Suffolk County Community College 2021- 2022 Operational Plan

Office of Planning and Institutional Effectiveness
Final Annual Update
August 2022

Division or Campus		
Ammerman Campus	Responsible Executive	Dr. Irene Rios, Interim Campus Executive Dean
	Activity/Initiative	The Campus Division of Student Affairs, specifically the Office of Career Services, commits to preparing students to meet local business needs by partnering with the Office of Workforce Development, connecting with the Department of Labor, and blending a peer mentor program into a career readiness program. We will accomplish this by inviting a community business partner once a semester to speak with our student peer mentors about transferable skills and by offering each mentor a one-on-one career counseling session with Career Service staff.
	Lead Responsibility	Assistant Dean for Student Affairs/College Director of Career Services and Assistant Director of Career Services
	Criteria for Success Including measure(s)	Due to this program being a new initiative, criteria will be based on utilization • 75% of peer mentors will participate in career readiness workshops • 75% of peer mentors will participate in a counseling session with a Career Service Staff
	Timeline	Fall 2021, Spring 2022
	IG(s)	1, 2
	MSCHE Standard(s)	IV
	January 2022 Update	Fall 2021: • There were 17 peer mentors who served as 74.350.45 360.67.e update

		Spring 2022: Set up multiple sessions for the campus community. Support STEM month and week at the Ammerman campus
	IG(s)	1, 4, 5
	MSCHE Standard(s)	I, IV, VI
	January 2022 Update	The Fall 2021 timeline actions were accomplished: The interdisciplinary STEM committee was formed with Chairs and Faculty from STEM programs, met multiple times in Fall 2021, discussed the goals and action plans. To raise the student's awareness, a large (wall to wall) display of STEM projects and careers posters was put together with the assistance of Physical Science, Computer Science, and Engineering Chairs and their faculty members. The display is placed in the Ammerman building where student traffic is high during the registration period. This display will be moved to the library for STEM week in Spring 2022. Another large cloth STEM poster was nicely framed by our plant

August 2022 Update	Goals accomplished; STEM program awareness was raised with many activities such as Teams meetings of STEM faculty with the Student Affairs advisors. Student clubs were involved in setting up a well-received STEM event, faculty involvement was increased, new STEM informational and project posters are displayed in the library, AAMC, and other areas. STEM faculty continue to work with each other regarding different student projects and creating new interdisciplinary courses such as one course offering in Physics and Biology for Spring 2023.
Responsible Executive	Dr. Irene Rios, Interim Campus Executive Dean
Activity/Initiative	Develop a collection development plan and an online finding aid for the Long Island Room and Archive

The committee cross-prom

	January 2022 Update	Conceptual plans have been developed for reimagining the emerging new space in the library for tutoring centers (math and writing) and the foyer of the Ammerman Building for support of a one-stop concept. A proposal is under development with financial details for submission to the College's Capital Projects.
	June 2022 Update	Three new office spaces have been designated for the AAMC in the Ammerman lobby. Signage, pointing to the First-Stop Welcome Center, has been ordered. Informational posters, inviting all students to access the First-Stop for advising and general information, are under development with the goal of distribution for the start of the Fall semester. Reminders to Chairs, faculty and staff that there is now a First-Stop in the Ammerman Building will help to drive more students toward the advising and services we offer here, and increase our support to student persistence and retention.
	August 2022 Update	Goal completed with staff in place now reporting to Student Affairs.

Attempted Credits vs. Passed Credit Hours: The average percent of classes passed among the 33 students is 74.27% of their attempted classes in Fall 2021. *Note*: Three (3) of the 33 students have incompletes that Updat

		3. Continuous implementation of retention plan, and ongoing monthly review of metrics throughout the semester as to identified at-risk student usage of academic support services (AAMC, STH, ATC, LRC) 4. Provide academic intervention to students as needed
	Timeline	1. By January 2022 2. By May 2022 3. Beginning September 2022, and continuing monthly, October, November, December 4. Beginning September 2022 and continuing monthly, October, November, December
	IG(s)	1, 4
	MSCHE Standard(s)	I, III, IV
	January 2022 Update	1. Waiting for data from OPIE to determine benchmarks. Request made November 30, 2021 specific to STH. 2. Chairperson communication plan designed and begun for students with majors

	June 2022 Update	**1. <u>Benchmark data was not available from OPIE.</u>**
		Metrics for impact of ATC (tutoring) on retention and improved GPA was not available from OPIE.
		Metrics for the impact of AAMC (advising and mentoring) use on retention and improved GPA was not available from OPIE.
		Metrics for the impact of use of library services on retention and improved GPA was not available from OPIE.
		Metrics for the impact of STH on retention and improved GPA, although not available from OPIE, was gathered by the Associate Dean Spagnola by reviewing individual student DegreeWorks and transcripts.
		
