

Cape Fear Community College
2001-2005 College Goals and 2005-2006 Planning Priorities
Annual Progress Report
April 12, 2006

Goal #1 - Deliver quality programs and effective instruction that result in students achieving identified learning outcomes.

1a. Expand the Marine Propulsion Systems certificate program to diploma level.

State funds for the 2005-2006 fiscal year were not approved to support the additional faculty, supplies and equipment needed to implement this program. State funds have been requested again for the 2006-2007 fiscal year.

1b. Offer a Business Administration Banking and Finance Certificate program beginning fall semester 2005.

The Business and Finance certificate program started in fall 2005 and is getting increased interest from the community.

1c. Revise both the Accounting and Business Administration curricula to comply with curriculum advisory committee recommendations.

The Accounting and Business Administration curricula have been modified to comply with the recommendations of their respective advisory committees. The changes were presented and approved at the October 2005 curriculum committee meeting and will be reflected in the catalog for fall 2006.

1d. Begin offering the second year of the Medical Sonography program and seek accreditation with the Joint Review Committee on Education in Diagnostic Medical Sonography of The Commission on Accreditation of Allied Health Education Programs

The second year of Medical Sonography began and we will soon have seven graduates from that program. An accreditation site visit for Medical Sonography is scheduled September 25-26, 2006 with the Joint Review Committee on Education in Diagnostic Medical Sonography of The Commission on Accreditation of Allied Health Education Programs.

1e. Satisfy recommendations for the Radiography program to receive accreditation with the Joint Review Committee on Education in Radiologic Technology by fall semester 2005.

The reaffirmation of accreditation self-study was completed and submitted May 2005 in preparation for the site visit scheduled for May 25-26, 2006 by the Joint Review Committee on Education in Radiologic Technology.

1f. Complete the self-study requirements for the Phlebotomy program to receive accreditation status with the National Accreditation Agency for Clinical Laboratory Sciences.

The Phlebotomy program was accredited by the National Accreditation Agency for Clinical Laboratory Sciences in October, 2005.

Ig. Complete accreditation recommendations for the Occupational Therapy Assistant program to receive accreditation status with the Accreditation Council for Occupational Therapy Education.

The Occupational Therapy Assistant Program was reaccredited by Accreditation Council for Occupational Therapy Education (ACOTE) following the on-site visit of June 2005. The next review is scheduled for the 2014-2015 school year.

Ih. Maintain high levels of student licensure and certification pass rates for all programs.

ADN program completers achieved a 100% pass rate.

LPN program completers achieved a 95% pass rate.

The Pharmacy Technology Program graduates of 2005 passed the national certification exam offered by the Pharmacy Technician Certification Board with a 100% pass rate.

Dental Assisting graduates of 2005 had a 100% pass rate on the Dental Assisting National Boards. They scored higher than the average performance of state schools, national schools and on the job trained examinees on each of the three components of the exam.

Dental Hygiene graduates achieved a 90% pass rate for first time test takers on the National Board Dental Hygiene and a 100% pass rate on the North Carolina State Dental Hygiene Clinical Licensure exam

Class of 2005 Occupational Therapy Assistant program students taking the National Board for Certification in Occupational Therapy (NBCOT) test achieved a 96% pass rate.

All OST 233 and CIS 120 students sat for the Microsoft™ Office Specialist certification exams in Word, Access, Excel, and PowerPoint and 90% of the students passed one or more of the exams during the fall of 2005.

The North Carolina Real Estate Commission published the annual examination performance report for July, 2004 – June, 2005. CFCC had an 86% pass/fail ratio during that time period. Competing real estate schools in our area had pass/fail ratios ranging from 49% to 65% during the same time period. The overall passing rate for real estate schools across the state was 72%. Of 55 real estate schools with six or more students tested, CFCC was one of only 12 schools to reach a pass/fail ratio of 80% or higher. Of 120 instructors with six or more students tested, our CFCC instructor was one of only 39 instructors to reach a pass/fail ratio of 80% or higher.

During the 2005 academic year, the Machining Technology Curriculum certified 66% of the 2005 graduating class in the processes and applications of Mastercam CAD/Cam software.

The passing rate for BLET graduates on the state exam exceeds 90%

The passing rate for Cosmetology students on the state exam exceeds 90%

HVAC students achieved a 100% pass rate on Core EPA Refrigerant Certification Exam.
HVAC students achieved a 100% pass rate on New Hanover County Journeymen 1 course.

The Welding program certified 7 of 8 (88%) students in various welding procedures: 3 GMAW Plate, 3 SMAW Plate, and 1 SMAW Pipe. All Certifications were AWS D1.1

Three EET students tested for and passed the Associate level Certified Electronics Technician (CET) certification from the Electronics Technician's Association International. Additionally, two other students passed both the CET exam and the Telecommunication Technician exam as well. These are all world wide recognized professional certifications.

li. Pursue an articulation agreement with the University of North Carolina at Wilmington (UNCW) to allow graduates of the CFCC Paralegal Technology and the Criminal Justice Technology programs to transfer as juniors to UNCW.

Edward Higgins met with Cecil Willetts at UNCW to discuss an articulation agreement between CFCC and UNCW for paralegal students. As a result of the meeting it was apparent that UNCW was only willing to accept two paralegal classes for transfer. Based on this discussion, it appears further discussion would be meaningless with UNCW. Preliminary contact has been made with UNC-Pembroke to explore any interest. No substantive discussions have occurred.

lj. Offer the second year of the Associate in Applied Science Film and Video Production Technology degree program.

The Film and Video department surveyed the 20 students enrolled during fall, 2005; 90% expressed an interest in taking the second year of the program. In order to offer any additional courses, a second full-time 9-month faculty member would be required, so this priority is on hold until funding can be obtained.

lk. Modify courses in the Marine Technology program to provide students training in entry level Geographic Information Systems (GIS) mapping and in launching and retrieving small craft from trailers.

The request to add a Marine GIS course to the Marine Technology curriculum has been approved at both the local and state levels. This new course (MSC 220, Marine GIS) will be a mandatory course for graduation in the Marine Technology curriculum starting fall 2006. Launching and retrieving small craft still occurs on a limited basis in Fishing Gear II (MSC 134), but could be greatly expanded with improvements to the CFCC basin and boat ramp (see 2b.)

ll. Administer a common reading and writing assignment to all English 111 students the last week of the semester and assess according to guidelines based on blind grading and a common rubric.

The common reading and writing assignments were administered to all English 111 (Expository Writing) students in the last week of each semester, and blind grading techniques and a common rubric were used. Data was collected for the assessing of students' performance.

Im. Administer an editing proficiency exam to all English 111 students the last week of each semester to assess students' grammatical skills.

An editing proficiency exam was administered to all English 111 (Expository Writing) students in the last week of each semester and collected data to assess students' performance.

In. The English Department will publish a textbook by fall semester, 2006 to provide substantive content on groundbreaking and contemporary topics such as The Declaration of Independence, Letter from a Birmingham Jail, and Vindication of the Rights of Women. This textbook will be used for students' analytical reading assignments.

The art faculty members created and implemented the use of a common and required textbook, The Mercury Reader, in all English 111 (Expository Writing) that has students reading and writing about groundbreaking works and ideas (such as "The Declaration of Independence" and "Letter from a Birmingham Jail").

Io. Administer a common pre- and post-test in all Mathematics 060 courses to assess student progress, and based on the results, take steps to improve performance to ensure students are prepared for subsequent college level mathematics courses.

This goal was not met because MAT 060 is self-paced, and logistical problems occur with common finals since students exit the course at various times. The math area has decided to administer common finals in MAT 070 and work on the logistical problems with MAT 060 later.

Ip. The College will provide service learning opportunities to students so they may develop a sense of civic responsibility and make contributions to the community.

On April 7 the Dental Hygiene students held a Dental Sealant Project for selected elementary schools in New Hanover County. This project provided free dental sealants to students 3 elementary schools. The schools were identified by NH County Dental Public Health based on the highest prevalence of dental caries. This was a joint project with CFCC dental assisting students, faculty, NH county Public Dental Health and volunteer dentists from NH County. The dental hygiene students actually planned, implemented, and assessed the success of this project with faculty supervision.

The College applied for and received a Foundation mini-grant to establish a Service Learning Program. Training will be provided to eight faculty members who were recruited to participate in the pilot program for fall 2006. The College is in the process of contacting appropriate community agencies and establishing partnerships for service learning site locations, and providing assistance to instructors for incorporating service learning into their curriculum.

The HRM-Culinary Technology student club, the Pineapple Guild, engages in charitable food and lodging service in the community. 2005-06 activities included: Donating Canned Goods to Mother Hubbard's Cupboard (a food bank for the needy), working at Good Shepherd (Soup

Kitchen and Homeless Shelter), collecting toiletries for women at the Domestic Violence Shelter, collecting donations of goods for Katrina victims, raising and donating money in conjunction with Ben Billingsly's Katrina Relief effort here at CFCC, donating labor to the Empty Bowls fundraiser for hunger related agencies, donating labor for the March of Dimes Chef's Auction fundraiser, providing labor for Habitat for Humanity Oktoberfest fundraiser, and providing lunch for 60 second grade students from Rachel Freeman Elementary School.

Iq. Improve the methods currently used to assess student competency in oral communications.

Instead of videotaping a limited number of students in speech classes and asking assessors outside the speech/communication area to evaluate student speeches, speech faculty members have developed a rubric for assessing speeches. This assessment method is less-time consuming, produces more measurable student outcomes, ensures that only qualified assessors are doing the evaluations—speech faculty themselves, and allows for more data to be collected on more students. ENG 114 faculty members use the same rubric to assess their student speeches.

Ir. Continue to explore the feasibility of a Cape Fear Community College Student Honors program to emphasize critical thinking skills, complement the existing Honor Society, attract academically gifted high school students to the college, and improve graduation rates.

An ad hoc committee has been formed to study the feasibility of such a program and explore design criteria. Work continues to build this program.

Is. Increase learning lab enrollments to help more students succeed. The LL staff will inform students about services via presentations to developmental classes. Also, the LL Staff will implement an exam hall, will encourage students to form study groups, and will establish a student athlete study hall.

Study halls and periodic grade checks have been implemented in each individual sport program. Currently, research is underway to identify ways to better serve our athletes in respect to academic success. We are continuing to strive for an academic progress system that enables both the student-athlete and the athletic department to be successful.

It. Implement a customer service training program to improve communication between the continuing education department and its clients.

This objective was not achieved due to a lack of resources, but it will be carried forward as a planning priority for the future.

Iu. Provide additional training through continuing education for local law enforcement agencies to help meet new state mandated training requirements.

The Continuing Education Public Health and Safety Division is providing new state-mandated training for law enforcement officers through partnerships with local and state law enforcement agencies. CFCC has provided the mandated training since it became effective on January 1, 2005. Each officer is required to complete 24 hours of mandated training per year. Examples of mandated training courses are:

Methamphetamine Awareness
Methamphetamine Investigative Issues
Juvenile Minority Sensitivity Training - Gangs
Gang Awareness
Firearms Training and Qualification
Ethics
Legal Updates
Domestic Violence
Hazardous Materials
Blood-Borne Pathogens
Stress Awareness and Wellness (Optional)
Defensive Driving (Optional)

Criminal Justice has coordinated several professional development classes with Continuing Education. In addition Criminal Justice is developing two new certificates

Iv. Develop and implement a summer masonry program through continuing education for inmates at the New Hanover Correctional Facility and an advanced welding program for inmates at the Pender Correctional Facility.

At the request of New Hanover Correctional Officials the implementation of a Masonry program was discussed on May 2005 to be implemented during for Summer Semester beginning July 2005. Unfortunately, outdoor and indoor lab space was identified as a potential problem to implementing the program, so it was not pursued due to the lack of space.

Iw. Develop an open lab for students enrolled in the English as a Second Language program and in Adult Basic Education, GED and Adult High School programs to provide additional opportunities for students to increase their verbal and written communication skills and literacy skills.

An open lab for Basic Skills students was developed, which is accessible Monday through Thursday from 4:00 –5:30. Students have access to computers, the internet and a multitude of technology.

Ix. Develop a computer lab course for the Adult High School program to prepare students to meet workplace requirements and further their education.

A computer lab course was developed so that students may now enroll in Computer Applications, an elective course, offered each term, which offers practical workplace computer application skills.

Iy. Implement procedures to provide students enrolled in English as a Second Language (ESL) with a seamless transition into the GED or the Adult High School programs to complete their high school education.

This goal has not been fully addressed at this time, but is still a goal for Basic Skills.

Iz. Increase the number of continuing education auto-emission classes offered to the community to meet new standards required for auto-emissions in North Carolina.

The number of students trained in the eight-hour Auto Safety & Emission Control Inspection Class increased this year by 123%, 661 students were trained in 2006 compared to 296 students trained in 2005 . This course prepares auto technicians and service personnel as safety and emission inspectors for motor vehicles. It is taught to ensure students understand the rules and regulations, can inspect a vehicle properly, and can successfully pass qualification exams for certification as a safety and emissions inspector at a licensed inspection station.

Iaa. The Continuing Education Department will partner with the Arts and Sciences Department to sponsor a series of cultural arts programs to the community.

Due to lack of funding, this goal has not yet been addressed, but will be revisited in the future.

Iff. Ensure that each high school in the service area offers a Huskins “signature” course which is a course that is unique to the particular needs or interests of the student body.

Department Chairs worked to honor course requests from the high school counselors, who selected courses that would meet the academic and career goals of their students. This year, CFCC was able to offer at least one of these “signature” courses at each high school.

Other Accomplishments for Goal #1:

Math, Science, and PE

Common finals were developed for the following courses: BIO 111, 112, 168; CHM 131, 151; MAT 121, 171; and PHY 110.

Students in the MAT 151-Statistics class did a group project on a contemporary issue: they produced a 60-second commercial warning students about the dangers of excessive and irresponsible drinking. The slide show played on a continuous feed in the lobby of the L building prior to Spring Break and will be placed on our CampusCruiser.

Humanities and Fine Arts

Our most successful student concert to date was held on November 18, 2005 in the McKeithan Center Auditorium at the North Campus. It was SRO and we ran out of programs. There was an extremely high level of performance presented by the chorus and by guitar, piano and voice students.

Two jazz concerts were held in December 2005 at both campuses. One featured a combo jazz band along with the rock ensemble; the rock band was extremely popular with the audience. The other concert showcased CFCC’s new big band.

A new set of courses, Metals 1 and Metals 2, was developed for the Humanities and Fine Arts Department.

A new learning community course offering for SPA 111 and ENG 095 is planned to start in fall 2006.

Mandatory lab requirements were added to foreign language courses in the general education core to enhance students' understanding of the course material.

A common test was administered to all SOC 210-Introduction to Sociology students in order to assess their understanding of core areas of instruction.

Juries or auditions are now required for individual students who wish to participate in the chorus and applied music studios on-campus concert approximately one month in advance of that concert. This requirement provides a "second opinion" on the student's readiness and minimizes embarrassing moments in front of the public.

