

# All Campus – Welcome Back

January 18, 2024 Agenda

- **CEO Michelle Coach**
- **Senior Director of Institutional Research Caitlin Boger-Hawkins**
- **Interim Associate Dean of Non-traditional Transition Programs Teresa Foley**
- **Executive Director of the Foundation Keith Madore**
- **Dean of Students and Faculty Tim St. James**
- **Associate Dean of Student Development Dawn Bryden**
- **Associate Dean of Manufacturing Mary Bidwell**
- **Associate Dean of Campus Operations Fred DiMauro**

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January 18, 2024 Meeting Agenda

- **CEO Michelle Coach**
  - **Budget**
  - **Legislative Breakfast (Student Successes) and Business Roundtable**
  - **All Campus Spring Semester: Guest Speaker Line-up**
  - **Kindness Event 2024: Kaitlin Roig-Debellis, author of “Choosing Hope”**
  - **NECHE**
  - **Promotion and Tenure Application Deadline (Jan. 19<sup>th</sup>)**
  - **Introductions and Congratulations**
  - **Service Awards**

	All CT State	Asnuntuck	Capital	Gateway	Housatonic	Manchester	Middlesex	Norwalk	Naugatuck Valley	Northwestern	Quinebaug Valley	Three Rivers	Tunxis
<b>Seats &amp; Equivalents</b>													
Full Time Equivalent Students (FTE)	17,264	675	1,124	2,556	1,511	2,187	1,036	1,708	2,267	542	647	1,484	1,527
Prior Year FTE	16,966	570	1,016	2,534	1,394	2,074	961	1,900	2,327	572	550	1,458	1,613
% Change vs. 17 January 2023	+2%	+19%	+11%	+0.9%	+8%	+5%	+8%	-10%	-3%	-5%	+18%	+2%	-5%
Seats Filled	81,805	3,278	5,110	11,839	7,092	10,488	4,976	7,785	10,489	2,715	3,064	7,170	7,799
Prior Year Seats Filled	81,652	2,711	5,270	12,123	6,520	9,836	4,515	8,539	10,912	2,845	2,609	7,473	8,299
% Change vs. 17 January 2023	+0.2%	+21%	-3%	-2%	+9%	+7%	+10%	-9%	-4%	-5%	+17%	-4%	-6%
Fill Rate (%)	66%	60%	66%	72%	67%	71%	60%	63%	67%	60%	62%	66%	68%
<b>Headcounts</b>													
Home Campus Headcount	28,076	1,075	1,883	4,564	2,172	3,347	1,451	3,017	3,932	785	1,020	2,365	2,461
Prior Year Enrollment	28,195	882	1,879	4,465	2,478	3,416	1,554	3,216	3,903	958	932	2,406	2,603
% Change vs. 17 January 2023	-0.4%	+22%	+0.2%	+2%	-12%	-2%	-7%	-6%	+0.7%	-18%	+9%	-2%	-5%
Additional Students Enrolled		730	1,387	1,766	1,889	2,043	1,296	1,066	1,453	754	803	1,060	1,367
Total Students Served	28,076	1,805	3,270	6,330	4,061	5,390	2,747	4,083	5,385	1,539	1,823	3,425	3,828
% Change vs. 17 January 2023	-2%	+105%	+74%	+42%	+64%	+58%	+77%	+27%	+38%	+61%	+96%	+42%	+47%

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- **Interim Associate Dean of Non-traditional Transition Programs Teresa Foley**

**1) SCP program continues to adapt to the new CT State environment as do each of the campuses**

**a. Translating all electronic communication and processes with students to a paper/pencil mechanism**

**2) Welcome to Sara Vincent, Director of Enrollment for Special Populations for CT State as a great addition to the SCP Team**

**3) ACC SCP Team = Connie Haskins, Katie Hannon, & Adam Tuller + everyone in Academic Affairs, One Stop Enrollment Center, Financial Aid, Guided Pathways Advisors, HR, IT, Business Office, Library, Tutoring, Disability Services, Security, Maintenance**

**4) Spring 2024 by the numbers = 1 campus, 4 DOC facilities, 10 courses, 30 sections, 225 students, 89 FTE**

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- **Executive Director of the Foundation Keith Madore**
  - **Legislative Breakfast – February 1**
  - **Foundation Scholarship Application – Late February**
  - **Grant Application Process for CT State Asnuntuck**
  - **Denim & Diamonds – April 4<sup>th</sup> *NEW***
  - **Foundation Scholarship Awards – May 9th**
  - **Golf Tournament – July 29th**
  - **Annual Appeal**

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- **Dean of Students and Faculty – Timothy St. James**
- Congratulations to **MaryBeth Rajczewski** on being named Liberal Arts Department Chair for the spring 2024 semester. Thank you to **Heather D’Orlando** for her hard work during her tenure as Chair!
  - MaryBeth will also be taking over as Discipline Coordinator for College & Career Success. Thank you to **Amely Cross** for all her hard work as Coordinator during the launch of CCS 1001!
- **The Academic Tutoring Centers** across CT State launched TracCloud, a centralized scheduling and reporting platform. Students can easily schedule tutoring sessions and academic support in-person or online at any CT State campus in TracCloud. The TracCloud link is on the Asnuntuck ATC webpage as well as all current handouts and flyers around campus.
- **New independent play area in the Library** for students who are responsible for the care of children. There will be a study area adjacent to the play area offering priority seating, technology access, research help, and tutoring (dependent on appointment availability) while the little one is occupied with toys, books, and other activities for independent play.