		Turned attention to **current STH program**. Due to the pandemic all these sessions were offered utilizing the real-time online modality through Zoom. 216 students were recommended to take part in the initiative, of which 158 enrolled in STH001; 30 did not enroll in STH but did enroll in classes for the semester; 28 did not enroll in classes at all. A review of student completion for the semester and retention into the following semester of those who registered for and attended 50 percent or more of the STH001 sessions they registered for, and those who registered for and attended less than 50 percent of the STH001 sessions is as follows:
		
		   · **Of students who attended 50% or more sessions: 58% earned a GPA of 2.0 or higher and 72% registered for the following semester**
		   · **Of students who attended 49% and fewer sessions: 42% earned a GPA of 2.0 or higher and 28% registered for the following semester**
		
		Through STH001, students are taught time-management, study skills, understanding financial aid, how to communicate with faculty, and make use of the many professional tutors available to them at the academic tutoring center which allows for these students to increase in our expectations to be retained and to succeed. There are no grade/assessments attached to these sessions, but the session for which the student is registered is indicated on the student schedule.
		
		Academic faculty participating has grown from the original one faculty member supporting one session upon its foundation in 2020 to 6 faculty supporting 9 sessions for the upcoming Fall 2022 session.

We are looking to expand this program as the impact on retention and improved GPA for those who participated was significant.

[**Important note:** Data not possible to verify through OPIE. Future validation of this project needs to be vetted through institutional data].

2.   **Chair communication plan was implemented with the following activities:**
  •   Letters to non-registered continuing students (Let us help you? What can we do to get you registered?)

- Instructions for scheduling the

		The Center for Innovative Pedagogy is developing professional development for summer delivery. SUNY-developed Brightspace Orientation for students will be available for the fall semester through each individual student course enrollments.
	August 2022 Update	As of 8/10/22, 212 permanently certified faculty and an additional 32 faculty who completed Quality by Design (QbD) (or have a certification pending) registered for Brightspace professional development through the SUNY-offered asynchronous online, scaled webinar, or remote synchronous pathways. Of these, 116 faculty have earned a SUNY Brightspace Certificate through the completion of assessments in the asynchronous online pathway (as of 8/2/22). Criteria for success measure: Projected Permanently Certified = 70%; Actual = 49% Projected Quality by Design (QbD) provisionally certified faculty = 50%; Actual = 41%
	Responsible Executive	Vice President for Academic Affairs
	Activity/Initiative	Continue to improve access for students by reducing or removing unnecessary academic admission barriers
	Lead Responsibility	Associate Dean for Curriculum Development
	Criteria for Success Including measure(s)	Reduce or remove academic admission requirements from at least seven programs during the 2021-2022 academic year
	Timeline	August 2022
	IG(s)	1, 3, 5

June 2022 Update	Completed
August 2022 Update	Completed

Responsible Executive	VP Business & Financial Affairs
Activity/Initiative	Implement Bidnet, an electronic bidding system that increases visibility of the College's bids as well as competition among potential bidders. This system will also increase our ability to electronically track multiple activities and add transparency to the bidding process. This system is free of charge to the College.
Lead Responsibility	Administrative Director of Business Affairs
Criteria for Success Including measure(s)	The implementation of an electronic bidding system will be rolled out by December 2021.
Timeline	December 2021
IG(s)	4
MSCHE Standard(s)	VI, VII
January 2022 Update	Expected completion in February 2022. Technical issues with single-sign on delayed project completion.
June 2022 Update	Completed

	Q3: Execute, phase 1 (Control and monitor. Fine-tune as needed) Q4: Execute, phase 2 (Control and monitor. Fine-tune as needed)
IG(s)	4, 5
MSCHE Standard(s)	VI
January 2022 Update	Unfortunately, the team has been extremely consumed handling the technology requirements throughout this pandemic that we have not had an opportunity to discuss this need.
June 2022 Update	A pilot has been identified in the Athletics department to move their shared-drives to SharePoint. Although this initiative might not directly reduce the data center's footprint, it will prevent further expansion.
August 2022 Update	

	Summer 2022: Complete and submit proposal.
Lead Responsibility	Associate Dean for Sponsored Programs/Assistant Dean for Grants Development
Criteria for Success Including measure(s)	Complete a CLNA and a plan for five goals across the college and submit a complete and compliant CLNA and proposal to NYSED