To meet the challenges of instruction in a MUS 151 class with students ranging in ages from 11 to senior citizen status, the instructor applied various teaching styles, extra material for the talented child, and repetition of points to benefit all the students. The young student has brought CFCC positive publicity in The Wilmington Journal and The Star News.

New course offerings: "Myth and Society" in fall 2005 and "Philosophy of Science" in spring 2006.

A new method of instruction (the Lessac method) has been incorporated into DRA 135-Acting for the Camera.

CFCC's Spanish faculty members will be leading a group abroad to Argentina / Uruguay during Summer I, 2006, for the second year in a row.

Humanities/Fine Arts faculty members served on the Service Learning Committee and are participating in piloting service learning in COM 120 in the Fall of 2006

New courses have been designed for Stage Make-Up, Costuming, Stage Craft, Lighting, Oral Interpretation, Theatre Appreciation, Acting I and Acting II classes.

Organized and executed tours for students at historic Thalian Hall, allowing for hands-on experience in 19th century Proscenium Theater.

CFCC presented "*A Charlie Brown Christmas*," wherein the drama and music areas were able to showcase student talents in a public forum. Lighting, Acting, Costuming, Makeup, and Stagecraft classes were integrated into the production, thus allowing students to participate in the production per their area of study. The play grossed approximately \$800.00 for the CFCC arts department and facilitated a relationship between the College and City Stage Theatre whereby students now have an opportunity for internship at the theatre. CFCC faculty logged in over 100 hours of rehearsal and production time outside of regular class hours, at night, and on weekends.

The Humanities & Fine Arts Department proposed, developed and constructed an experimental, fully integrated and educational Black Box Theatre. Students had the hands-on opportunity to design and create a theatrical space with custom sound and lighting to be utilized by future

students within the college. Stagecraft students not only have the ability to construct sets but also design the sound and lighting for future productions in their own experimental space.

Common standards were created for the final writing project in English 112 (Argument-based Research.)

Architectural Technology

The second year architectural technology students received first place honors in the 2005 NC Sustainable Design Building Competition. Facilitated by Advanced Energy Corporation, the statewide competition features 9 four- and two-year colleges from across the state.

Marine Technology

The Marine Technology curriculum was revised. New courses in Oceanography (MSC160), Water Analysis (MSC180), and Marine GIS (MSC 220) classes were added. The new curriculum is approved to begin in fall 2006

Business Department

ACC 180 – Practices in Bookkeeping was added, which allows students to take a national exam for certification. One student took the exam and passed it as a result of our first-time offering of the course. Five students are scheduled to take the exam this year.

An Accounting Certificate Program and an Accounting Diploma Program were developed, which allow students an alternative to the entire two-year Associates Degree in Accounting. Currently, 53 students are enrolled in the accounting program either part-time or full-time.

There was a 33% increase in Accounting graduates in 2005 over 2004.

Career opportunities for students have been improved by offering a 7-course, online and/or on-campus certification program in Word, Access, Excel, and PowerPoint, preparing them for successful completion of Microsoft™ Office Specialist certification exams.

The Computer Information System curriculum was updated to reflect the changes resulting from the Information Technology Curriculum Improvement Program. The new Computer Information Technology curriculum will be offered starting in fall 2006.

A template was created for first-day curriculum course handouts to accommodate minimum requirements that have been established. The template was forwarded to the Vice President for Instruction to be made available to all faculty members via the intranet.

Two Medical Transcription students from the August 2005 11-week coding class have passed the Certified Coding Associate examination (CCA) on the first attempt.

The first annual Meet and Greet networking meeting was held at CFCC. The purpose of the Meet and Greet was to create an environment for our students to network with potential employers in their field of training. Proportionally more students from the Medical Transcription Class of 2005 were hired as Medical Transcriptionists than from previous classes.

Criminal Justice

At the request of the high schools, the Criminal Justice program has modified its offerings to meet the needs of students. Beginning fall, 2006 Paralegal classes will be available through the Huskins program. The Criminal Justice program offers Huskins classes in all 4 high schools in New Hanover County and 2 of the 3 high schools in Pender County.

A certificate program for Industrial Security was finalized and submitted for approval.

A diploma program for criminal justice was finalized and submitted.

Discussions with Wilmington Police Department and New Hanover County are currently underway to develop a degree program for officers and deputies in the Criminal Justice program.

Film and Video

The underwater filming project was completed under a Landfall grant

Paralegal

Two graduates have successfully passed the national Certified Legal Assistance Exam administered by the National Association of Legal Assistants (NALA)

The North Carolina Certification Program was approved.

Early Childhood and Child Development Center

A grant was secured from the Junior League to create a shade area and a potter's shed in the playground area of the Development Center.

Pharmacy Technology

All of the 2005 program graduates are employed as certified pharmacy technicians in the service area with the exception of one. That one has moved to another state, is working as a certified pharmacy technician and is pursuing her education with the goal of going to pharmacy school to become a pharmacist.

Dental Hygiene

September 2005: All dental hygiene students participated in the Latino Festival. Students recruited patients for the clinic and instructed participants in maintaining good dental health.

October 2005: The Dental Hygiene students volunteered in the Baptist Dental Health Bus in Brunswick County. They delivered dental hygiene services to the patrons under the supervision of volunteer DDS.

November 2005: The senior dental hygiene students presented table clinics to the Tri-County Dental Society. Fifty+ DDS were in attendance. Each participant received continuing education credit for their participation.

November 2005: All Dental Hygiene students participated in a campus wide tobacco cessation project. It was a campus campaign for tobacco cessation, which got TV coverage locally. We were also recognized at the December NC Health and Wellness Trust Fund Commission

for our project, since we gave a lot of input into development of materials and used them at our project.

January 2006: The senior Dental Hygiene students held the first Annual Dental Hygiene Symposium Day with 55 registrations. The class worked in collaboration with Coastal AHEC to provide six hours of continuing education credit to the dental, dental hygiene and dental assisting community. This project also helped the class to raise money for their pinning ceremony.

Jan-April 2006 the senior Dental Hygiene students logged approximately 575 hours in community dental rotations: dental health education presentations to school-aged children, senior citizens, and at risk teens; and dental health screenings to at risk teens.

March 2005-March 2006: The CFCC Dental Hygiene clinic treated a variety of clients with preventive services worth approximately \$36,000.

Sonography Program

The program was expanded to enroll 10 students.

Two additional clinical sites are being added to replace clinical sites that do not meet Joint Review Committee accreditation requirements.

The application for accreditation was submitted to the Joint Review Committee in December, 2005. The site visit is scheduled for Sept. 25-26, 2006.

Dental Assisting

The faculty and staff of the Dental Assisting and Dental Hygiene programs along with the help of the CFCC Foundation hosted a Tri County Dental Society meeting at the College in October 2005. The senior Dental Hygiene students presented table clinics to the Dental Society attendees.

The Dental Assisting Class of 2006 has taken the Infection Control Component of the Dental Assisting National Board with a pass rate of 100%.

In honor of Dental Assistant Recognition Week, March 5-11, 2006, the Dental Assisting Class of 2006 delivered baked goods to the dental offices in the surrounding area who accept CFCC students in their offices for clinical rotations.

The faculty, staff and students in the Dental Assisting Program held Friday afternoon clinics this spring and will have delivered over \$ 5000 worth of free dental care by the end of the semester.

Interior Design

To encourage retention and participation in the Interior Design program the staff members require students to sign a copy of a Mission Statement Contract, which informs the students of the stringent absentee policy (no more than 4 absences in any one class during the semester).

To ensure a high caliber of work output, the Interior Design staff members have implemented a review process and a critique process of students' work.

Instrumentation

Lecture sessions and thermal measurement lab exercises were added during this academic year to enhance student learning and hands-on experience of state of the art temperature measurement and control technology. (This action was taken as a result of the industry feedback on areas needing improvement.)

A significant improvement in students' understanding and learning in ELC 128 (Programmable Logic Controllers) was realized by incorporating a new text and combined PLC exercise workbook.

Chemical Technology

In response to the relatively new and growing N.C. industry of Biotechnology, the Advisory Committee for the Chemical Technology program has recommended that Introductory Biotechnology be added to the curriculum. This course addition is currently awaiting approval by the CFCC curriculum committee and subsequent approval by NCCCS.

Continuing Education

Continuing Education began a computer training class for inmates in January, 2006.

An advance Welding Course was developed at the request of Pender Correctional Officials and began with 15 students in November 2005 at the Pender Correctional Center.

A new Lead Emergency Medical Technician (EMT) Instructor was hired to oversee EMT programs. The EMT Program enrolled 1,528 students (duplicated headcount) in 2005 from Southeastern North Carolina.

To meet requests from area health agencies, the Public Health and Safety Division began offering Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Basic Trauma Life Support courses twice a year. Also, regularly scheduled CPR courses are offered once per month.

The Public Health and Safety Division developed training to certify additional American Heart Association instructors for Basic Life Support, Advanced Cardiac Life Support, and Pediatric Advanced Life Support.

The BIG Center expanded the number of Substitutes-Effective Teacher Training courses from 6 per year to 8 per year during 2005/2006; all were enrolled to capacity. Due to our increased course availability we are attracting teachers from several counties in southeastern N.C.

Three new multi-sensory short courses were designed for teachers and paraprofessionals in Pender and New Hanover counties. Partnerships were created for regular semester instructional design courses for teachers and paraprofessionals of Greek Community (Saint Nicholas Church and School), and the CFCC Marine Science Department.

Spanish classes were increased from 3 to 6 and were marketed and delivered to educators and paraprofessionals. Classes were continued at the North Campus and other locations include HeadStart, College Park Elementary, Rachel Freeman Elementary, and the Burgaw Center

Programming was done for Pender and New Hanover County educators and paraprofessionals to meet the Greenville children's book author, Pansie Hart-Flood, and learn reading strategies during a first time Saturday workshop.

3201 students attended classes through CFCC's Basic Skills program, which focuses on adult literacy. This is a 10% increase in FTE over last year.

Cape Fear Community College awarded 325 GED and Adult High School diplomas to students enrolled in the Basic Skills Program.

The Basic Skills Department surpassed the state retention standards. 78% of the students remained in programs long enough to meet their educational goals.

Adult Basic Education (ABE), General Educational Development (GED), and English As a Second Language (ESL) classes are now offered at New Hanover County Detention Center.

The Continuing Education Division continues to grow providing training to 20,384 students during 2005, a 5% increase over 2004 and a 12% increase from 2003.

3,142 students enrolled in a four-hour Defensive Driving class. The class is a part of the North Carolina's Health and Safety Council Project's initiative designed to help achieve a safer community.

Goal #2 - Provide adequate facilities to support the rapid growth of the college and improve the maintenance, safety, and security of all campuses.

2a. Acquire additional classroom and clinical space for the Cosmetology program

The design development phase for the Cosmetology/Parking deck has been approved for construction.

Cosmetology instructors have met with the Vice President of Facilities and the architect to provide input on the design of the new cosmetology facilities. A drawing for a two-story facility on Nutt Street has been created. After some slight modification to the plans, the project should be continued, but is contingent upon available funding.

2b. Seek funds to dredge the Cape Fear Community College River Basin, replace the college boat ramp and renovate the Welding Shop.

In January 2006 a proposal was submitted for the use of County funds to dredge the CFCC Basin and replace the boat ramp. The welding shop is still undergoing a renovation, but no decision has been communicated that the space will be utilized by Marine Technology. Both the river dredging project and the boat ramp project are pending.

2c. Pursue construction projects at the North Campus including the completion and occupancy of the Applied Technologies Building, construction of a Safety Training Center and completion of a campus loop road and truck driver training facility.

The construction of the Applied Technologies building was completed in August 2005. A certificate of occupancy was granted to CFCC prior to the start of the 2005 fall semester.

The Campus Loop Road was completed March 2006.

The Safety Center is currently being designed and should go out for bid this summer. Truck Driver Training facility was successfully moved to the North Campus in July 2005.

2d. Hire a security guard for the Applied Technologies Building and five full-time custodians for the Wilmington Campus.

A security guard was hired prior to the certificate of occupancy.

Five full-time custodians were hired for the Wilmington Campus.

2e. Take steps to improve housekeeping services and the upkeep of college facilities for both the North Campus and Wilmington Campus by completing scheduled maintenance projects, outsourcing floor maintenance services and increasing accountability for housekeeping.

The buildings are inspected monthly by the housekeeping supervisor to assure guidelines are being followed. Inspection records are kept in the housekeeping department. An outside vendor was hired to maintain all floors and classrooms in Wilmington Campus buildings.

2f. Coordinate the location of the records audit department for all continuing education personnel to one area to ensure the security of files containing both student and instructor information.

The Record Audit Department was relocated to one area within the BIG Center in July 2005, thus assuring better control and security of student records.

2g. Coordinate closing the Hampstead Center and relocating the fire training program and staff to the new Applied Technologies Building at the North Campus by December 2005.

The Hampstead Center was closed in December 2005. Fire training and staff were relocated to other college locations including Burgaw, North Campus, and Wilmington. Furniture and equipment were moved from Hampstead and relocated to above-mentioned locations.

2h. Complete the move of the following programs to the North Campus prior to the beginning of fall semester 2005: Interior Design, Architecture Technology, Welding Technology, Electrical/Electronics Technology, Industrial Systems Technology, Instrumentation, Electronics Engineering Technology, Machining Technology, Computer Engineering Technology including Networking and Web Development certificate programs, Mechanical Engineering, Drafting, Truck Driver Training and Basic Law Enforcement Training.

All programs moved prior to the beginning of the fall 2005 semester.

During Summer semester, 2005, the Machining Technology department moved into a new facility at the North Campus. This move allowed us to increase the square footage of our lab and classroom facilities and therefore, better serve our students.

The Computer Engineering Technology department completed the move to the North Campus and installed their hardware and software for seven labs. In order to provide students with the kind of learning experiences they need, a student network was set up with each lab on its own virtual network. CET faculty members continue to maintain and enhance this network. Additionally, they have set up wireless access points which provide internet access for our students.

BLET has completed the move from the Hampstead campus to temporary facilities at the North Campus. Currently classes are taught in NB 156 and physical fitness is taught in the McKeithan Center. It is expected that within the next two years that the program can move to the new public safety facility at the North Campus.

The Radiologic Technology Program has received a grant enabling the program to hire a full-time instructor, which will allow enrollment to increase from 18 students to 25 students.

Other Accomplishments for Goal #2:

Marine Technology

Provided counsel to the Board of Trustees and President in the selection of a Naval Architect to complete a design for the replacement of the R/V DAN MOORE. The school is currently under contract negotiations with Elliot Bay Design Group.

Interior Design

The Department successfully moved into the Applied Technologies Building. The new facility for Interior Design was designed to function specifically for students and it has proven to be outstanding in its accommodations. The new drafting tables which were designed by KI for this specific type of instruction have a table top area for LCD computer screens to be mounted beside the drafting area. This allows for more efficient use of student time and resources. The Lecture Area has proven to be invaluable for class interaction and discussion situations with the roundtable space planning. It allows for student discussion and input in class groups and presentations.