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## January 18, 2024 Meeting Agenda

- **QR codes on the library shelves** to help make our e-books more discoverable! The QR codes, once scanned, will bring the researcher directly to e-books on the same topic as the physical books in that shelving area.
- **Educational Technology assistance for the whole campus community:**
  - Getting Started Sessions 1/17-1/18 and again 1/24-25, 11am - 4pm. Online/F2F in the TLC.
  - AccessIT Monthly - Virtual 3rd Thursday's at 3pm-4pm.
- **Time out issue in Bb - Log Out of the Dashboard. This will ensure timing out during tests or writing discussion boards.**
  - New Shortcut to Bb in Office 365 when using the web browser.
  - New Content in Courses (Under Course Content) to Address Netiquette and Getting Started YouTube Student Essential Videos.
  - iTeach BPOP is still being evaluated and we will know more later in the Semester - it is still recommended that new adjuncts should complete the Bb Badging.

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- **Accommodation Letters**

- Please log into the Accommodate portal to access the letters and electronically sign the letter to indicate receipt.
- Accommodation Letters aren't auto-generated each semester. Students must renew their accommodations each semester through the Accommodate System.
- Accommodations aren't retroactive. If a student informs you of their accommodation without providing the letter, please direct them to our office for guidance on the request process.

- **Personal Care Attendants**

- If a student is approved to have a personal assistant in class with them, we will contact the instructor to make them aware of that information, and it will be noted on the student accommodation letter as 'Personal Assistant in Class'. Per CT State procedures, no other individuals should be attending class with students unless specifically authorized through the ODAS.
- If you have not received this accommodation for this student, you should instruct them to contact/visit ODAS immediately for approval.
- Personal care attendants are not allowed to contact or ask questions of faculty, staff, or others on behalf of the student. They should also refrain from intervening in conversations between the student and faculty, staff, or other students.



# SPRING 2024 ACADEMIC ENGAGEMENT DEADLINES

	<b>Full Term 15-Week Classes beginning 1/19/2024</b>	<b>“1<sup>st</sup> Half” 7-Week Classes beginning 1/19/2024</b>	<b>“Late Start” 13-Wk Classes beginning 2/2/2024</b>	<b>“2<sup>nd</sup> Half” 7-Week Classes beginning 3/22/2024</b>
Academic Engagement Reporting opens in my.CTState.edu	Thursday, 2/1/2024	Monday, 1/29/2024	Tuesday, 2/20/2024	Monday, 4/1/2024
Student Deadline to Begin Class (See policy for what constitutes engagement)	Friday, 2/2/2024	Monday, 1/29/2024	Tuesday, 2/20/2024	Monday, 4/1/2024
<b>Faculty/Instructor Deadline to Enter H/NP notations in Banner Faculty Self-Service (See emailed instructions)</b>	<b>Monday, 2/5/2024</b>	<b>Wednesday, 1/31/2024</b>	<b>Thursday, 2/22/2024</b>	<b>Wednesday, 4/3/2024</b>

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- **Associate Dean of Student Development Dawn Bryden**

Fall Semester:

- 1747 transactions in the Food Pantry
- CARE Team met and review 29 cases (St. James, Paquette, Santaniello, Koehler, Howard-Swan, Sullivan, Dirir, Payne, Felici)
- Advising Team including MFG Advisors continues to monitor and minimize Course Program of Study (CPoS) issues
- Recruitment visits continue to our local CT area and Springfield, MA areas
- Enroll in A Day event on January saw 10 students in One Stop area, 10 students in Financial Aid, and additional students visiting the Advising Office and MFG

Upcoming for Spring:

- Kindness Talk on January 2024 from 3:30pm-4:30pm
- Wellness Center Grand Opening on January 22
- SOAR Orientation on 1/17 (25 students +5 guests; potentially rescheduled students adding 21+5 guests)
- Leveraging of HEMHI Grant to bring more programming to support Mental Health Initiatives
- National School Counselors Week is approaching: February 5-February 9
- Fresh Check Day on April 16

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- **Associate Dean of Manufacturing Mary Bidwell**
  - **OSHA 10 Instructor Training ( Completed January 2024)**
  - **Capital Workforce Partners (CWP) through Career Connect Funding**
    - \* **Introduction to Machine Technology Pipeline Training (280 hours)**
    - \* **1<sup>st</sup> of 3 cohorts scheduled (January 22<sup>nd</sup>, Summer & Fall)**
  - **18 Companies (exchanged facility visits, apprenticeship & pipeline meetings)**
  - **7 High Schools Tours**
  - **Numerous meetings with various stakeholders (ACM, Department of Labor, OSHA Training Institute, DECD MIF, Greenfield Community College)**

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### **Facilities Services**

- Final preparations of spaces for start of semester
- Continuing cleanup and restoration from leak
- Snow removal and clean-up, Lambert is revising response team

### **Business Office**

- New pick-up location for UPS, FedEx, postal mail and packages
- Planning for payment dropbox and self-serve payment kiosk when cashier window is closed

### **IT Services**

- Quick-Fix Helpdesk for students at Security Desk for next two weeks
- Some new laptops available for faculty by request

### **Media Services**

- Completing HyFlex installations in five classrooms

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## **Bookstore**

- Extended hours until 5:00 pm next week, plus Saturday hours

## **Liberty Café**

- Welcome Back, Moe!

## **Capital Projects**

- Completing design for new Welding Lab heating system
- Preparing for bidding auditorium sump pumping system
- Manufacturing - ventilation, dehumidification, and dust collection
- AMTC – Additional HVAC, entrance communications system & door opener, loading dock revision
- FY2025 Capital Requests
  - Parking Lot Repairs, Restriping, EV Charging Stations
  - Science Lab integrated temperature controls and window shades
  - IT relocation to former Business Office
  - Door replacements and hold-opens
  - New laptop carts to replace Computer Labs 133-A and 133-B
  - New speakers and projector for auditorium

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