

December 2008 Monthly Report

Name: Judith K. Berry, Dean

Division: Business, Media, and Information Technologies (BMIT)

Date: December 15, 2008

BMIT Division Office:

Area highlights (Selected Dean's Participation in Community Outreach and Professional Association Meetings)

- Attended the AKA Executive Board Meeting (December 2)
- Attended Business, Media, and Information Technologies *Declare Your Major Day* (December 3)
- Attended LCC Board of Trustees Meeting (December 8)
- Attended the Black Child Family Institute Board Meeting (December 9)
- Attended the Turning Point Open House (December 14)

Accessibility Goal: LCC will be accessible to students and other stakeholders.

Media, Art, and Information Technologies (MAIT) Department

Strategy 1: Closer resource allocation of Media, Art, and Information Technologies Departments' technical and human resources

Status: Have arranged a standby ARTS 102 online for contingencies

Immediate Concerns: N/A

Student Success Goal: LCC will enhance the ability of its students to succeed in meeting their learning goals.

Business Department

Strategy 1: Articulation with other institutions: Entrepreneurship Cleary University

Status: C. Bonofiglio contacted Department to set up meeting to explore further partnerships between LCC and Cleary College. Meeting will take place in January.

Immediate Concerns: None

Strategy 2: Improve Student Success

Status:

- A new course proposal TRVL 270, Travel Associate Practicum, was approved at Dean's Council pending basic skills prerequisite. It will be listed in the Fall 2009 course schedule.
- The following student organizations in Business Department have been approved to receive \$1000.00 student organization grant for 08/09 academic year: Administrative Professionals Club, American Marketing Association Student Chapter, Paralegal Association, and Student Hospitality Club.
- Marketing Intern, Ed Chodkowski, created the idea of LCC "Star Water" to be developed with LCC Alumni Association for sale beginning Spring 2009. Story in LCC Outlook issue 12/01/08.
- The Hospitality Club's annual pastry sale was held Wed., 11/26. Pies sold out
- EISD Hospitality Class will present an authentic Spanish Christmas Feast in seven courses, Thursday, 12/18/08.

Immediate Concerns: None

Office of Instruction

Strategy 1: Provide training to prospective and incumbent Information Technology workers and connect them with local employers through apprenticeship opportunities.

Status:

- A good resume in the Resume Book is a good reflection on LCC and the Apprenticeship program. Therefore, the Center for Employment Services partnered with Business, Media, and Information Technologies for Student Resume Preparation Sessions on 11/13, 11/17, 11/19, and 11/25 to assist students with resume development and related coaching needs. About twenty-one students attended the help sessions. Additional students have come for individual help on resumes.
- Meetings with State of Michigan continue for the purpose of refining the relationship, roles and responsibilities of each partner, specifically to clarify mentoring.
- Neogen is currently looking for a student worker in the Resume Book.

Immediate Concerns: None

Strategy 2: Provide curriculum and courses that meet the needs of students

Status:

- Negotiations with Michigan Department of Information Technology continue.
- Deans' Council approved CITN 240, CITN 245, and TRVL 270 on 12/9/09. TRVL 270 approval is conditional on having Basic Skills on TRVL 270 or TRVL 100 (the prerequisite).

- The following curricula were approved by Business, Media, and Information Technologies Instruction Board on 11/20/08:
 - Cisco Certified Network Associate Certification Preparation (CCNA), Certificate of Completion (new)
 - Medical Transcription, Certificate of Achievement (discontinued)
 - Transcription, Certificate of Completion (discontinued)
 - Legal Office Administration Certificate of Completion (discontinued)
 - Curricula will be reviewed by AAAG on 1/22/09.

Immediate Concerns: None

Strategy 3: Increase the number of students completing their programs by helping the students determine if they are on track for their degree and/or certificate.

