



COLLEGE *of*
CENTRAL
FLORIDA

College *of* Central Florida
Performance Funding Improvement Plan
End of Year Report
2015-2016



College of Central Florida
Performance Improvement Plan – End of Year Report
Executive Summary

The College of Central Florida has successfully developed and implemented a performance improvement plan that is designed to make meaningful and long-term changes to positively impact the job placement/continuing education measure. While focused on job placement and continuing education, strategies were undertaken that will support improvement across all performance measures. The college successfully completed all action steps that were required to be completed by May 2016. A summary listing of the activities by strategy is as follows:

Strategy 1	Strengthen Collaborations and Partnerships with Local Business and CareerSource Citrus Levy Marion
Activity 1	<ul style="list-style-type: none"> • Partnership agreement between CareerSource and CF was approved and a comprehensive career placement plan implemented. • Enhanced career resources were communicated to all students within 75% completion of their program of study.
Activity 2	<ul style="list-style-type: none"> • Students and faculty participated in career tours and chats designed to expose them to careers and job placement opportunities.
Activity 3	<ul style="list-style-type: none"> • A Guaranteed Graduate Program was implemented. The college communicated its commitment to ensure that all graduates are workforce ready to employers and students through multiple media.
Strategy 2	Maximize Opportunities to Earn Credentials that Lead to Placement in High-skill/High-wage Jobs
Activity 1	<ul style="list-style-type: none"> • A comprehensive advising and job placement plan was developed. • A new one-stop advising center was created. • A new training program was completed by all advisors.
Activity 2	<ul style="list-style-type: none"> • A minimum of eight College Credit Certificates were added. • A communication plan was developed and implemented to inform students of all available College Credit Certificate options.
Strategy 3	Strengthen Collaborations and Partnerships with Postsecondary Institutions
Activity 1	<ul style="list-style-type: none"> • CF entered into agreements with University of Central Florida's DirectConnect. Additionally, CF went beyond the scope of its performance plan strategies and also was welcomed into the University of South Florida's FUSE program. These program guarantee transfer opportunities for CF graduates. • CF created a plan to operationalize DirectConnect to UCF that includes advisor training and a communication plan to market the opportunities to current and prospective students.

The College of Central Florida is committed to continuous improvement that builds on its ability to respond to the needs of our local communities by providing a high-quality, high-value learning environment.

**2015 Florida College System Performance
Funding Improvement Plan
End of Year Report**
May 2016



College: College of Central Florida
Report completed by Dr. Jillian Ramsammy, Vice President of Institutional Effectiveness and College Relations

Strategy 1	Strengthen Collaborations and Partnerships with Local Business and CareerSource Citrus Levy Marion	
Activity 1	<p>Create an innovative partnership with CareerSource Citrus Levy Marion (CareerSource) to provide streamlined placement services and better align graduating students with available high-skill/high-wage jobs.</p> <p>Evidence of Success Achieved by May 2016</p> <ul style="list-style-type: none"> • Comprehensive career placement plan implemented. • Enhanced resources available through CareerSource communicated to students. 	
	<p>Evidence of completion (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>CF implemented its comprehensive career placement plan (<i>Attachment A</i>) in Spring 2016. A central element of the plan was the new on-campus location (<i>Attachment B</i>), which opened April 18. CF and CareerSource staff were co-located and CF email addresses for all students went into effect April 1.</p> <p>On April 7, all students within 75% completion of their program of study received direct communication (<i>Attachment C</i>) introducing them to the new center and the enhanced resources available.</p> <p>The partnership agreement between CareerSource and CF was approved by the CF District Board of Trustees at its March 30, 2016, meeting. (<i>Attachment D</i>)</p>
Status (check one)	<p style="text-align: right;">On target for May completion <input checked="" type="checkbox"/></p> <p style="text-align: right;">Not on target for May completion <input type="checkbox"/></p>	

**2015 Florida College System Performance
Funding Improvement Plan
End of Year Report
May 2016**



Strategy 1	Strengthen Collaborations and Partnerships with Local Business and CareerSource Citrus Levy Marion	
Activity 2	<p>Launch a collegewide local business advisory council.</p> <p>Evidence of Success Achieved by May 2016</p> <ul style="list-style-type: none"> • Six career tours to expose students and faculty to careers and job placement opportunities completed. • Six on-campus career chats to expose students and faculty to careers and job placement opportunities completed. 	
	<p>Evidence of completion (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>In Spring 2016, seven employers hosted career tours for faculty and students at their sites and seven employers delivered career chats for students and faculty. (<i>Attachment E</i>) Career tours/chats prepare students for the workplace by exposing them to real-world jobs and providing an opportunity to interact with and learn from professionals in the field. A total of 107 students and faculty participated.</p> <p>In December 2015, CF reported success in implementing its first collegewide business advisory council. Continuing to build on the strength of this strategy, the advisory council, made up of 23 business leaders representing high-skill/high-wage industries in Advanced Manufacturing, Business and Information Technology, Transportation and Logistics, Health Care and Engineering held its first meeting March 29, 2016. Led by college president, Dr. Jim Henningsen, these leaders brought information on environmental trends and job prospects that will impact educational programs and job placement of future graduates. (<i>Attachment F</i>)</p>
Status (check one)	On target for May completion	√
	Not on target for May completion	

