infrastructure, providing application development services using CMM/ITIL methodologies. These solutions enable greater access to instructional applications to a broader audience. It is the goal of IT to create an infrastructure capable of sustaining these activities in such a manner that they are scalable, expandable, and provide students with an opportunity to gain familiarity with technology found in the workplace and places of leisure. The intent of this effort is to create a learning community that uses technology to make and maintain a sense of neighborhood in addition to efficiently handle the logistics of providing educational services.

- Services and capabilities include student accounts for email, faculty electronic submission of grades, students able to view grades via the Internet, on-line access to registration, class schedules, student records, and fee payment. In fall 2007, CFC has plans to use an institutional web calendar to optimize classroom availability already at 90% compare to 60% District wide. CFC also uses the enterprise course management system Blackboard, based on the concept of a total community communication model, to provide distance learning. IT will migrate to WebCT Vista, the latest release, in the fall. Numerous online capabilities such as My Records, electronic news, and internet calendaring will continue to be enhanced.
More than 98% of all classrooms are equipped with data projection equipment permanently installed that is augmented with mobile carts available on demand. Our digital television (IPTV) project will provide the campus with a new generation audio, video and data integration delivery system by fall 2007. There are multiple open labs available across campus providing students with access to computing resources in an atmosphere conducive to learning and collaboration with other others and is available for extended hours. There are more than 100 wireless laptop computers available for loan in the Library and IT Service Center and stationary laptops in our Cyber-café, all popular services. The Cyber-Café and Library leverage the Starbuck’s model of delivery offering a comfortable and upbeat learning environment.

In addition to physical computing resources, CFC provides support of classroom instruction with turnkey solutions and offers campus-wide Wi-Fi enabling students to work almost anywhere on campus. These services are indicative of the high priority CFC and CFC IT places on the convergence of available instructional and community technology. CFC and District-wide upgrades to our infrastructure providing an audio, data, and video infrastructure that will sustain administrative and educational applications and activities well into the future.

CFC is restructuring the IT organization this year to provide Centers of Excellence. The IT focus for 2007-2008 will be on virtual storage management, content management, enhancing our network infrastructure and the deployment of thin-client. Video Production services will move to IT. Collectively, these activities have created a tremendous platform for innovation and learning and support the learning signature of the College.

Karla Hase Leach: Dean, Student Learning/Organizational Development
- Support has been increased to assist in the curriculum development and delivery of online instruction.
- New materials and tools for use in the classroom are continuously investigated.
- Best practices in the classroom were shared through workshops and Lunch-N-Learn events.

Joe Schlichting: Institutional Research
- Working in parallel with the district development of the SAS Business Intelligence information system, the 2006-2007 year has been important at CFC to prepare for this new system that will revolutionize how information is accessed and used for college decision-making. In addition to studying SAS BI compatibility with existing silos of college data systems, CFC IE has been proactive in anticipating how the district development can be supplemented with future CFC data and information processes. Once SAS goes online, with some modest additional development planned at CFC, there will be a striking increase in research productivity and an exponential increase the data available for decision-makers in all areas of the college.
- New from CFC IE this year is the development of Snap Survey software, which has been developed to automatically download online survey responses to local SQL servers for research analysis. This process has been piloted in 2006-07 with a full college-wide implementation of a new CFC student course feedback survey, with questions regarding the college learning signature, especially items concerning higher order thinking skills, student engagement, and active learning.

Diana Pino: Dean, Student Services
- A new program was implemented to track students with disabilities in Datatel Colleague
- Utilization of career software such as ‘Do What You Are’ and ‘College Central Network’ has increased from last year.
- The daily utilization of the assistive technology lab has increased from last year.

Rob Lovelace: Cy-Fair Campus Police Chief
- The Public Safety Department has partnered with Technology to acquire a police reporting and data management software package (Crime Star) that is compatible with other campuses in the district.