		Committee met to review the completed CLNA and the Perkins grant pre-proposals on 5/5, with a separate follow-up meeting for Dr. Bonahue on 5/16. The Perkins Local Advisory Council (LAC) Spring 2022 meeting reviewed the CLNA and Perkins goals proposals on 5/24. The Perkins grant was successfully submitted on 6/10.
	August 2022 Update	This activity/initiative was completed as of the June 2022 update.
	Responsible Executive Activity/Initiative	VP Institutional Advancement/Associate Dean for Institutional Advancement Working with Cox Media Group, collaborate with the Office of Planning and Institutional Effectiveness to conduct a custom research study targeting select external audiences to gauge the impact of the college's marketing, assess the perception of the college brand, and compare results with the impact and awareness

o   *"Re-engaging for Spring 2022*

- Continued collaboration with external stakeholders on the proposal to provide an off-shore wind energy training program

On-going responses to the COVID-19 pandemic:

		meeting. To help ensure that internal and external stakeholders can remain engaged in and up-to-date on the strategic planning process, the 2022-2027 Strategic Planning microsite was updated to reflect current processes, documents, etc.
	June 2022 Update	After reviewing the draft feedback from the Town Hall meetings and survey responses compiled by OPIE, Dr. Bonahue and the SPC presented these data to the college community in preparation for the Spring 2022 Town Hall meetings. Similar to the Fall semester, one Town Hall meeting was scheduled on each campus and members of the College community were encouraged to attend either in-person or virtually. Based on the feedback received, draft Strategic Objectives were presented and participants were given an opportunity to provide additional feedback. At the College's May 12, 2022 Board of Trustees meeting, Dr. Bonahue presented the draft 2022-2027 Strategic Plan to the Board for review and suggestions.
	August 2022 Update	At the June 16, 2022, Board of Trustees meeting, Board members voiced their support for the 2022-2027 Strategic Planning Values, Institutional Goals, and Strategic Objectives. A copy of the supported values, institutional goals, and strategic objectives are available online via the President's webpage, and will be prominently placed on the updated 2022-2027 Strategic Planning microsite which should be ready for launch by September 2022. In Fall 2022, the Strategic Planning Council, in collaboration with Dr. Bonahue, will continue to engage the college community in the strategic planning process through a review of the current mission and vision statements.
	Responsible Executive	Interim Vice President
	Activity/Initiative	In collaboration with Information Technology Services, implement phase one of College-wide dashboards focusing on enrollment data including: unduplicated headcount, FTEs, billable credits, instructional modality, status (FT/PT), gender, race and ethnicity, year-to-year enrollment comparisons, comparisons to census date, and other internal benchmarks.

Lead Responsibility

		beginning stages of the dashboards. Based on the preview, enrollment, general student demographic, and course outcome data will be included within phase one of the dashboard roll out.
	June 2022 Update	In February and March 2022, OPIE presented the historical dashboard to members of President's Council and faculty governance for review and feedback. The dashboard included student demographic data, college-wide, programmatic and campus-based enrollment data, etc., over the past 10 years. At the May 12, 2022 Board of Trustees meeting, Dr. Bonahue presented the historical dashboard to Board members for review and additional feedback. The OPIE team is working to update the historical data to include Winter 2022 and Spring 2022, and conduct a final review prior to launch. In collaboration with ITS, the goal is to have this first offering available to the College community by the end of June 2022. Other dashboards currently in the process of being initiated and completed include: retention and persistence, degree completion, course-level, and program-specific data.
	August 2022 Update	In early July 2022, OPIE, in collaboration with the Office of Institutional Advancement, published the student

Student Affairs	Responsible Executive	Vice President for Student Affairs
	Activity/Initiative	Build the College Relationship Management software tool to support the enrollment process including the application checklist, enrollment checklist, and enrollment communications which are included in the current IT project request form. Develop an IT project request form to expand the admissions application to include non-credit programs appropriate for new students (surgical technician, manufacturing technology, OSHA training).
	Lead Responsibility	Interim Assistance Vice President and College Dean for Enrollment Management
	Criteria for Success Including measure(s)	The admissions application checklist will be live by March 2022, enrollment checklist will be live by May 2022 and enrollment communications will be live by June 2022. A completed project request form for the addition of non-credit options in the admissions application and a project timeline will be completed by June 2022.
	Timeline	**Fall 2021:** Continued work on the integration between Constituo and Banner, continued work on building the attributes for the application checklist and enrollment checklist. **Spring 2022:** Implementation of both checklists and development of enrollment communication.
	IG(s)	1, 5
	MSCHE Standard(s)	IV
	January 2022 Update	The plan to implement both checklists have been placed on hold Due to security concerns regarding BOT technology. An Internet bot, web robot, robot

| | | Actions/Interventions: Monitor the master schedule and flag courses earlier where utilization reached 80%+. Start conversations and take actions on how and where to add capacity. The same process is being followed for the current Fall 2022 enrollment process.

Average course utilization of top 25 enrolled for each semester:
      Spring 2021: 94.34%
      Fall 2021:   90.62%
      Spring 2022: 79.91% |
| | August 2022 Update | The average course utilization of the top 25 enrolled courses for Fall 2022 will be determined by 9/9/22. |