**2015 Florida College System Performance
Funding Improvement Plan
End of Year Report**
May 2016



Strategy 1	Strengthen Collaborations and Partnerships with Local Business and CareerSource Citrus Levy Marion	
Activity 3	<p>Create a Guaranteed Graduate program that assures the quality of CF graduates and offers the employer no-cost retraining for a student in identified competencies for up to one year after graduation.</p> <p>Evidence of Success Achieved by May 2016</p> <ul style="list-style-type: none"> Guaranteed Graduate Program promoted to key constituents (students, employers, economic development corporations and chambers of commerce) in the service district. 	
	<p>Evidence of completion (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>Guaranteed Graduate Program promoted to key constituents in the service district. The May issue of the Chamber and Economic Partnership’s publication, Partner Connections, and local Innovation magazine will feature the CF Guaranteed Graduate program as their cover stories. These publications are distributed to business leaders in Marion County. The Guaranteed Graduate program was implemented in Spring 2016. CF has communicated its commitment to ensure that all graduates are workforce ready to employers and students through multiple media. Advertisements were placed in local media in the tricounty district. <i>(Attachment G)</i></p>
Status (check one)	<p style="text-align: right;">On target for May completion <input checked="" type="checkbox"/></p> <p style="text-align: right;">Not on target for May completion <input type="checkbox"/></p>	

**2015 Florida College System Performance
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Strategy 2	Maximize Opportunities to Earn Credentials that Lead to Placement in High-skill/High-wage Jobs					
Activity 1	<p>Create a comprehensive centralized department for student success to provide greater advising emphasis on completion options and placement opportunities in high-skill/ high-wage jobs. Evidence of Success Achieved by May 2016</p> <ul style="list-style-type: none"> • Comprehensive advising and job placement plan developed. • New one-stop advising center created. • New training program completed by all advisors. 					
	<p>Evidence of completion (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>An advising and job placement plan was developed to align the work of the advising center with the new CareerSource center. <i>(Attachment H)</i></p> <p>A new centralized advising center opened Jan. 11, 2016, in the Bryant Student Union. <i>(Attachment I)</i></p> <p>The newly appointed Dean of Student Success is leading her team of 17 advisors by providing ongoing training and support. <i>(Attachment J)</i></p> <p>By centralizing the advising functions, CF has strengthened its efforts and attention on ensuring that students maintain a career focus while setting and pursuing their educational goals.</p>				
Status (check one)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; padding-right: 20px;">On target for May completion</td> <td style="text-align: center; width: 20px;">√</td> </tr> <tr> <td style="text-align: right; padding-right: 20px;">Not on target for May completion</td> <td></td> </tr> </table>		On target for May completion	√	Not on target for May completion	
On target for May completion	√					
Not on target for May completion						

**2015 Florida College System Performance
Funding Improvement Plan
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May 2016**



Strategy 2	Maximize Opportunities to Earn Credentials that Lead to Placement in High-skill/High-wage Jobs	
Activity 2	<p>Review and realign curricula for Associate in Science degrees and College Credit Certificates to increase the number of completers available for job placement or continuing education.</p> <p>Evidence of Success Achieved by May 2016</p> <ul style="list-style-type: none"> • A minimum of eight College Credit Certificates added. • Communication plan developed and implemented to inform students of all available College Credit Certificate options. 	
	<p>Evidence of completion (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>Ten new college credit certificates were reviewed and approved by the curriculum committee in this academic year. Five new certificates were added at the Oct. 29, 2015, meeting and five new certificates were added at the Nov. 19, 2015, meeting. (Attachment K)</p> <p>The college credit certificates were subsequently approved by the District Board of Trustees at the Dec. 2, 2015, meeting. (Attachment L)</p> <p>These include College Credit Certificates in:</p> <ul style="list-style-type: none"> • Accounting Technology Operations • Accounting Technology Specialist • Computer Programming Specialist • Database and E-Commerce Security • Digital Media/Multimedia Authoring • E-Business Ventures Certificate • Human Resources Administrator • Mechatronics • Medical Information Coder/Biller • Marketing Operations <p>A marketing plan was developed and implemented. Students were informed of new college credit certificates in a variety of ways. For example, the college catalog pages on the website were updated December 11, 2015, to include the new certificates Career Placement . Additionally, new rack cards were placed in centrally located information areas. (Attachment M)</p>
Status (check one)	<p style="text-align: right;">On target for May completion <input checked="" type="checkbox"/></p> <p style="text-align: right;">Not on target for May completion <input type="checkbox"/></p>	