Mechanical Engineering Technology

Between the summer and fall semesters of 2005 the Mechanical Engineering Technology department moved into a new facility at the North Campus. This move increased the square footage of our lab areas while centralizing the locations for better and more convenient access to better serve our students.

Instrumentation

Electronics, Instrumentation and Computer Engineering Technologies programs had been housed in the worst part of the Wilmington campus where there were many incidents of unauthorized folks wandering into the facility, as well as some staying overnight on the perimeter. Safety and

security of both students and facilities have been tremendously improved with the move to the new Engineering Technologies Building at the North Campus.

Chemical Technology

The Chemical Technology program has adequate classroom and laboratory facilities, including a dedicated computer lab, since moving into the Natural Science Wing during the fall semester, 1997. This move greatly increased the square footage of the classroom and the laboratory facilities. The Chemical Technology students have a dedicated computer lab that is dedicated to Chemical Technology students only so that they can prepare spreadsheets, graphs, Word documents and PowerPoint presentations for analysis and reporting of their laboratory observations and for research information from the internet to complete other assignments.

Continuing Education

The Safety Training Center project designed to serve area emergency responders, received final approval by City, County & College to be constructed at the North Campus. A Safety Training Advisory Committee was also established with members from area agencies and the College.

Institutional Services

To provide for the anticipated growth of the North Campus, a master plan for the infrastructure is currently being designed by WK Dickson. It is anticipated that this design will be completed by the spring of 2006, with the construction phase ready for bid within 30 days thereafter.

Institutional services and the purchasing department are presently negotiating and evaluating an agreement with Elliott Bay Design Group to design a sea-going vessel for the college to replace the Dan Moore. Preliminary drawings or renderings will be submitted to the college by Elliott Bay prior to April 15, 2006. The cost to build the ship will be negotiated along with monitoring responsibilities and other quality assurances.

25 acres of underbrush were cleared cut and cleared at the North Campus to make the campus visible from Interstate 40.

The bottom glass panes were replaced on the bay doors in Auto Body Shop.

The sidewalks at the Emmart, Burnett, and Shipping & Receiving buildings were repaired.

A forklift was purchased to be used at the North Campus.

Parking lots 2, 3, and 4 were seal coated, resurfaced, and re-stripped.

Two cars (1994 and 1998 models) in the motor pool fleet were replaced with more reliable vehicles.

A storage shed was constructed to house the tractor, tools, etc. to be used for the Landscaping and Gardening program.

Goals # 3 - Incorporate the appropriate use of technology for students, faculty and staff and provide training in accessing and applying the technology.

3a. Business Services will continue coordinating the implementation of the Colleague Information System (CIS) Project by scheduling staff training, hosting weekly staff meetings to evaluate and monitor successful implementation and participating in weekly project manager and conversion conference calls.

The CIS Student Workgroup met weekly and/or monthly to coordinate and address issues. NCCCS hosts monthly project manager conference calls and monthly conversion calls. These are attended and the results are provided to the CIS Student Workgroup.

A total of 70 Colleague classes were conducted by Information Technology Services staff with 490 faculty and staff participating for a total of 640 student hours and 100.25 hours of instruction. Additionally, the Registrar's office trained 300 faculty/staff to use Colleague for a total of 400 training hours. Training continues to be offered each semester.

3b. Business Services Division plans to implement E-procurement, the financial aid link interface, student help desk services and wireless "hot spots" in strategic areas. For the Applied Technologies Building, install 450 computers, 50 printers, 60 network switches, 100 telephones and load software on new computers.

In August 2005 the implementation of E-Procurement integrated with Datatel Colleague began. The electronic procurement of goods and services combines the use of internet technology with procurement best practices to streamline the purchasing process and ultimately reduce costs.

The linking of the Colleague Financial Aid module into our Nebraska point-of-sale software was accomplished by FA Link software and was operational for '06 Spring Registration.

All computers, printers, network infrastructure and phones were operational in the Applied Technologies Building prior to first day of class Fall Semester '05.

When the 450 computer installations of the Applied Technology Building is added to the number of computers installed in other campus locations, there are over 670 computers that IT Services installed to date this year.

Hardware for the Student Hotspots is being installed March '06 with student Beta-testing starting in April and continuing through the summer semester. Full implementation of wireless hotspots is scheduled for fall 2006.

3c. Complete the conversion of continuing education student records from the SUN system to the Datatel Colleague system.

Continuing Education demographic records, student program of study, institutions attended, literacy information, and test scores have all been converted. Approximately one million Continuing Education student transcripts remain to be converted during the next year.

The CE Record Audit Division converted CE Student records for the Summer Semester 2005.

3d. Develop a curriculum and the procedures necessary to offer Adult Basic Education and GED courses online to provide students more options for completing their high school diploma equivalency.

We are now offering *GED Online*, a comprehensive GED online class, which offers students the convenience of learning from home while receiving support and instruction from qualified instructors from CFCC.

3e. Continuing Education plans to Index and scan into the Matrix system all continuing education student records created prior to 1984 (year we transitioned to computer generated student records) to provide one permanent transcript record per student.

This process is on-going. A scanner was approved for purchase at the 2005 Equipment Budget Hearing.

3f. Establish an open computer lab on campus to provide students convenient access to computers and software to support their studies.

Physical space for an open student lab could not be located.

3g. Purchase and install the Enterprise edition of Blackboard 6.0.

Blackboard Enterprise Edition was purchased and implemented. Training was provided to faculty and a help desk is in place for faculty and students.

The Enterprise edition of Blackboard, version 6.3, was installed off-site to an Application Service Provider (ASP) for maximum availability and 24/7 support. This off-site system was operational for students during Fall Semester 2005. In addition, a remote HelpDesk was engaged to provide 24/7 support to students and faculty in the use of Blackboard.

All instructional classrooms currently assigned to be used by social and behavioral science faculty have been equipped with smart cart/computer technology. Taking steps to ensure faculty enhance instructional methods by increasing use of this technology.

3h. Implement Resource 25 which is an automated classroom scheduling system.

The Assistant Vice President of Instructional Operations and the Scheduling Coordinator attended a training session for implementing Resource 25. Information on campus spaces is being gathered and input into the system.

The R-25 hardware and software was installed Feb '05. The system is complete and ready for input, testing and full implementation by Instructional Operations.

Other Accomplishments for Goal #3:

Vocational Programs

The Electrical/Electronics program received a 10 station Computer Lab with an Instructional Computer. The computers are networked, have had instructional software installed, and have Internet capability.

Institutional Effectiveness Division

The Institutional Effectiveness Division began the process of converting its institutional effectiveness paper-based surveys to an online format for the convenience of the faculty and staff, as well as for improving the efficiency of compiling and reporting the results. The Faculty/Staff survey has been set up by the Institutional Researcher using the Opinio software and it is scheduled to be administered in April.

Small Business Center

Several hundred people used ONLINE REGISTRATION at www.cfcc.edu/sbc to sign up for Small Business Center classes. Online registration has enabled the SBC to increase student matriculation by 50+% when compared to previous academic year data. Enrollment is projected to be greater than 300% over the 2002-2003 academic year and the SBC is projecting to deliver seminars to over 900 students in the 2005-2006 academic year. (756 students were served as of 3/31/06)

Business Department

The accounting computer software applications course was updated to emphasize QuickBooks and Great Plains as requested by the Advisory Committee.

Three computer labs were upgraded with new computers and the printers in 4 labs were replaced. Also, new routers and switches were acquired for the networking lab to maintain currency with technology improvements.

Architectural Technology

The second year architectural students designed an alternate energy learning lab building to be built on the North Campus of CFCC. The 1200 sq. ft. building, coined by the students as the E.D.E.N Building, will feature examples of alternate energy uses and efficient construction techniques to conserve energy (EDEN = Engineering Department Energy Network).

Interior Design

A High Definition Television and a High Resolution Visual Presenter were added to the department in order to have accurate color presentations for design and also high resolution visuals for needed accuracy. This equipment has given the students much more validity and accuracy for learning and has proven invaluable in presentation of materials.

Instrumentation

The use of the Datatel Software System to acquire student records, advise students, and complete the registration process for Instrumentation students improved Advisor efficiency and effectiveness in the student / advisor interface.

The EET students have installed and programmed a telephone system in the Data Communications course. This system can be used in future labs to demonstrate phone systems and voice mail as it pertains to phone switches that are common to business and industry.

Chemical Technology

The Lead Instructor for Chemical Technology completed an *Introductory Biotechnology* course provided by a collaborative effort between the NCCCS office and the NC Biotechnology Center at the NC School of Science and Math. See also Goal #1 comments above.

The Radiologic Technology Program is converting to digital via a Computed Radiography Station made possible by a grant from the Cape Fear Hospital Foundation.

Goal #4 - Enhance the teaching and learning process through the provision of adequate, up-to-date equipment and learning resources that are accessible to users and in formats consistent with prevailing technologies suitable to the college's needs and goals.

4a. Receive and process \$2.5 million in new equipment and supplies for the new Applied Technologies Building.

The college utilized state, construction, and institutional funds to purchase equipment, and supplies and materials for the new facility. The \$2.5 million cost also includes the voice and data network and expansion of video on demand.

In addition to moving into the new North Campus facilities, we were able to purchase approximately \$100,000 worth of new equipment, tooling and material goods for the Machining Technology program that gave us the ability to enhance our teaching capabilities. This included a new computer numerical control (CNC) machining center complete with tooling, tool crib cabinets, a steel storage rack and a state of the art direct numerical control network system that aids in programming our 5 CNC machine tools. In addition to this, we were able to purchase 17 new computer workstations for our Machining Technology students.

4b. Improve students' library literacy skills through enhanced library instruction classes offered through the CFCC Learning Resources Center.

The LRC has developed and implemented an evaluation instrument to be used with all library instruction classes. The data will be used to improve our teaching techniques and course content.

4c. Market the CFCC library collection and library services to students, faculty, staff and the community.

The LRC has promoted the library collection and services in the following ways: distributed bookmarks during fall registration; promoted LRC events through flyers, Campus Cruiser, and email; events highlighted on WHQR and in the Star News; held very successful One Book, One Community event; promoted LRC resources through bulletin board displays; hosted LRC Open Houses in December 2005 and April 2006.

4d. Improve the quality and consistency of delivering reference services to patrons.

The LRC is currently administering the LibQUAL+ service quality survey to identify areas where services can be improved to meet customer expectations.

The LRC reorganized by combining the Reference and Circulation service areas into a merged Public Services unit with a goal of improving services to our users. Librarians are now scheduled at both the Reference Desk and the Circulation Desk during peak times. This reduces the amount of time spent by patrons walking back and forth between service desks and puts an "expert" at a common point of questioning.

4e. Foster a positive public image of the Learning Resources Center through the provision of in-service training for students, faculty and staff.

The LRC hosted a 2-hour workshop for Basic Skills instructors on March 24th. Numerous Basic Skills staff and faculty attended. The LRC is no longer hosting technology-related workshops on the TTC due to the lack of funding.

4f. Expand the Video-on-Demand System at the North Campus to include the Applied Technologies Building.

Video-on-Demand system was operational for first day of class, fall 2005.

4g. Utilize the CFCC television studio to increase the number of feature programs presented on The Learning Channel promoting the college.

The following programming from the TV Studio supported the curriculum:
Cooking on the Cape shows highlights of our culinary program and its original programming; Forums were broadcast in November and December on "Education" and "On Belief" with the participation of CFCC faculty; the "One Book, One Community" forum featured several of our faculty.

Recent projects that are not directly related to instruction but do promote the College include:
PPD/BIG Center promotional video;
Highlight tapes for CFCC athletes seeking university scholarships;
Music CD of bands featured on TLN to be used as a disaster relief fundraiser;
"15 Passenger Van" training video;
Small Business Center commercial;
Sea Devil TV commercial.

The panel discussion titled "On Belief" was originally filmed in the television studio by Kelly Allen, Communication Instructor, on November 2, 2005. Panel members from the Humanities/Fine Arts Department included the following: Frank Carter, David Fourqurean, and Robert Sutton. The show's moderator, Jason McCoy, and four panel experts explored the relationships between scientific methodology and religious beliefs. The Learning Network (Channel 5) has aired this program at least five times. Disc versions have also been available to some on-campus clubs. CFCC's Salt-n-Light Club showed the program in one of its meetings and used it as a discussion starter for issues involving religious belief.

4h. Provide library, media and technology services to the students, faculty and staff at the North Campus.

We currently provide a full range of library and media services at the North Campus. A properly credentialed librarian is on duty all hours that the North Campus LRC is open.

4i. Expand the book, periodical, microforms and electronic collections to support all programs located in the new Applied Technologies Building.

Serials, books, microforms, AV items, and databases supporting programs at the North

Campus have been relocated to the North Campus LRC.

Other Accomplishments for Goal #4:

English Department

The English Department further developed the Blackboard site. This site has online idea books for each of the Department's subject areas (developmental, composition, literature, and creative writing). There are also discussion boards for instructors to share ideas and concerns. This site is a venue for interdepartmental communication and support, and can be accessed by all part-time faculty, unlike the shared drive.

Vocational Department

The Electrical/Electronics Technology program added new instructional equipment with the following capabilities:

Residential Trainers Networked

ii. Instructional Software (Industry Specific)

iii. PLC Trainers

Motor Control Trainers

Electronic Systems Trainers

Small Business Center

A Pender County SBC Resource Area was created at the Burgaw Center to support the Pender Economic Development Association's outreach efforts and provide small business counseling to the area. The SBC Computer was outfitted with QuickBooks SimpleStart, Business Plan Pro and several books were added to the library.

Counseling clients continue to utilize the SBC Resource Library in the downtown Wilmington office to create postcards, PowerPoint presentations, convert their documents into PDF files, and write business plans. Over 60 business counseling clients have been served as of 3/31/2006.

Instructional Operations

A 24/7 HelpDesk is now available for Blackboard students/faculty.

Learning Resources Center

The online check-in of serials for the Wilmington Campus in the Horizon library system was implemented in fall 2005.

The Dewey book collection reclassification into the Library of Congress collection was completed during 2006.

The LRC purchased and installed two iideoEye magnifying closed circuit televisions at the North Campus.

Equipment was purchased and installed (LCD projectors, podiums, computers, DVD players, and VCRs) to enhance instruction and existing technology in 17 classrooms at the Wilmington Campus.

The LRC webpages were redesigned to improve usability.

Pharmacy Technology

The hardware and software updates were completed for the QS/1 Data Systems Pharmacy Practice system. Updated modules were utilized in classroom and laboratory activities to provide hands-on training in community and institutional pharmacy settings.

Sonography Program

Equipment acquisitions have increased the number of machines in the Sonography Lab from three to five, allowing students more hands-on scanning time in the laboratory sessions.

Equipment purchases:

- GE Ultrasound system: Perkins Equipment
- MedSim Ultrasound Simulator Software added to expand students learning in laboratory.