DIVISION I- Dean, Feleccia Moore-Davis: Business, Math, & Communication and CIT
- Upgraded CISCO labs to reflect current technology and support quality instruction
DIVISION II – Dean, Ted Lewis: Science and Public Service

- All faculty receive Level I certification in distance learning. Several have received Level II certification. Faculty are currently being trained in Vista.
- New and expanded technology is being used within the division, including Smartboards, Mobile Presenters, and Symposiums.
- Biology faculty obtained an innovations grant to purchase “clickers” for science classes.
- Kinesiology faculty obtained an innovations grant to purchase pedometers for class use and use through the fitness center.
- Curriculum teams meet regularly to discuss new and relevant technology that can be used in class.
- The dean meets with faculty to review technology needs each semester.
- The dean of technology attends meetings with the dean, department chairs, lead faculty and staff each month.

DIVISION III – Dean, Cliff Jones: Art and Technology

- Distance Learning certification is offered to all full-time and adjunct faculty. These course offerings are increasing each semester. In addition, a three-year distance learning plan for the division has been submitted.
- The division will be acquiring various state-of-the-art technological software, hardware and equipment in the fall of 2007.
- The Dean of Technology has met with the division as a whole as well as the Leadership Team to clarify the technology funding process and answer any related questions.
- A regular update on technology funds and the funding timeline is provided to faculty and staff.
- New technology driven processes are being established with mailing lists, room schedules, calendars and related events. Our gallery coordinator and fine arts coordinator are spearheading these efforts.
- Office staff members participate in all relevant technology training or daily operational procedures.

DIVISION IV – Dean, Jo Fey: Social, Behavioral and Health Science

- The nursing program added Sim Baby to the state-of-the-art technology in the nursing lab this year. In addition, Sim Man was upgraded with the purchase of additional software. Six nursing instructors attended training workshops in the effective use of the Sim Man and Sim Baby technology.
- To support the addition of the vascular technology program, the division purchased for approximately $100,000, a Siemens Sequoia duplex/vascular ultrasound machine that provides for imaging of body parts needed for advanced diagnosis of pathology. This machine provides for the higher level of skills training required for students in vascular technology adding an additional level to the state-of-the-art sonography lab. This machine was only the second to be installed in the entire Houston area.
- An additional $15,000 was added to the division budget in order to hire part-time student workers to staff the health occupations labs so that students could have additional practice time in the labs.

DIVISION V – Dean, Anne Albarelli: Transitional Studies

- The Sandbox, Passport, and Transitional Math Matters, WebCT resources for developmental English, ESL, and developmental math faculty respectively, continue to build a learning repository of handouts, multimedia presentations and active learning strategies online for interested instructors. Using these WebCT resource sites encourages the use of technology. 100% of all Transitional and ESL full time faculty use WebCT either as a course supplement or to teach DL and Hybrid courses.
- Language learning software was augmented, most importantly through the implementation of Grammar Sense and Tell Me More, as well as with various other titles. A library of language teaching and learning materials was also established, now numbering some 294 items in various media such as books, cassettes, VHS videocassettes, DVDs, CD-ROMs, and DVD-ROMs. In 2006-2007, the language labs also continued to offer orientation and training sessions on various topics in computer assisted language learning to teachers in the Cy-Fair Independent School District, Cy-Fair College language faculty and tutors, as well as language faculty and staff from other campuses within the North Harris Montgomery Community College District.
- Transitional English and Transitional Math departments use on-line supplements: MyWritingLab, MyReadingLab, and MyMathLab. All three programs are from the same publishing company. We believe that by using these programs we will eliminate a lot of confusion for the students since the format and the operation of all three programs are very similar.
FAIRBANKS CENTER – Dean, Deana Sheppard:
- Coordinated processes with Barker/Cypress IT (including sharing software images, using the SIRF form to manage instructional software, implementing network security upgrades and moving to the same network drive as Baker/Cypress)
- Updated server room power, fire protection, grounding and cooling infrastructure updates and build a server to support HVAC control system
- Refresh plan is in year 2