Status: About sixty students in total attended 2008 “Business, Media, and Information Technologies Declare Your Major Day” on December 3rd and about forty participated in the panel discussion. Bill Motz was the recipient of the “Students’ Choice” award.

Immediate Concerns: None

Media, Art, and Information Technologies (MAIT) Department

Strategy 1: Articulations with other institutions

Status:

- Waiting on Savannah College of Art and Design to return articulation agreement language. All set to go from program level.
- Articulation with Ferris State / Grand Rapids campus in final discussion stages.
- On November 17, Digital, Media, Audio, and Cinema curriculum was presented to Ferris Program Chair Fred Wyman. The Ferris program is looking over curriculum and will get back with us in spring semester 2009
- Based on the September Digital, Media, Audio, and Cinema / High School articulation meeting, one school has already filled out the appropriate forms and has submitted them to the K-12 articulation office.

Immediate Concerns: None

Strategy 2: Restructure the Network Security degree to be renamed Networking and Security Management Academy

Status: Courses proposals have been completed and are approved through the new course proposal process. Additional Computer Information Technology Adjunct Faculty to be hired for Spring 2009 to provide additional human resources to actualize proposed courses.

Immediate Concerns: None

Strategy 3: Cross-curricular instruction.

Status: Working to blend Photo and DMAC for an Advanced Lighting and Production course. Students from the DMAC program collaborated with students from the Photo program to create a DVD for the BIG shot. The authored DVD will be delivered to President Knight along with a framed copy of the photograph.

Immediate Concerns: None

Community Goal: LCC will contribute to the economic vitality and quality of life of the region and state.

Office of Instruction

Strategy 1: Support the core business of the Division – Academics – through the seeking of grant monies

Status: Developing evaluation surveys for apprentices and apprenticeship sites.

Immediate Concerns: None

Media, Art, and Information Technologies (MAIT) Department

Strategy 1: MAIT Department must contribute to the economic and educational vitality of the state.

Status: Preliminary design work for community displays completed. Plans submitted to Marc Thomas for his review and action. No additional progress to date.

Immediate Concerns: None

Strategy 2: Offer seminars to the professional film / media community

Status: Dialog continues with BCI to develop Professional Level training to community. BCI has created the financials for the RED seminar and is ready to move forward.

Immediate Concerns: None

Strategy 3: Bring a Canon Explorers of Light presentation to LCC

Status: Lecture presented for 7-9 pm Sat. Nov. 22, 2008 in Dart Auditorium to an audience of about 200. It was preceded by an LCC Foundation Reception. Workshop presented for twenty five LCC Photo students Sunday November 23, 2008 using Gannon Building and MSU campus

Immediate Concerns: None

Strategy 4: Bring to campus the Photo Imaging Educators Association

Status: Photo Imaging Educators Association Exhibit scheduled for Gannon Building Display Cases for January 9-23, 2009

Immediate Concerns: None

Strategy 5: Host professional activities on campus

Status: Hosted MAC-on-Campus Photographic Tools and Techniques workshop Thursday November 20th in the Gannon Building

Immediate Concerns: None

Employees Goal: LCC values employees as its greatest resource, and strives to be an employer of choice.

Business Department

Strategy 1: Offer professional development opportunities for faculty and staff to broaden their knowledge and skills and use of technology in the classroom.

Status:

- S. Putman and T. Putman attended Gallup Strengths Training in Florida in December. They now have Advocate Status to train within community college organizations.
- Lydia Hilton and John Sukow were recognized in the Fall 2008 CTE Spotlight on Faculty Newsletter, in the Above & Beyond section. This section recognizes faculty who “extend their time, talents, and energy beyond expectations to help others achieve their best.”

Immediate Concerns: None

Division Dates to Remember:

- December 18, 2008: EISD/LCC Culinary Arts "Christmas in Spain (6:00-9:00 p.m. – Kennedy Grill)
- January 9-23, 2009: Photo Imaging Educators Association Exhibit scheduled for Gannon Building display case