Equipment donations:

- Acuson Aspen Ultrasound system – Seimens Medical
- Patient stretcher – Wake Radiology Diagnostic Imaging
- Film viewer with multiple panels – Wake Radiology Diagnostic Imaging

Information Technology Services

- The telephone registration system is operational on Colleague with our first successful registration in Spring '06.
- The Colleague information system, WebAdvisor, was successfully integrated with the current CampusCruiser Web portal giving easy access to services and information pertinent to students, faculty and staff.
- WebAdvisor services now accessible are:
 - AR/CR Account Summary live for students
 - Student Profiles live
 - Student Schedule
 - Transcript Viewing Live
 - HR Position Information Live
 - HR Leave Balances Live
 - HR Total Compensation Statement
 - Faculty Grading done Live with sample of Faculty for 2005FA term
- CFCC has been asked to participate in the Statewide R18 Colleague Implementation Taskforce providing leadership in the implementation of the next version of Colleague.
- IT created a large hyperlinked product for the SACS reaffirmation document, which was then produced as a self-contained, interactive CD and subsequently into a website.
- Integrated CampusCruiser and Datatel Colleague, so that user accounts, classes, and enrollments are automatically populated in CampusCruiser.
- Integrated Blackboard and Datatel Colleague, so that user accounts and enrollments are automatically populated in Blackboard.
- Wrote a Snapshot Controller product for use with Blackboard integration, saving the college about \$50,000 (Based on a quote from Blackboard Inc. to Davidson County CC for the same service.)
- Coordinated the implementation of Blackboard conversion from Basic edition to Enterprise, from v6.1 to v6.3, and from local hosting to ASP hosting.
- Continued to provide support for Blackboard to faculty and support for CampusCruiser to faculty and students

- Worked with EMT Coordinator, Child Care Center Director, TV Studio, and Basic Skills staff to produce web pages for these programs.
- Evaluated and installed web-based survey software.
- Enabled 21 additional college faculty and staff to maintain their own website with Macromedia Contribute, further distributing the tasks of webpage maintenance.
- Enabled Personnel to upload organization charts to the intranet via a custom, web form.
- Contracted with Presidium Learning to provide 24x7 phone, email, and web support for students using Blackboard.
- Created early warning system to monitor Internet “Blacklist” enabling IT staff to take quick and corrective action.
- Central Stores web-based inventory system installed, configured, and in testing with nearing completion.
- Completed Student VLANs project which isolates network traffic allowing faster access for all student computers.
- Completed Administrative VLAN project in G and A buildings which isolates traffic and speeds network access for personnel in those buildings.
- Network monitoring system installed to determine network and server health in order to notify personnel and locate troubles quickly.
- Created Student Kiosks with customized software to allow students to access and print their schedules along with many other Campus Cruiser features.
- All NetWare Servers are loaded with the latest operating systems and patch levels.
- Moved Fire Training Lab to the North Campus, moved Truck Driving computers to North Campus, and disassembled/re-deployed computers from Hampstead campus.
- The HelpDesk logged 2,067 calls from January 05 thru Dec 05 with an additional 2,000 minor calls resolved without a technician being dispatched.
- New Computers installed: 673 (450 at Applied Technologies Building prior to Fall Semester and 223 computers installed elsewhere after the school year started)
- Computers “rolled down” as a result of replacements: 91
- Computers moved to date: 34
- Total computers “touched” by IT Services: 798 (not including disposals) so far this year.
- New Printers installed: 62 (50 at Applied Technologies building and 12 elsewhere)

Purchasing and Inventory

Dr. McKeithan’s decision to lower the gross margin to 15% on all new textbooks demonstrates the College’s determination to provide the best deal to students.

Electronic Article Surveillance Systems have been installed in both campus bookstores. These systems are designed to strengthen internal control of bookstore inventory by reducing “shrinkage” caused by theft.

Bookstore marketing and merchandising have been improved to attract more customers and increase sales. Bookstore personnel sell CFCC Spirit Products at home basketball games and pep rallies. The CFCC Bookstore now carries more CFCC fashion clothing. Both campus bookstores now offer gift cards to students and parents to simplify purchasing books and supplies. Other new services include postage stamps and discounted movie tickets. More items are available for online sale via the enhanced bookstore website. Bookstore staff created a graduation catalog featuring CFCC memorabilia. A “Customer Service Desk” is set up during peak periods to

reduce time students spend standing in line. Total bookstore sales are up 8.8% this fiscal year to date.

Interior Design

A Book Reference Room has been developed and will be enlarged to house current writing and reference materials for students. Presently there is an extensive of periodicals kept as reference and the addition of more current reference books are important in educating students about current design projects and product information.

The Resource Room was redesigned for the move to house all the products that are ever changing and offering the students the best in current products for their educational process. The new professional hanging system has made the workroom efficient and a showplace for the products available in design.

Fabric resource samples, furniture catalogues and product information is constantly being procured for student use from many vendors. Some materials are donated and others must be purchased. The local design community is very supportive in assisting in this area.

A Film Library was developed to enhance the curriculum. The films include technical films and also a collection of movies that reflect period designs so that students can see the actual furniture in a living situation.

A Lighting Lab is underway with a complete array of design possibilities and applications. This lab is available from donations from Coastal Lighting and Bob Cooper Lighting, who have graciously contributed to this project for our students.

A Window Treatment Lab is underway and will be completed in the spring. It will give students an opportunity to see all the latest window covering and hardware operation. This product line was donated by Levelor Blinds and Kirsch Drapery Hardware to help educate our students in their products and to show the working operation of each type of treatment.

A Vignette Design Lab is in the beginning stage of development. It will be a hands-on design center utilized for experimentation by students in which they practice the application of design elements through the development of design vignettes. We are in the process of working with the Foundation to solicit donations from patrons to enlarge this part of the curriculum.

Mechanical Engineering Technology

The Mechanical Engineering Technology program was able to make equipment purchases that allowed us to replace old and worn equipment. This equipment includes a metal lathe, mill, and bandsaw. In addition to the ability to create more precise parts, the new equipment is safer and easier to use, which will improve the students experience during projects.

Instrumentation

There is absolutely no question that the vastly improved facilities resulting from the move to the new Applied Technologies Building have had a tremendous positive effect on both students' learning and faculty's teaching environment.

Chemical Technology

The Chemical Technology program received a BioNetworks grant in the amount of \$42,000+ to add new biotech laboratory exercises to the CTC 230-Organic Chemistry III course. Gel electrophoresis and PCR equipment was purchased with the grant and the Spring 2005 graduates were able to perform these new lab exercises prior to graduation.

Goals #5 - Provide increased access to educational opportunities through distance learning.

5a. Increase the number and selection of distance learning courses so more students have opportunities to complete their degree online.

Distance Learning courses increased by approximately 9% from 59 different courses with 88 sections in Spring 2005 to 64 different courses with 94 sections in Spring 2006.

Enrollment in Distance Learning courses increased by approx. 10% from 6,649 in Spring 2005 to 6,787 in Spring 2006.

Criminal Justice and Paralegal continue to offer an expanded number of on-line classes. During the Fall semester Criminal Justice offered 3 classes and Paralegal offered 2. During the Spring semester Criminal Justice is offering 5 sections of 3 classes, while Paralegal is offering 3 on-line classes. The greatest challenge to offering On-line classes is securing qualified faculty.

5b. Develop the curriculum to offer English as a Second Language as an on-line course.

This goal has not yet been addressed, but may be revisited in the future.

5c. Offer one or more distance learning courses to high school students through the Huskins program.

The Huskins Coordinator and Department Chairs are working to select at least one online course for Huskins students. The projected delivery date of this online course is fall 2007. In spring, two Huskins students in the Allied Health Academy enrolled in an online English course taught by the Huskins Coordinator.

5d. Increase the number of hybrid course offerings which have both classroom and distance learning components.

Hybrid courses increased from 6 courses with 6 sections in Spring 2005 to 7 hybrid courses with 12 sections in Spring 2006.

5e. Offer the college's first Associate in Arts online degree program beginning fall semester 2006 and six months prior to the start, submit a Substantive Change Prospectus to the Southern Association of Colleges and Schools, Commission on Colleges, to receive their approval for this change.

The Substantive Change request was mailed to the Commission on Colleges of the Southern Association of Colleges and Schools in March 2006. Upon approval all courses are in place to begin offering an AA in the General Studies degree as of Fall 2006.

5f. Prepare procedural guidelines to comply with the Best Practices for Distance Learning document adopted by the Southern Association of Colleges and Schools (SACS), Commission on Colleges, in preparation for the college's review and reaffirmation of accreditation status with SACS.

A Distance Learning Committee has been created which will assess and modify DL policies and procedures in light of SACS Best Practices for Electronically Delivered Programs document. The current DL procedures are posted on the CFCC Intranet.

5g. Migrate all distance learning courses to the Blackboard course management system.

All courses have been migrated from the Blackboard 6.3 Basic edition to the Enterprise edition.

5f. Restructure all curriculum telecourses to become online courses.

The number of telecourses has steadily decreased from 5 in Spring 05 to only 3 courses in Fall 2006. Courses that were formerly offered as telecourses are now offered online instead.

Other Accomplishments for Goal #5:

Developed and offered a hybrid English 114: Professional Research and Report Writing (Linda Eicken developed the course).

Increased the number of distance learning offerings in Social Sciences from 12 sections (fall 2005) to 19 sections (fall 2006).

Instructional Operations

New survey software (Opinio) was acquired and used to administer the Student Course Evaluations online beginning in the Fall Semester, 2005.

A template of the Distance Learning Contingency Plan was provided to faculty and is posted on the Intranet.

Distance Learning as well as on-campus students participated in a pilot study for the Information and Communication Technology (ICT) Literacy Assessment for Educational Testing Service (ETS). This was coordinated and administered by Patrick Pittman through the Testing Center.

Business Department

Efforts are being made to create and implement an online medical terminology course. Different textbooks with Blackboard software have been used and/or reviewed in an effort to select what best benefits the student. A pilot project using Blackboard as the vehicle for testing in MED 121 was successfully implemented in the fall semester of 2005.

Continuing Education

The Basic Skills Department is now offering online courses, which opens another avenue of learning to our students and the community.

Learning Resource Center

The LRC redesigned its web pages to improve usability for distance learning students, including making the Library Card application form available online.

Goal #6 - Strengthen partnerships with business and industry, public schools, universities and others that are mutually beneficial and that maximize resources in meeting the educational needs of the service area.

6a. In partnership with the Pender County and New Hanover County school systems, increase the number of Huskins program courses offered in the high schools, create an Allied Health Academy for high school students by fall 2005, offer Cosmetology at Pender High School fall semester 2005 and create an Early College for Pender County students to be offered at the Burgaw Center starting fall semester 2006.

- ◆ Increase Huskins offerings:

The Counseling Department and Huskins Coordinator increased Huskins enrollment through recruitment efforts in local high schools and various community events. The number of Huskins sections for Fall Semester, 2005 was 43, representing a .5% increase from the 41 sections offered in Fall Semester, 2004; however, fall student enrollments in Huskins sections revealed a 463 unduplicated headcount, representing a 21.5% increase over the 381 students enrolled in fall 2004 Huskins sections.

The number of Huskins sections for Spring Semester, 2006 was 42, representing a 17.6% decrease from the 51 sections offered in Spring Semester, 2005; however, spring student enrollment in Huskins sections revealed a 403 unduplicated headcount, representing a 20.3% increase over the 335 students enrolled in Spring 2005 Huskins sections.

- ◆ Create an Allied Health Academy:

The Allied Health Academy began in Fall Semester, 2005 with a total of four students for each semester. Recruitment for student enrollment in the 2006-2007 Allied Health Academy began in January 2006.

- ◆ Offer Cosmetology at Pender High School:

Cosmetology 111 and 112 were offered at Pender High School during fall and spring. In addition to COS 111/112, Huskins sections of Cosmetology 121 and 122 (Manicuring Technology I and II) will be offered at the Burgaw Center in 2006-07.

- ◆ Create an Early College High School in Pender County:

The Assistant Vice President of Instructional Operations worked closely with the principal of the Pender Early College High School to create and implement an early college that will open at the Burgaw Center in fall 2006. In December 2005, the Assistant Vice President of Instructional Operations and the Pender Early College High School

Principal visited LaGuardia Community College to study successful early college high schools.

The BUS 125 Personal Finance course was taught through the Huskins program at Topsail High School in Fall 2005.

Through the Huskins program the first semester of cosmetology is offered in Pender County at Pender High School and for New Hanover County at our facility on Third Street. Beginning in Fall Semester, 2006, the offering will expand to include manicuring technology at the Burgaw campus and at the CFCC campus.

6b. Through the CFCC Small Business Center, serve a greater number of local small business owners and entrepreneurs by increasing attendance in SBC classes and counseling sessions, by enhancing the rate of small business start-ups and by increasing the number of partnerships with Pender County businesses in response to the rapid growth in that area.

The SBC Coordinator co-chaired the Partners for Economic Inclusion Conference. This is a reflection of continued partnerships with PEI, UNCW SBTDC, N.C. Biotechnology Center, NC BioBusiness Center, Wilmington Downtown, PEDDA, etc.

The SBC experienced a 196% growth over 2004 from customers seeking counseling to start a small business. Additionally, the Small Business Center is on pace to serve over 900 customers for 2005-2006.

6c. Broaden the continuing education department's industrial client base by increasing partnerships with area industries and providing training that will help them remain competitive and economically stable.

A NOW Grant was awarded to the Small Business Center in the amount of \$6,250.00. This is the second year the grant has been awarded to the SBC Center, the grant focuses on assisting dislocated Workers with starting businesses.

Training for Verizon employees on different business topics continue for the third straight year. The training is made possible through the New and Expanding Training (NEIT) Project.

6d. In an effort to support CFCC student success after transfer to the University of North Carolina at Wilmington (UNCW), partner with UNCW to acquire data on the major programs of study pursued by CFCC transfers so CFCC can identify and offer required pre-major and general education core courses compatible with those in the UNCW curriculum.

The Dean of Arts and Sciences requested from UNCW a list of the ten most popular majors pursued by CFCC transfers and the number of students enrolled in each for the 2005-2006 academic year. With the assistance of UNCW officials, Paula Barfoot, Registrar, and Christopher Wrede, Computer Production Specialist, the following information was provided: (The top 11 majors were provided because there was a tie. For certain majors, a student must complete a pre-program of the core requirements before they are admitted into the major; therefore, pre- majors and majors have been grouped together below.)

Students Major

- 32 Business
- 9 Elementary Education
- 8 Psychology
- 7 Communication Studies
- 5 Studio Art
- 5 History
- 5 Political Science
- 4 Chemistry
- 4 English
- 4 Biology
- 4 Social Work

CFCC used these results to identify a program of study we are currently not offering, a premajor in Business Administration, and implement the program in fall 2006 in order to meet the need of those students planning to transfer to UNCW in Business Administration.

6e. Form a General Education Assessment Committee to unify efforts and improve the assessment of the general education core competencies campus-wide.

An ad hoc General Education Assessment Council was formed in July 2005, consisting of members from the following areas of the college: Student Development, Business Department, Arts and Sciences, Distance Learning, and the QEP Team. Minutes of the meetings have been placed on the CFCC Intranet. This team's work is documented in Section 3.5.1 of the SACS Compliance Document, which is on the Internet. To date, the college has identified six core competencies and uses rubrics or common finals to assess these competencies. Future competencies will include critical thinking, service learning, and global education awareness.

6f. Provide additional teacher recertification courses for the Pender County and the New Hanover County public, private, and home-school teachers.

Short Course Offering Topics that are offered for Public School teachers for certification and re-certification purposes were increased from 9 to 13.

Substitutes-Effective Teacher Training course sections were increased from 6 per year to 8 per year during 2005/2006. The course is required for all teachers in N.C., and all Subs in N.H., Brunswick, Onslow, and Duplin counties. All the sections were filled and due to our increased course availability we are attracting (without recruitment) teachers from several counties in southeastern N.C...

Three new multi-sensory short courses were designed for teachers and paraprofessionals in Pender and New Hanover. Partnerships were created for regular semester instructional design courses for teachers and paraprofessionals with the Greek Community (Saint Nicholas Church and School) and the CFCC Marine Science Department.

Spanish classes were increased from 3 to 6 and were marketed and delivered to educators and paraprofessionals. Three classes at the North Campus continued, and we added short courses at Head Start and College Park Elementary, and Rachel Freeman Elementary, Burgaw Campus

6g. Restructure the “Rising to Success Class” continuing education course for the Department of Social Services to better serve the employment training needs of their clientele.

The HRD program offers a “Rising to Success” class to DSS participants that include employability skills, life skills and basic computer skills to make the students more employable. During the 2005-06 year a customer service training component was added so the students will have an identifiable skill to present to an employer. In addition, in partnership with DSS, HRD also added a “Career Success” class. This class is designed for students who are ready to join the job market. Within this class students meet, and are interviewed by, potential employers. The class focuses on job retention, the work ethic and leaving a job in a professional manner. At this time, we do not have statistics to determine the success of our classes but a stronger relationship with DSS has been forged with their caseworkers taking a very active part in the classes. Also, the “Career Success” class, which began in February, had an enrollment of 17 students making it one of the largest DSS classes.

6h. Begin offering continuous day and evening computer classes to Career Start participants to provide greater scheduling flexibility to class participants.

HRD offers a Career Start program for Food Stamp participants, many of whom are interested in continuing their training but have a very short span of time in which to do so. Therefore, HRD began offering continuous day and evening computer classes so a student wishing to further their education will not miss the opportunity. HRD has offered six morning computer classes through the end of March with 75 students registered, and six evening classes with 62 students registered. They both continue to be attended by the general public, Career Start participants and participants from other agencies such as Vocational Rehabilitation and DSS. The classes continue to be a success for HRD.

6i. Offer two sets of classes for the “Farmers Adopting Computer Training” (FACT) program to improve accounting skills of the farmers located in Pender County.

The HRD program in partnership with NC State University A&T State University Cooperative Extension program began offering a FACT program that educates small farmers on the ability to maintain accurate farm business records through the use of a series of computer classes. Upon completion of the program the farmers are given the use of a computer and appropriate software for their business needs through A&T State University Cooperative Extension program. The HRD program graduated its first FACT class in the summer of 2005 with 10 graduates, followed by the second class in the fall of 06 with seven graduates.

6j. Develop workplace Adult Basic Education and GED classes to provide the New Hanover County and Pender County workforce a more convenient means to receive literacy training and improve their career opportunities.

We do not currently offer ABE or GED classes at worksites. This goal may be reconsidered in the future.

Other Accomplishments for Goal #6:

Arts and Sciences

Work with UNCW and other education providers in the establishment of a Lateral Entry program to provide the surrounding community another venue for qualified applicants to achieve teaching licensure.

Small Business Center

Strengthened Partnerships by co-planning a Biotechnology Breakfast Seminar Series (BioBreakfast.Com). This reflects continued partnering with UNCW SBTDC, NC Biotechnology Center, NC BioBusiness Center, and Wilmington Downtown.

A stronger Pender county presence was created by running two successful seminars in partnership with the Topsail Chamber of Commerce with a total of over 45 attendees, running an NC-REAL How to Start a Business OE course at the Burgaw center and delivering a “How to Start a Small Business” seminar to inmates at the Pender Correctional Institute.

Instructional Operations

Cape Fear Community College and Pender County Schools received a *Learn and Earn* grant to provide the Pender Early College High School effective fall 2006.

Cape Fear Community College and New Hanover County Schools have agreed to work together to offer an early college high school effective fall 2007.

Marine Technology

Assistance via the R/V MARTECH was provided to the North Carolina Underwater Archeology Program during the excavation of the Queen Anne’s Revenge off Beaufort, NC. The MARTECH was vital in providing diver support, retrieving cannons and other archeological artifacts.

Free individual trips aboard the R/V MARTECH are provided to local area high schools. Trips are for biology classes and are accompanied by MT faculty for biological sampling and water quality analysis.

The College was contracted by UNC-Wilmington and Coastal Ocean Research and Monitoring Program (CORMP) to deploy instrumentation off the Ocean Crest Pier, Oak Island, NC. The R/V MARTECH was used for the deployment and carried two Marine Technology students to provide support.

The college was contracted by UNC-Wilmington, Marine Quest, to provide ship support for a summer science camp. The R/V MARTECH was used as a platform with MT faculty to assist in biological sampling and water quality analysis.

The college was contracted by Piedmont Environmental, to provide ship support for an environmental science club. The R/V MARTECH was used as a platform with MT faculty and MT students to assist in biological sampling and water quality analysis.

Business Department

The Medical Transcriptionists Class of 2005 organized the program's first Meet and Greet networking meeting for Wilmington area medical professionals. The purpose of this annual meeting is to strengthen the relationships between those in the same or similar profession and to create a venue for these professionals to meet locally. This is also an excellent opportunity to meet the needs of the community when there is a shortage of Medical Transcriptionists or Medical Coders in the workplace.

Chemical Technology

The Chemical Technology faculty members continue to maintain a strong working relationship with chemical industries and laboratory facilities throughout NC. A local laboratory donated a Variable-Wavelength Liquid Chromatograph. Prior to this donation, we only had fixed-wavelength liquid chromatographs. The variable-wavelength instrument greatly increases the number of pharmaceuticals which can be analyzed by the students during their tenure at CFCC. This instrument also means that a pharmaceutical with more than one active ingredient can be analyzed for all active ingredients during the same LC run. An Atomic Absorption spectrophotometer was also donated to the program by one of the local laboratories, increasing our total of Atomic Absorption /Atomic Emission equipment to four instruments. We are also working with ECU and CCU on potential transfer agreements so that graduates of the program could begin as juniors at these universities as they continue their education to complete a BA or BS degree.

Continuing Education

The Wilmington Housing Authority and the GED program are co-sponsoring Basic Skill Classes for Youth Build participants.

The Continuing Education Public Health and Safety Division provided new state-mandated training for law enforcement officers through partnerships with local and state law enforcement agencies. Mandated training became effective on January 1, 2005 and is required by the NC Criminal Justice Education and Training Standards Commission and the Sheriff's Standards Commission. Each officer is required to complete 24 hours of this training per year.

Learning Resource Center

The CFCC Library partnered with the UNC-W and New Hanover County Public libraries to jointly sponsor the "One Book One Community" project which organized programs at all three library locations, plus the New Hanover High School Lyceum Academy, St. Luke African Methodist Episcopal Zion Church, and area bookstores. Library personnel secured a mini-grant from the CFCC Foundation to support "One Book One Community" activities. The three libraries also co-sponsored the annual Cape Fear Crime Festival literary conference in November of 2005.

Architectural Technology

Architectural Club members participate in the Wilmington Home Exposition hosted by the Home Builders Association and participate in the Habitat for Humanity Community Build program hosted by Habitat for Humanity.

First year architectural students receive recognition and a certificate of appreciation from the Wilmington Historic Preservation Commission for the initiation and completion of an

architectural survey of roof forms and materials in the historic district. Over 1400 homes were surveyed and classified.

Machining Technology

Since August of 2005, MT has been working extensively with Victaulic of America in training their personnel in various aspects of Machining Technology. By the end of April 2006, we will have conducted 90 hours of training for them in Blueprint Reading, Shop Math, Machine Shop applications and CNC programming and operations.

A 24-hour training class for Corning, Inc was conducted this year. This class covered the operational processes of Mastercam version "X" computer aided manufacturing software.

During the Fall Semester 2005, MT established a presence on the Topsail High School campus with the implementation of on campus Huskins classes in blueprint reading and computer aided manufacturing. This included purchasing a CNC Milling Machine and 15 seats of Mastercam computer aided manufacturing software. We currently teach these classes each fall and spring semester.

During Fall Semester 2005 we offered a CAD/CAM class targeted at local industry. This class introduced local shop owners and their employees to Mastercam CAD/CAM software.

Computer Engineering Technology

CET has been working closely with UNCW's department of Computer Science during two years as grant partners. Two students have been employed and have set up a grid, a website and provided documentation.

Mechanical Engineering Technology

During 2005 the Lead Instructor of the Mechanical Engineering Technology program conducted over 80 hours of instruction for Corning, Inc. and over 48 hours of instruction for Container Products Corporation in the use of a 3D modeling program, Autodesk Inventor.

In addition, in the Jig and Fixture Design class (DFT 231) the students have been working with Chloride Systems in the design of jigs. This gives the students real world design experience and exposure to Chloride's detail drawings.

Throughout 2005 the Mechanical Engineering Technology program has worked with local companies towards the creation of rapid prototype models. The list of companies includes Corning, Inc., Fenner Drives, Interroll, Flow Sciences, and TAG Enterprises.

Instrumentation

The industrial partnership base was strengthened by completely reorganizing the Instrumentation Advisory Committee in fall 2006.

English Department

The English Department hosted the North Carolina Association for Developmental Education (NCADE) Eastern Region Conference on April 7, 2006. The conference theme was "An Artful Pedagogy," and the conference was held in the McKeithan Center on the North Campus. There

were approximately 100 people in attendance representing twenty four of the community colleges in the eastern region.

Foundation

The CFCC Foundation Board hosted with UNCW Seahawk Club the first fundraiser for Athletic Scholarships.

Hotel & Restaurant Management

HRM Lead Instructor Diane Withrow (and CUL Instructor Chef Marilyn Lowers) provided consulting for the Good Shepherd House Board regarding Soup Kitchen layout and design. Diane Withrow assists the March of Dime Board with planning for the annual Chef' s Auction fundraiser. Diane Withrow has just been named to sit on the North Carolina Restaurant Association Foundation Board, representing the community colleges. While it is at the state level, a representative of a group of local restaurants; Atlantic Quest, Becky Daniels, also sits on the same board.

Goal #7 - Provide a comprehensive program of student development services that assist students in achieving their goals including appropriate placement in courses and curricula, financial assistance, counseling and advisement, career guidance, and student activities and athletics.

7a. Serve students in a positive, customer-oriented atmosphere by providing customer service training workshops to the student development support staff and implement a program to recognize excellent customer service in the department.

Provided a customer service workshop on campus for all Student Development staff to strengthen and improve the quality of assistance provided to the students and staff. Implemented a team building system whereby staff members receive recognition awards from fellow Student Development staff members for providing notable customer service activities .

Student Development staff is in the planning stages for student use of the system through Web Advisor.

Student files and hard copy transcripts are being indexed and scanned into the MatrixImaging system. Due to the volume of records, completion of this project will likely require another six months. Completion of this task will allow access of records from multiple locations.

7b. More effectively manage student tours at the Wilmington Campus and the North Campus by designing and implementing an online campus visitation schedule for prospective students and utilizing the CFCC student Ambassadors as guides.

Student Development implemented an online campus visitation schedule and reservation request for campus tours of the Wilmington and North Campuses utilizing the College ambassadors as tour guides.

7c. Explore the need for establishing a Comprehensive Assessment Center on campus for the purpose of administering certification examinations required for employment to CFCC students enrolled in twenty (20) different college programs.

A survey was administered to the technical and vocational programs to identify programs at CFCC that require certification exams. Following a positive survey response, staffing and a location for the center was investigated. A budget proposal has been submitted for part-time staff at the center which, if approved, will be located at the North Campus.

7d. Train college staff to use the new Datatel Career Planning & Placement Enhancement software to improve career and job placement services for students. .

NCCCS Planning & Placement Enhancement software training was postponed; therefore, this priority was not accomplished and will be carried forward to 2006-2007.

7e. Begin conducting student financial aid workshops each semester to improve customer service and increase students' understanding of financial aid policies and procedures.

Student workshops were conducted during the fall and spring semesters by the Financial Aid/Veterans Services staff at both the downtown and North campus to increase students' knowledge of policies and procedures and to improve customer service.

7f. Improve communication with student Veterans by creating a more positive atmosphere of customer service, providing written information to Veterans regarding their benefits and making timely payment of benefits to Veterans.

A handout was created for our student Veterans with information regarding their benefits from the Federal Veterans Administration, and steps on receiving those benefits in a timely manner. The handout includes information regarding the role of the student and the role of CFCC Veteran's Services Office.

7g. Improve the advising process for distance learners through the creation of an online advising link from the counseling website and implementing ReadyMind techniques to help retain distance learners.

The Counseling staff created a "web advising" site to provide counseling services to Distance Learners http://cfcc.edu/admissions/online_counseling.html and are currently using ReadyMind techniques while counseling Distance Learners.

7h. Increase participation in student activities at the North Campus and add new events to the activity calendar to enrich students' college experiences.

Events/Workshops offered at North Campus

1st annual Parents' Night provided opportunities for parents to talk with administrators, program instructors, tour the Applied Technologies Building and gather information from a representative from the College Foundation of NC.

11 Student Success Workshops: 5 in fall 2005 (Study Skills, Leadership Skills, Sexual Assault Prevention, Financial Aid, and Job Hunting Skills) and 6 in spring 2006 (Sexual Assault Prevention, Study Skills, Advising – The Student’s Role, Financial Aid, Job Hunting Skills and Residency Issues).

10/17/05 Substance Abuse/Addiction Information given out by Coastal Horizons during National Collegiate Alcohol Awareness Week.

10/12/05 Get Carded Program by Rape Crisis Center – gave out information on how to reduce the risk of being sexually assaulted, what to do if you are sexually assaulted, and tips for men.

7i. Develop an athletic academic support program to improve athlete retention, team grade point averages and graduation rates.

Study halls and periodic grade checks have been implemented in each individual sport program. Research is being done to identify better ways to serve our athletes for improved academic success.

7j. Develop and implement a comprehensive early warning system to identify and provide counseling services to students experiencing academic difficulty.

The Counseling staff implemented a pilot program, (Starting Early Ensures Academic Success – SEEAS), during spring 2005 to provide one-on-one counseling and intervention tactics for students who were placed on academic warning for the first time; this is an on-going project.

Other Accomplishments for Goal #7:

English Department

The English faculty coordinated and celebrated Poetry Week (April 10-14) at CFCC as part of the larger celebration of National Poetry Month by designing and distributing poetry bookmarks and making poems accessible to students, faculty, and staff alike.

The English Department sponsors and advises A.W.A.R.E (A Readers’ and Writers’ Experiment), an official school club sanctioned by the SGA and bound by CFCC’s institutional guidelines.

CFCC’s literary and arts magazine, *Portals*, was published for the third year. The English Department received funding from the Foundation, the Arts and Sciences Division, and the SGA to publish a literary and arts magazine. There will be an official unveiling of the magazine on April 12 in Tabitha’s Courtyard and at Divano’s.

Vocational Department

Seven students were placed into local welding jobs, and assisted in two more out-of-state positions. Also, one student from the 04-05 year passed his Nuclear Welding Certification at Progress Energy (Southport).

Marine Technology

The Marine Technology website (http://cfcc.edu/programs/mar_tech/) was redesigned and launched to aid in new student recruitment.

Seven Marine Technology students were awarded \$5,000 for academic excellence from department endowed scholarships.

Business Department

Using a template from the Math and Sciences department, a form was created for the Business Department faculty to document incidents of student conduct infractions.

Student Development

The migration from the IIPS system to the Colleague system, including the conversion of 75,000+ records from IIPS to Colleague, was successfully completed.

New transcript and grade report forms were designed and implemented for use with the new system.

A whole new process for registering students on registration days was planned, organized and implemented.

The Registrar was invited to serve on the statewide Student Review and Degree Audit teams.

A new telephone registration system was tested and implemented, which gives students the opportunity to register without traveling to campus or stand in long lines.

The task of scanning old files and hard copy transcripts continues to progress.

Testing Services administered over 3,110 Accuplacer tests this past year on the Wilmington, Burgaw, and North Campuses as well as 8 high schools in New Hanover and Pender Counties.

Testing Services administered 327 PSB tests for admission to various Health Science programs.

GED testing was offered a total of 31 times on campus and at the local prisons. GED testing was also expanded to include the New Hanover County Jail. Thus far, 280 students have taken the GED tests this year.

Career & Testing Services served over 600 students this past year.

CFCC Student Development staff proctored testing for over 50 students from other colleges and universities.

A workshop was provided for New Hanover and Pender County school counselors on the use of the Accuplacer for VoCATS testing.

All assignments for the SACS Compliance document were completed.

A Drug Information Session was provided for faculty and staff.

Workshops on substance abuse and addiction were provided for Culinary Co-op students.

A CFCC Student Day Planner for 2nd year was published.

Informational material offered to students on substance abuse/addiction awareness and prevention was increased in response to reports of increased drug abuse in our state.

Informational materials were provided to students, faculty and staff on smoking cessation and the dangers of smoking.

The Counseling staff was trained on the new computer software, (Colleague), which is now used in awarding transfer work and non-course credits.

A new document imaging workflow (Matrix) was implemented, which enables Counseling staff to process documents more efficiently and accurately. The staff was trained to use the new system.

A new Health Science Admission Processing Lifecycle was implemented to assist in the monitoring and reviewing of applicants to the Health Sciences Programs.

A mid-year Registration Center was established and facilitated for the purpose of allowing students to register one-on-one with an academic advisor; this allowed for the assistance of more than 1,000 students in two weeks.

New assistive technology equipment was acquired to accommodate students with disabilities: Victor Reader Vibe CD book reader and a CD burner for converting e-text books on to CDs.

Accommodated testing for students outside the classroom was increased by 50%, averaging 20 testing sessions per month.

312 students with special needs were accommodated in fall 2005 and 267 students in spring 2006.

Community based referral services were expanded by effectively communicating with Employment Security Commission personnel regarding the Workforce Investment Act Program and CFCC's admission criteria.

One of the CFCC Counselors began serving on the Advisory Board of the YWCA Resource Center's New Choices Program.

A Policies and Procedures Handbook for the Student Government Association was developed.

A Policies and Procedures Handbook for the Athletic Programs was developed.

The media coverage of Sea Devil Athletics was increased through television, radio and newspaper.

A higher attendance rate at basketball games was realized this past year.

An archive database for the athletic department was developed, which includes team results, rosters and other statistical information.

This past year marks the second full-year of the Sea Devil Club, which almost doubled from last year with 80 members and an increase of \$10,000.

CFCC hosted the first Sea Devil/UNCW Kick-Off party in October. The event generated over \$15,000, realized a high attendance and received media coverage.

The Volleyball team won the Carolinas Junior College Conference and CJCC Tournament, as well as, represented Cape Fear Community College at Nationals.

The Men's Golf team competed in its first year at the NJCAA (CJCC) level and won the CJCC Tournament and went to Districts in Alabama.

The coaching staff and administration to the newly developed Student Activities/Athletics Department were relocated to L-112 to better serve the student body, as well as provide the coaching staff with offices.

The Men's Basketball team finished with an 18-13 record overall for a second consecutive winning record season. They finished 3rd Place in their conference – regular season (9-7 conference record), and they received votes to be ranked in the NJCAA Top 20 for the second year in a row. Also, they hosted an eight-team basketball tournament Nov. 25-27, 2004, as well as the NJCAA Region X Annual meeting in July 2005 and the Mid-eastern 3A/4A Conference High School Basketball Tournament.

The Financial Aid department implemented FA Link, Datatel Colleague software, which links financial aid to the CFCC bookstore. This software implementation has made it more convenient for students, who have been awarded financial aid, to purchase books and supplies at the bookstore using funds awarded.

Interior Design

The Second year Students are participating in the Otto Zenke ASID Competition that is offered through the Carolinas Chapter of American Society of Interior Designers. This project consists of designing a retail shop with residential housing on the top floor. This competition gives our students an opportunity to compete with all the four year college interior design programs in North and South Carolina. Each year our students show very well and have won second place and 2 honorable mentions in previous competitions with Meredith, UNC-G, Western Carolina, Appalachian, and East Carolina University. This year we will certainly be showing fabulous projects which will be judged on April 14, 2006.

Four of the Interior Design students are working with the Architectural Technology Department in groups to design a sustainable facility for the Sustainable Competition. The students have worked outside of their other classes to participate in this extremely valuable project.

There is a strong network of support for the graduating students from the Interior Design Program. This support is recognized by the number of businesses who call the department when

they are looking for employees. This continuing engagement with the design community and networking has proven to be invaluable for our students' employment opportunities.

Job Opportunities have been developing for the Interior Design students in record numbers. Referrals are often requested from the department and usually result in job opportunities for our students. In this year, there have been approximately 15 requests channeled through the Lead Instructor for job opportunities for graduates. Of these opportunities, student graduates have been hired at the following local businesses in the past year: Shoreline Designs, Norwalk- hired 2, Design Associates, T Williamson Interiors, Smith 2 Architecture and Design, Kathy Maready Designs, Sharon Demas Designs, McKenzie Baker Interiors, Sellers Tile, Tuscany Tiles, Morrow Furniture Galleries and Catherine Auten Interiors.

The Interior Design Program has gained vast popularity over the past few years. This interest has been fueled by the success of the graduates and the great visual work of our CFCC i-design website which has been further developed to show current portfolios. Last spring, our classes for fall were filled at the end of pre-registration.

The Interior Design Department works closely with Admissions, Counseling and Financial Aide to assure appropriate guidance to students. New students are invited to interview and visit with lead instructor to ensure that each student gets the vital and appropriate information for entry in to the college. At that time, all pertinent information is given to students, along with career potential, and attention to the curriculum guidelines, etc. This has become an important aspect of the entry into the program, assuring that each student feels confident of their decisions.

Foundation

The Foundation revised the Ambassador and Merit Scholarship Programs to attract students interested in developing professionally, and to serve as mentor programs for our students.

Goal #8 - Cultivate an excellent, highly qualified faculty and staff through recruitment, retention, recognition and professional development.

8a. Obtain and have on file the official transcripts of 100% of the college employees.

Official transcripts have been received for 99.6 % of all regular full-time time faculty members. All department heads having employees whose official transcripts are pending receipt have been personally notified, as have the individual employees.

The Public Service Department has accomplished this goal.

8b. Publish a Workers' Compensation Handbook for distribution to employees.

Not complete. The handbook has been written but is currently undergoing some revisions.

8c Continue the enhancement and improvement of information published by the Personnel Office on both the college website and Intranet.

Personnel and applicant employment information on CFCC web-site was enhanced and updated. The revised and updated *CFCC Faculty and Staff Handbook* was published on the college Intranet.

8d. Explore new personnel advertising tools to meet specialized job search requirements for certain positions.

New sources of advertising such as Monster.com, CareerBuilder, and the local Society for Human Resources Management website were utilized.

Other Accomplishments for Goal #8:

Two of the three instructors in the Machining Technology Curriculum obtained their Mastercam CAD/CAM certification. This is a nationally recognized certification in the operation of Mastercam manufacturing software. Mastercam is the most used PC based CAD/CAM software in the world. One of the benefits of this certification is that we can now certify our students in Mastercam.

Personnel

100% of all full-time personnel files have been standardized. Standardization improves ease of review for SACS and state auditors as well as allowing for more efficient customer service to managerial staff and employees since information is uniformly organized for easy access.

The hiring process was coordinated with department heads, search committees, and the President to recruit, orient, enroll, and hire 49 new employees.

Over 900 full-time applications were processed since 1 July 2005.

The retirement paperwork for 11 employees was processed this year.

27 regular full-time employees were out-processed during FY2005/2006.

The new employee orientation process was updated to include the most recent changes to benefit programs and policies.

Performance evaluations for 415 regular full-time employees were reviewed, coordinated and logged

The recommendations for updates to the Faculty and Staff Handbook were reviewed and submitted to College Council and the Board of Trustees.

Personnel staff presented information to College communication classes and dental hygiene students on topics related to job search techniques including professional communication, resume preparation and interviewing tips

Personnel staff attended the following HR training opportunities:

- NCCCS HR Personnel I Training
- NCCCS HR Personnel II Training
- HBR and Billing Contact Training
- EEOC Symposium
- Southeastern Datatel Users' Group Conference
- Retirement Systems Seminar
- Critical and Strategic Issues Facing Today's HR Professional
- Managing Conflict and Change to Enhance Morale and Team Building
- State Health Plan PPO Options Training (April 2006)
- NCCUPA-HR Professional Development Workshop (April 2006)

The lead instructor of the electrical/electronics program, Wesley Gubitz, attended an Advanced 4-day Training Course in PLC's on current Industrial Software.

The Automotive instructors completed fuel cell training seminar.

The Automotive instructors completed a Toyota hybrid training seminar.

The Heavy Equipment and Transport Technology students attended a class on biofuel given by Mr. Sam Brake of the Grain Growers Cooperative Inc.

The Heavy Equipment and Transport Technology instructor attended a two day class on biofuel.

Learning Resource Center

Two LRC staff members (J. Pinson and M. Yandle) have successfully completed their fourth course in the Library and Information Technology Program at Central Carolina Community College via distance learning.

All full-time LRC staff in the Public Services and Technical Services areas attended a four-hour Customer Service workshop (October 7, 2005).

The College recruited a new LRC Director who began October 2005.

The LRC Director had an article published in *College and Research Libraries News*, November 2005.

Boat Building

December 2005- Mr. Verge was the Guest Speaker at the Midwest Tool Collector's Association Meet in Wilmington and gave a tour of the boat shop to the members.

January 2006-Boat Building was featured in an article for the magazine of the tool Collector's Association.

January 2006- Mr. Verge attended the MITEC the Marine Industrial Technical Education Council Conference in Florida and was appointed the chair of the skills analysis committee to

determine skill levels needed for marine technicians that will be incorporated into a nation wide training and competency testing program.

February 2006-Mr. Verge mentored two High School Students with their senior projects. One student is building a stitch and glue kayak and the other a set of wooden drums.

March 2006-Boat Building was featured in Wilmington Magazine.

Architectural Technology

Lead Instructor presents a paper and is on the program for the 2005 International Solar World Energy Conference in Orlando, Florida. The presentation/paper is "How to Teach Sustainability". A major portion of the costs for the trip and travel was funded thru a grant obtained by the lead instructor.

Humanities and Fine Arts Department

- The campus-wide philosophy forum was held in the McLeod Auditorium, on April 6, and considered the question, "Should religion be taught in the public schools?" Given recent headlines in the Wilmington Star News regarding the inadequacies of teaching Bible classes at the local high schools, this forum is timely. Moderator: Robert Sutton.
- Philip Jacobs, Instructor of Speech and Critical Thinking, is the author of the following book: Glossary of Foreign Terms for the Study of Works of Art on Paper and Books, the Saturday Press, 2006.
- Ben Billingsley, Art Instructor, organized the CFCC Katrina Relief Fundraiser – fall 2005; he was the economic sponsor of a student in Mexico to ensure the student's continuation at the secondary level; he organized an Institutional Effectiveness Committee within the Humanities/Fine Arts Department
- Ben Billingsley and the art students designed decorations for the Sea Devils/UNCW Halloween Bash Scholarship Fundraiser – October 2005
- Kelly Allen, Communication Instructor/PTK Advisor, was chosen as CFCC's Phi Theta Kappa Faculty Advisor and was recognized for the Paragon Award for New PTK Advisor; she helped CFCC's PTK Chapter bring home 13 Regional Award, including 5-Star Chapter status; she hosted various programs on Sea Devil TV
- Art Instructor Colleen Ringrose attended a private artist salon in New York to show and discuss her artwork with internationally known artist Louise Bourgeois.
- Art faculty members served as mentors for student Jennifer Sissine, helping the student with her Senior Project for New Hanover High School. The student plans to attend Cape Fear Community College next semester.
- Art faculty hung faculty and student art work at Port City Java in downtown Wilmington. Also, they assisted with creating an ongoing showcase at Port City Java for Cape Fear Community College art students.
- Humanities/Fine Arts Department cleaned, organized and assisted with the set up of art studios at the E building.
- Stacey Tatum served as Advisor/Coordinator of the Salt~N~Light Club
- Stacey Tatum represented CFCC at the World View Symposium on *Latinos in the Carolinas* at UNC-Chapel Hill
- Daniel Rice, Music Instructor, gave a series of two lecture-recitals at the McKeithan Center in February and March. He was assisted by Karen Rice.

- A grant was received from the CFCC Foundation to be used to pay an accompanist for the CFCC Chorus for 2005-06. Mrs. Candace Williams accepted the position and Instructor Jerry Cribbs wrote the grant request.
- At the Katrina fundraiser in September 2005, Neela Rajendra and Peggy Lupton performed violin and piano duets by Bartok. Mrs. Lupton also accompanied and directed MUS 113 students in a rendition of *The Star - Spangled Banner*, as part of The National Anthem Project, a nationwide effort to promote better performances of our national anthem. Other department performers at the fundraiser were Marc Siegel, Jeff Simmons, and Sara Westermark.
- Peggy Lupton performed a duet with an applied piano student at the November 18 CFCC concert.
- The 2005 Festival of Trees included a performance of piano solo arrangements of holiday music by Peggy Lupton and her piano students.
- Instructor Robert Sutton was the 2006 Section Chair, **Philosophy of Religion**, at the [Annual Meeting](#) of the Mid-Atlantic Region of the American Academy & the Society of Biblical Literature, Baltimore, MA, March 16-17, 2006. 2006 Section Chair, **Religious Ethics I. Theme: Social Ethics**, [Annual Meeting](#) of the Mid-Atlantic region of the American Academy & the Society of Biblical Literature, Baltimore, MA, March 16-17, 2006.
- One Book One Community participating scholar, presented a [paper](#) at a panel discussion moderated by [Dr. Timothy Tyson](#), author of [Blood Done Sign My Name](#), Cape Fear Community College, Feb. 10th, 2006.
- Thirty-three percent of the students enrolled in Acting for the Camera II class work in Wilmington's burgeoning film industry prior to the conclusion of the class.
- Assisted several students in selecting, preparing and rehearsing monologues to be used as audition pieces for The Juilliard School of Drama, Cal Arts, and The North Carolina School of the Arts.
- Tanesha Parker has been certified to teach Spanish for the Professions by Command Spanish, an occupational Spanish organization
- Several faculty members attended workshops on grant writing, service learning, and illegal drugs
- Instructor Breta Carnes helped judge the 25th Annual Community Arts Exhibition in Jacksonville, NC
- CFCC art instructor Breta Carnes advised local artist Joel Reibert on documentary about Alzheimer's disease.
- Design II students are entering their cardboard chair designs for the 2006 Chair Affair in New York City.
- Jack Landry, Drama instructor at CFCC, was an actor in the TV show, *Surface*.
- Brought in a working actor from New York City for a "career day" Q&A session for students.
- Drama faculty spearheaded an arrangement between a local charity (Cape Fear Literacy Council) and Cape Fear Community College to showcase the college's Art Department for a citywide fundraiser by designing, constructing and decorating the event using Stagecraft and Art Department students.
- Music faculty member Daniel Rice Performed with the Palmetto Posaunen on the campuses of Mars Hill College and Clemson University. The Palmetto Posaunen is a by

invitation professional trombone ensemble based at Furman University in Greenville, SC. He will also take part in a Palmetto Posaunen recording session at Clemson University for an upcoming compact disc release of the Palmetto Posaunen.

- Produced a series of lecture-recitals at the North Campus that traced the trombone's history and its literature, including works from the Baroque to the 21st century.
- Music faculty member, Ernesto Ferreri, created a composition (scoring and computer generation of music for a string quartet) on CFCC computing and hardware devices. The CD is available upon request.
- Ferreri also produced the score preparation for Robert Ward's, (Pulitzer Prize winning composer) *A Friend of Napoleon* opera in full score, orchestra parts and piano/vocal score, performed in Wooster Ohio, July 2005.
- Ferreri did the score preparation for Robert Ward's, *The Beginnings*, full score and parts to be performed by NC Symphony, November, 2006.
- CFCC music faculty co-produced two Composer Works concerts at the Cameron Art Museum, a series presenting regional composer's music by a Julliard School of Music graduate, Barbara Gallagher, who was assisted by UNCW Piano Professor, Dr. Barry Salwen)

Math/Science/PE Department

- The math faculty members are participating in the North Carolina Association for Development Educators Conference as planners and presenters.
- CFCC hosted the President of the American Chemical Society and he spoke to our chemistry students about careers in the chemistry field.
- Several faculty members serve on local community boards. Example: Valerie Melvin is on the board for the Girls Club of America.

Social and Behavioral Sciences Department

- Phil McCaskey, History Instructor, has his second history book now in print, titled Selected Topics in United States History, Volume II, 1865-1935
- John Schulte has developed two computer tools (games) that will be included as supplemental items in text sales. One game is being published along with the new 8th edition of Exploring Psychology, the Myers text that CFCC uses for PSY 150-General Psychology. His second game, a hybrid of his original jeopardy format, Psych-Challenge, will be used for review in the classroom.
- Bob Brennan, Phil McCaskey, Greg Arey, and Ralph Kornegay presented at CFCC's Constitutional Day Forum.
- Evelyn Bradley, Sociology Instructor, presented a workshop for 18 women at the Domestic Violence Shelter
- History faculty—Greg Arey, Philip Reid, Bob Brennan, Phil McCaskey, Tom Massey, Ronnie Kirkland-- paired with other community professionals in joining and attending meetings of the recently formed Cape Fear Teaching Alliance.

Goal #9 - Promote diversity at all levels of the college and maintain a diverse faculty, staff and student body that reflect the college service area.

9a. The CFCC Global Education Committee and the Diversity Committee will jointly sponsor at least one multi-cultural event on campus for students, faculty, and staff during 2005-2006.

CFCC participated in the African American Heritage Festival and sponsored a page in the Wilmington Journal's Martin Luther King, Jr. Day issue.

9b. Expand the days and times the current English as a Second Language classes are offered in order to increase student access to these classes.

ESL classes are now offered Monday through Friday in the mornings and the evenings throughout New Hanover and Pender County. Day care is now available in many locations.

Other Accomplishments for Goal #9:

Personnel

Encouraged, promoted, and increased diversity in employment of new faculty and staff through careful examination and analysis of applicants for each position and counseling and advising search committee chairs.

Personnel staff attended an EEOC Symposium sponsored by New Hanover County

Total minorities hired represent: 22.5% of total number of new faculty and staff hired for FY 2005/2006, an increase of 37.5 % in minority hires over 2004/2005

- Breakdown – Included in the minority hires for FY2005/2006 are:
- Two Faculty members
- One Basic Skills Director
- One Assistant UNIX System Administrator
- One Payroll Technician
- One CDC Teacher
- Five Service Personnel

Small Business Center

The Small Business Center continues to deliver higher than average minority participation in counseling sessions and classes. This is facilitated by the SBC Director's co-lead role in the Partners for Economic Inclusion (PEI) Education and Leadership teams. The PEI Education Team's primary goal is to educate minority business owners and foster networking opportunities with white-owned businesses.

The Small Business Center Director co-chaired the PEI 2006 Conference at the CFCC North Campus where over 180 people attended a "Bridging the Digital Divide"-themed event. Many of the attendees were African-American community leaders and business owners. The event received extensive TV and news coverage; pictures and details can be found online at <http://www.peiconference.com> .

Learning Resource Center

The LRC has expanded, through a CFCC Foundation mini-grant, its collection of Spanish-language materials for children and adults.

Goals #10 -Effectively manage the college's fiscal resources and seek external funding through grants and donations to support the mission of the college.

10a. Maintain the college's financial integrity and continue to receive clean financial audits.

The Office of the State Auditor (OSA) completed the financial audit of 2004-05 in February 2006. The results were very positive overall. There is a reportable finding concerning an internal control issue that was quickly resolved to the satisfaction of the OSA.

10b. Implement both the accounts receivable and cash receipts module and the budget module in the Datatel Colleague system.

The College successfully implemented the accounts receivable and cash receipts module in Colleague on July 1, 2006. The months of testing resulted in fall registration going smoothly and all financial transactions posted correctly, including financial aid.

The budget module is still being tested.

10c. Take steps to improve customer service in the business services financial operations unit and continue to cross-train staff in this unit.

Business Office staff attended a customer service workshop. Cross-training occurred in the areas of payroll, cash receipting, accounts payable and general ledger.

10d. Provide in-service training on budget codes and budget reports to faculty and staff.

Due to staff turnover, this is delayed until 2006-07.

10e. Implement electronic distribution of departmental budget reports to college budget managers.

Due to staff turnover, this is delayed until 2006-07.

10f. Implement a package tracking system in the shipping and receiving mail room.

Purchased and implemented Package Tracking System in July 2005. This equipment consists of a receiving scanner, a delivery scanner, and package tracking software. The new system uses barcode-scanning technology to track each item from receipt through delivery to the end user.

Purchased and began using software to increase the efficiency of processing bulk mail. This software weeds out bad addresses before mailings, and provides barcode addresses for additional postage discounts when processing bulk mail.

10g. Track continuing education budget expenditures by director in order to project training costs for the next year and allocate the funds needed to meet future training needs.

Through a series of meetings in December 2005 to February 2006 the CE division identified expenditures and FTE generated to determine the number of part-time positions the Department could support. This will allow more budget funds to be allocated to instructional support costs.

10h. Increase communications between the college and CFCC Foundation current and prospective donors.

The Foundation has developed a schedule of letters, publications and invitations in an effort to have information about the Foundation in the hands of donors and prospective donors quarterly.

10j. Increase the number of Foundation functions and events to bring more people on campus to learn about the college and scholarship opportunities.

The Foundation has had over 10 civic groups and professional organizations to conduct their meetings on campus. The Foundation utilizes "Our Place" and other campus functions to integrate the community into the college. "Our Place," the dining room of the Hotel-Restaurant Management and Culinary Technology Lab is utilized every Wednesday for dinner in the fall and lunch in the spring by the Foundation. Potential donors, Foundation Board members and members of the media are invited guests to enjoy a meal and observe CFCC students at work in the CUL 135A Service class and either CUL 260 Classical Cuisine or CUL 180 International and American Regional Cuisine. In addition, HRM 215/A provides lunch for the Foundation Board as well as offering donors reservations for additional lunches. The Pineapple Guild has catered Foundation functions and worked with Foundation donors on outside events.

10k. Develop and organize the Foundation Annual Fund Campaign and implement a planned giving program.

The foundation successfully completed the annual giving campaign and exceeded the endowed and non-endowed totals. The first steps of the planned giving campaign were implemented through a planned giving newsletter.

10l. Increase the membership, participation and involvement of the Foundation Board of Directors to further advance fundraising.

The Foundation Board hosted a Luncheon in May which raised \$150,000.00. The giving percentage of the Foundation Board is 100%. There have been five new members join the board and a strategic plan for membership has been implemented. The plan involves including a variety of professions in the membership of the board to make the board more representative of the community.

10m. Utilize more of the CFCC faculty and staff during Foundation functions to help showcase campus programs and activities to the community.

The Pharmacy Technology Program lead instructor and a Pharmacy Technology student represented the program "Give the Gift of Education" at the Foundation luncheon on May 16, 2005.

All Foundation events and meetings include presentations from the students and faculty. Board members are invited to all types of academic and sporting events. The Foundation has actively recruited non-profits to meet on our campus.

10n. Involve the Foundation staff on more local advisory boards to promote public relations and service to the community.

Foundation Staff members are involved in a variety of community boards and non-profit events.

Other Accomplishments for Goal #10:

Small Business Center

The Small Business Center successfully applied for and received the New Opportunities for Workers grant and was funded for a 2nd year. This program pays tuition for laid off workers attempting to start a business. The grant money of \$6,250.00 was used to pay the tuition for qualified NOW candidates attending Small Business Bootcamp and Occupational Extension NC REAL "How to Start a Business" courses- one in Pender and one in New Hanover County. Funds were also used to deliver additional customized counseling sessions to Pender county residents and to purchase business books for clients.

Business Department

Secured a lab grant for Quickbooks Pro 2005 software for use in the Computer Lab (25 site licenses) and in the Learning Lab (10 site licenses).

Secured a scholarship from the North Carolina Association of Certified Public Accountants (Cape Fear Chapter) of \$1,500 for accounting majors. That amount to be increased to at least \$2,500 for 2006.

Business Services-Financial

Core Banking for state funds was implemented with the Office of the State Treasurer. State-funded payroll and accounts payable checks are entered into the core banking system prior to their release. This will prevent fraudulent checks from being posted to the College's state treasurer account.

Coordinated, participated, and implemented Windstar. By using Windstar, the College will meet federal reporting requirements concerning financial transactions with foreign nationals. It includes disbursements to vendors, students, employees, and contractual services.

Served on the Colleague review teams for Core and Accounts Receivable. Two staff members participated in testing state-wide software issues. Test results were included in management decisions by NCCCS.

Two staff members attended Title IV fiscal officer training provided by the U.S. Department of Education. The training provided important tools to strengthen financial and operational controls in expending and reporting federal financial aid.

Major equipment donations have outfitted the Sonography lab.

The Radiologic Technology Program received a Cape Fear Hospital Foundation Grant which will facilitate the updating of equipment and expansion of the program.

Goal #11 - Strengthen and refine the college's continuous improvement process to ensure institutional effectiveness and public accountability.

11a. Successfully implement and complete Cape Fear Community College's process for achieving reaffirmation of accreditation status with the Commission on Colleges (COC) of the Southern Association of College and Schools (SACS):

- *September 2005 – First draft of Compliance Certification document completed*
- *October 2005 – Quality Enhancement Plan (QEP) Focus and Goals adopted*
- *January 2006 – Conversion of Compliance Certification document to web completed*
- *February 2006 – SACS Compliance Certification Document completed in its entirety*
- *March 15, 2006 – submit the CFCC Certification Compliance Document to SACS*
- *May 15-19, 2006 – SACS Off-Site Peer Review Team evaluates the Compliance Certification Document and determines CFCC's compliance with The Principles of Accreditation: Foundations for Quality Enhancement.*
- *June 2006- if needed, CFCC submits Focused Report to SACS*
- *August 2006 (or 6 weeks prior to SACS On-Site Peer Review) – CFCC's Quality Enhancement Plan (QEP) submitted to SACS*
- *Between September 5 and November 16, 2006 – SACS On-Site Peer Review conducted on-campus*

To date, all tasks have been successfully completed as scheduled and the remaining events for May – November are on target. The SACS Leadership Team and other College personnel will continue to work together to ensure the success of CFCC's reaffirmation of accreditation process. The SACS On-Site Peer Review visit is officially scheduled for October 17-19, 2006.

11b. Assess client satisfaction with printing services by utilizing a point of contact survey to gather feedback, evaluating the survey results and using the results to improve printing services.

To gauge customer satisfaction with the services provided by our department, a survey was created and administered to each customer when they dropped off, or picked up a print request. This survey asked at which campus the customer was located, and several questions regarding the satisfaction with which various print requests were handled. The results were overwhelmingly favorable, averaging well over 85% Positive response rate with customers having an opinion.

11c. Complete implementation of the budget planning module in the college's Strategic Planning Online (SPOL) system.

Project is currently on hold, but is being carried forward as a priority for the next year.

11d. Update continuing education record files to comply with state mandated retention guidelines.

To meet state mandated retention guidelines Continuing Education files for the year 2000 and 2001 were shredded on January 31, 2005. As required by law, a representative from the CE Registrar's office was present to witness the shredding of the documents.

Other Accomplishments for Goal #11:

Continuing Education

The Continuing Education Division received a clean audit for 2005, this was the third straight year the Division had no concerns and no exceptions.

NC State Board of Cosmetic Arts School visited the Manicuring Program at the Burgaw Center on March 13, 2006. The Manicuring Program received a high grade A of 99 out of a possible 100, the College was also commended on the cleanliness of the lab and the fact the all the paper work was in order.

The CE Public Health and Safety Division received a clean audit report for the Continuing Education Nurse Aide Program from state Audit and Regulatory Officials. 371 students were trained in Nurse Aide classes at Cape Fear Community College.

The SBC Director successfully created, maintains and continuously upgrades the SBC database used to increase efficiency and reduce paperwork errors. We have over 1200 people in our targeted mailing lists of existing or prospective business owners who have taken a class, received business counseling or expressed an interest in receiving marketing literature.

Criminal Justice

Completed re-accreditation by North Carolina Criminal Justices Education and Standards Commission

Institutional Effectiveness Division

The Institutional Effectiveness Division has begun the process of converting its surveys to an online format to improve efficiency of resources and accessibility by intended audiences.

Purchasing and Inventory

Implemented the use of barcode-scanning equipment interfaced with Datatel Colleague to provide an efficient tool for maintaining accurate fixed asset inventory records.

Chemical Technology

The Chemical Technology program received a grant from BioNetWorks in excess of \$42,000.

Currently, the National Restaurant Association's Education Foundation (NRAEF) is in the process of completely revamping their certification program, moving from ProMgt to Manage First. Manage First is a competency based program. Lead Instructor Diane Withrow has been involved in developing the certification exam for the Hospitality Accounting Certification and served on a panel in at NRAEF's Chicago office to establish competencies for Hospitality Nutrition. The Hotel-Restaurant Management Program (and Culinary Technology) offer voluntary certification courses through the NRAEF. Pass Rates and Average Scores are monitored and compared with National Averages when that data is available. Any scores falling below what we perceive to be an acceptable limit are made the subject of Institutional Effectiveness goals for the program(s).

Goal #12 - Foster and maintain a positive public image of the college and effectively promote college services and programs to the community.

12a. Complete construction of the college transfer program website to better inform students of transfer benefits, transfer faculty, Tools for Success, and faculty expectations for students.

The text for the website has been completed. Two members of the ad hoc College Transfer Website Committee are working on the design. The new transfer web page will be posted on the CFCC website by fall of 2006.

12b. Increase public awareness of the occupational extension courses that support local workforce preparedness.

A Continuing Education Marketing Committee was developed representing each segment of the CE Division. The goal of the committee is to address how best to market Continuing Education classes, specifically Workforce Preparedness. The Committee has met three times since January 2006 and has taken steps to review and update procedures to meet local market trends.

12c. Improve methods to promoting CFCC's programs and services to perspective students by making college admissions information more accessible through wider distribution of the continuing education course schedule, establishing a CFCC information kiosk in Westfield Mall, pursuing new advertising opportunities and updating the college View Book and promotional video used for recruitment.

1. A promotional kiosk was set up in the Westfield Shopping Mall to help promote programs and services to the public. 2. Arranged the following new advertising opportunities: Printed a separate course schedule for continuing education and distributed it through the Star News. 55,000 copies of two editions were published One in the summer and one in the fall. - Negotiated trade agreement with Bell South Yellow Pages to acquire free half page ad in the phone book. - Placed CFCC "slide show" ads in all theaters at Carmike Cinemas. - Placed ad in New Hanover County section of North Carolina Magazine, which is distributed state-wide. 3. Design and writing is underway on the redesign of the viewbook, but due to budget limitations, it was not printed. Plans are to print it after July 1, 2006. As a substitute, the Public Information Office produced an one-page CFCC brochure to be used by student recruiters. 4. The

promotional video was not produced because the script is not yet ready. Plans are to have it ready by the fall of 2006 and the video will be completed for early 2007.

12d. Foster a greater public awareness of the positive effect the college has in the community by creating more opportunities for the public to visit the campuses, hosting an "After Hours" reception with the Chamber of Commerce, inviting more local clubs and organizations to meet on campus, sponsoring an Open House, promoting athletic events, concerts, performances, career fairs and health fairs and commissioning a study of the college's economic impact on downtown Wilmington.

CFCC hosted a Huskins meeting for high school counselors from Pender and New Hanover Counties in October. After the meeting, counselors were given a tour of the North Campus facilities. A spring meeting for principals and counselors is planned for April at the North Campus.

Student Development invited the public to the 2nd Annual Harvest Health Fair in November 2005.

The Public Information Office coordinated a meeting of the Downtown Business Alliance on CFCC's campus which included a presentation and campus tour. The Public Information Office and the CFCC Foundation sponsored a lunch for members of the Star News editorial staff and publisher. A tour of the boat shop and riverfront was given after lunch. A similar event was also held for members of Wilmington Downtown. A formal study of CFCC's economic impact was not administered due to a lack of funds; however, a news story did appear in the news media related to the amount of business generated by students and employees in downtown.

12e. Assess community perception of college strengths and weaknesses and decide how best to use this information to enhance the college's image.

A formal study was not performed. After looking into the costs and feasibility of a study, a decision was made to rely on feedback already being received through advisory committees.

12f. Encourage and support faculty and staff service to the community through involvement in community-based committees and groups.

HRM Lead Instructor Diane Withrow has served for Habitat for Humanity, March of Dimes, Empty Bowls, Mother Hubbard's Cupboard and the Good Shepherd Soup Kitchen and Homeless Shelter. HRM Instructor Jim Dishaw assists the Domestic Violence shelter and anywhere else he is made aware of a need.

Through our required Co-ops, Diane Withrow visits with dozens of area employers each year on the job site. Guest Speakers in Jim Dishaw's World of Work class have included; Lt. Williams (Wilmington Police Department), Mike Rakityan (AGM-Courtyard Carolina Beach) and Si Cantwell (Wilmington Star). Adjunct Richard Kosse's Purchasing class visit; Shelton Herb Farms, Hilton Riverside, Porter's Neck, Atlantic Quest, and other area hospitality related businesses.

Charitable activities performed by the Pineapple Guild are sometimes publicized and always noted.

12g. Increase opportunities for faculty, staff and students to be featured in the news media promoting college programs and communicating student success stories and achievements.

Six Career Path Pages in the Star News were sponsored, which features a successful CFCC graduate in each issue. The scheduling of college personnel on monthly interview spots on WAAV radio is continuing. The College-related success stories are maintained on the College web site.

The Pharmacy Technology Program was featured in the Wilmington Star News Career Path (Focus on Jobs) on January 27, 2006.

A Pharmacy Technology Program student was pictured in the Wilmington Star News while on clinical rotation at New Hanover Regional Medical Center on February 28, 2006. The article was about ongoing changes to the hospital pharmacy, and the student was pictured working side by side with pharmacy staff.

The Huskins, concurrent enrollment, and early college opportunities were promoted through various media outlets including the *Wilmington Star News* and 980 WAAV News Radio. In November, the *Wilmington Star News* featured an article on high school students in the Allied Health Academy.

Edward Higgins, Departmental Chair for Public Service serves as a member of the New Hanover County School Board of Education. In this capacity he constantly promotes the advantages of the school system working with CFCC and he highlights and promotes the areas where cooperation currently exists.

Industrial Systems Technology was featured in the Star News on March 10, 2006. An in-house interview and pictures taken by the instructor were used in the presentation.

The Heavy Equipment and Transport Technology class worked on the USCG ship Diligence to help upgrade the main engines. This joint effort was featured in the Star News.

12h. Implement a database of the monthly and yearly volume of print and copy output to track efficiency.

The Printing Services Department has found no purpose for creating or maintaining a database to keep track of yearly output volume. Subtracting the beginning of the year reading of the printer and Xerox machine, from the end of year readings, the Printing Services Department has a combined yearly output of well over 3 million impressions at the Downtown campus alone.

12i. To cut costs and time, begin the process of acquiring an offset press digital direct-to-plate system to eliminate the use of film negatives and dependency on outside vendors.

Printing Services is still researching the possibility of such an acquisition. The Department is looking for affordable options, as the systems range from \$25,000 to \$50,000 dollars.

Other Accomplishments for Goal #12:

CFCC won a Silver ADDY award for the fall registration TV commercial.

The Carpentry students completed a four-bay storage building for the Landscaping Gardening Program during the 2004-05 school year, as well as building a home for the affordable housing program for Wilmington Housing Finance and Development. These types of hands-on projects allow the Carpentry program to continue to meet its goals and at the same time provide usable buildings and homes for others.

Small Business Center

The SBC website contains extensive links to statistical information, How to START A BUSINESS documents, business planning, links to other small business resources, class information, and online registration.

SBC seminars are offered for free as a service that enhances entrepreneurial education, job creation and economic development in the area. Many clients have commented on what an excellent service this is to the community.

Boat Building

May 2005-Built a kayak to be raffled at the Round Wrightsville Beach Kayak Race and received \$2,000.00 for the Boat Building Program.

August 2005-Held Annual Wooden Boat Show at the College and had approximately two to three thousand visitors.

October 2005-Competed in the Georgetown Wooden Boat Building Challenge with two student teams. Completed the boats in less than 4 hours and competed in the rowing race.

Architectural Technology

Lead Instructor is a featured presenter at the N.C. Division of Coastal Management Green Building Workshop, Beaufort, NC. The presentation is "Growing Green into the Mainstream."

Lead Instructor presents a power point program to the Cape Fear Green Building Alliance. The program is "Sustainability at the Community College Level."

Interior Design

The ASID Student Chapter has developed a number of activities for the year including a Senior Show which will be on display in a downtown gallery in the spring. This will showcase the students' work and offer a larger venue for students and guests. The Chapter also organized a School Wide Collection Project called- "Send Some Smiles to Iraq". We were able to collect 13 boxes of goodies to send to our soldiers before Christmas. We received several emails from them thanking us for our gifts. In addition, one of the Marines, Maj. Scott D Leonard, RCT-2 S-3 FOPS, Unit 73910, personally came by when he arrived home after Christmas to thank our students for the wonderful gifts. He said it had been an especially hard time just before

Christmas with death and tragedy and our gifts were a “much needed” relief. We sent pictures of our students and posters and he added that these were some of the first things to go.

The Interior Design Department is working cooperatively with The CFCC Foundation Director, Margaret Robinson, to offer a series of consultations with students. This gives the students a chance to gain actual experience and the visitors a chance to get to know about our program and graduates. The Foundation serves a lunch afterwards with Ernest Fernandez as guest speaker to provide an entertaining design conversation with guests. Positive feedback has been given from students and the invited guests.

Chemical Technology

A new television commercial was completed in 2005 in coordination with the BioNetWorks program at NCCCS.

Goal #13 - Enhance internal communications among faculty, staff and students.

13a. Develop the documentation and a schedule for training more than 200 North Campus and Wilmington Campus faculty and staff to advise and register students for fall semester using Datatel for the first time.

The training documentation was created and approximately 200 staff members were successfully trained at both campuses on the use of the Datatel Colleague system to advise and register students. Training classes are continuously being offered several times per semester for new employees and those desiring a review.

Separate documentation was developed for the Student Development staff, Advising Center staff, and Administration. Training was successfully completed and documentation has been placed on the Student Development shared drive for easy access.

13b. Provide training manuals and faculty workshops on Huskins and Concurrently Enrolled Student reporting to ensure accurate and efficient FTE reporting.

An instructor’s handbook for Huskins and concurrent enrollment is currently being written. The manual is 50% complete with a projected publication date of June 2006.

Huskins/Concurrent (currently referred to as the Gateway Program) duties and responsibilities were realigned to be inclusive of all counselors in order to insure accuracy in data reporting for each high school.

All public service faculty members in the Huskins program have been trained and counseled about the importance of maintaining good records and about strategies to be used to avoid reporting exceptions.

13c. Provide faculty and staff training on Blackboard, Campus Cruiser, Colleague and Resource 25.

10 Blackboard training workshops were offered to faculty during the 2005-2006 academic year. One-on-one training was also provided online and face-to-face.

Campus Cruiser classes were held, but were soon deemed unnecessary due to the intuitive nature of the Web portal.

A total of 70 Colleague classes were held with 490 Faculty/Staff participating for a total of 100.25 hours of Instruction.

All public service faculty members have attended training in Campus Cruiser, Colleague and several on the use of Blackboard.

A few key staff members are currently undergoing training for the use of Resource, and training will be extended to others on an as-needed basis.

13d. Provide orientation and training for CFCC faculty and high school guidance counselors regarding the Huskins program.

CFCC Huskins faculty attended an orientation in Fall 2005. Another Huskins faculty orientation is planned for Fall 2006 in-service.

The Huskins Coordinator, Student Development, and the Dean of Vocational and Technical Programs hosted a fall orientation meeting for high school counselors.

A training manual is being developed for Huskins/Concurrent teaching staff, and more specifically for adjunct instructors who are not as familiar with CFCC's policies and procedures; an orientation for faculty was offered as part of the In-Service session of Fall 05, and will continue in the future.

13e. Develop procedural manuals for the college's Distance Learning, Huskins and Co-operative Education programs.

Distance Learning procedural instructions are posted on the Intranet for faculty and staff and on the college's Distance Learning webpages for students. Distance Learning information is also made available in the college catalog, the schedule of classes, and in Distance Learning brochures.

An instructor's handbook for Huskins faculty is 50% complete with a projected publication date of June 2006. An instructor's handbook for cooperative education faculty is 75% complete with a projected publication date of April 2006.

Diane Withrow, who oversees the required co-ops for Hotel-Restaurant Management and Culinary Technology, has met with Robin Hardin, Co-op/Huskins Coordinator on several occasions to provide feedback, make problem solving suggestions and offer procedural forms from the HRM/CUL Co-op Manual. The current manual is derived from the manual for the Business Department, originally developed by James Tallant (then Dept Chair). That manual became the model for the NCCCS. We continually work with our Advisory board, employers and students to improve the manual and the co-op experience.

Other accomplishments for Goal #13:

Arts and Sciences published a monthly departmental newsletter, The Catalyst.

Personnel

The Personnel department conducted annual employee benefits fair and introduced new benefit providers and options

The Personnel staff took advantage of professional development training and workshops in order to stay abreast of current legislation, improve knowledge and skills, and enhance overall customer service to employees

Public Information

Designed and installed names and building abbreviations on buildings along with campus directory kiosks on the Wilmington Campus to help better direct students, visitors and new employees around the campus.

Researched and began purchasing procedures for an on-campus video communication network to better inform students and staff of important dates and college events. (To be installed in summer 2006)

Small Business Center

The Small Business Center markets seminars such as Challenges of Women Working with Women, Customer Service, Positive Workplace, and Time Management seminars internally to employees of the college and part-time employees that might want to start a business. We have also initiated discussion between the CFCC Foundation, Cooperative Education, and FIT/NEIT Coordinator to focus marketing efforts on our common business clients.

Learning Resource Center

Cape Fear Community College Scrapbooks for 2005-2006 were compiled by LRC staff from articles about CFCC faculty, staff, students and events published in newspapers, magazines, newsletters, brochures, programs and other sources. The Scrapbooks are available in the LRC Archives area.

Chemical Technology

The Chemical Technology faculty (lead instructor and lab technician) communicate with the general chemistry instructors. The faculty members visit the general chemistry classes every semester to inform the students about the Chemical Technology program. We have recruited a few general chemistry students into the Chemical Technology program.

2001-1005 College Goals were approved by the CFCC Board of Trustees March 28, 2001.

The newly revised 2006-2010 College Goals were approved by the CFCC Board of Trustees November 16, 2005 and are posted to the College's website at

<http://cfcc.edu/ie/documents/2006-2010CollegeGoalsapprovedNovember162005.pdf>