**2015 Florida College System Performance
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Strategy 3	Strengthen Collaborations and Partnerships with Postsecondary Institutions	
Activity 1	<p>Increase pathways to higher education institutions to improve continuing education rates of graduates.</p> <p>Evidence of Success Achieved by May 2016</p> <ul style="list-style-type: none"> • Agreement with a minimum of one higher education institution approved by CF District Board of Trustees. • Plan created to operationalize the agreement to include advisor training and communication materials for students and the community. 	
	<p>Evidence of completion (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>In the midyear report, CF shared success in advancing discussions with the University of Central Florida and presented its board approved agreement with UCF to become a member of the DirectConnect to UCF consortium. (<i>Attachment N</i>)</p> <p>CF created a plan to operationalize DirectConnect to UCF. It includes advisor training and a communication plan to market the opportunities to current and prospective students. (<i>Attachments O</i>)</p> <p>CF went beyond the scope of its performance plan strategies to dialog successfully with additional universities to increase opportunities for guaranteed pathways for its students. CF president, Vice President for Academic Affairs and Vice President for Student Affairs visited with the University of South Florida team members and on March 24, 2016, USF President, Dr. Judy Genshaft, welcomed CF into the FUSE program. (<i>Attachment P</i>)</p>
Status (check one)	<p style="text-align: right;">On target for May completion <input checked="" type="checkbox"/></p> <p style="text-align: right;">Not on target for May completion <input type="checkbox"/></p>	

Attachment A
Career Placement Plan

College of Central Florida - CareerSource Citrus Levy Marion
Career Placement Plan

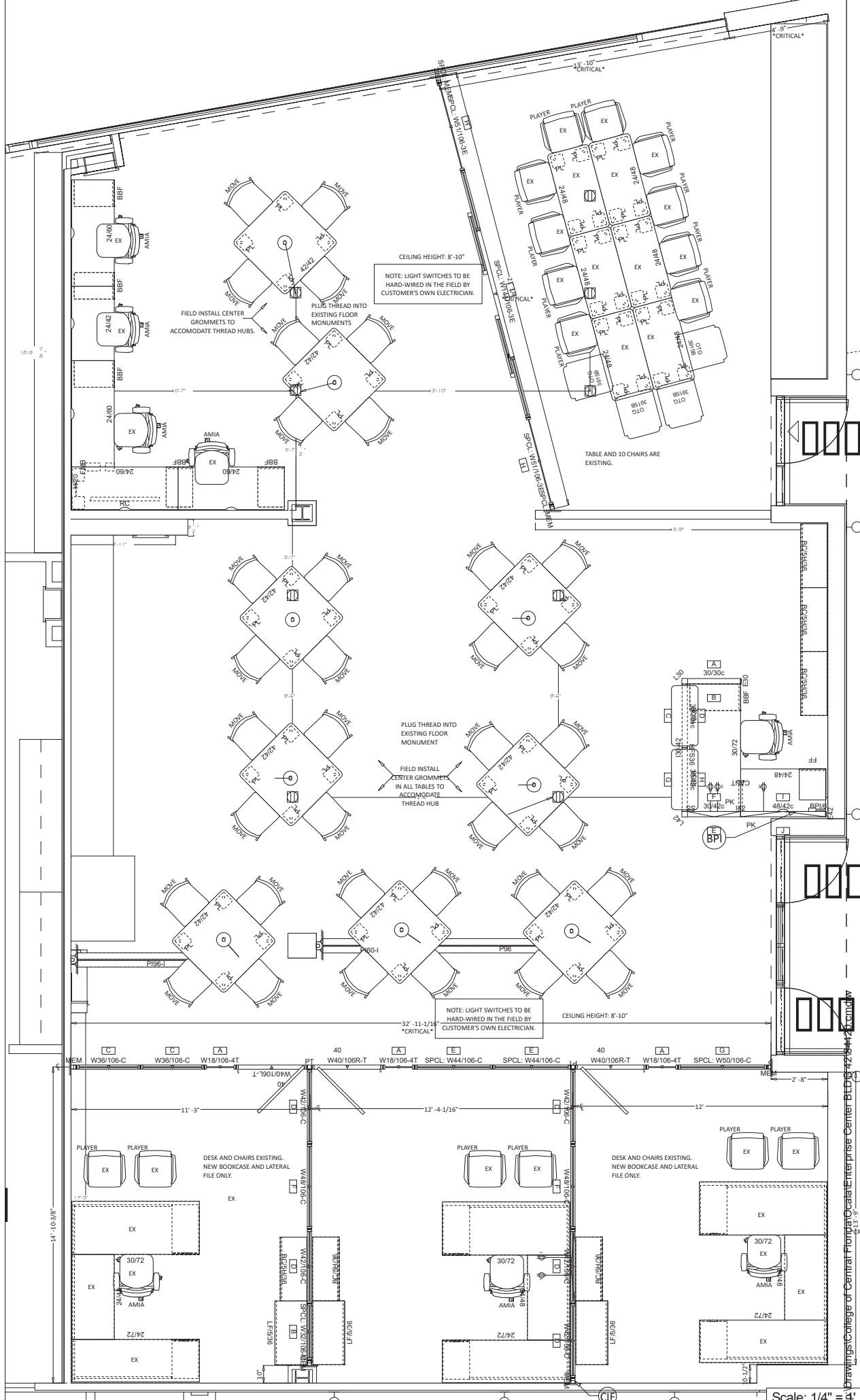
Component	Primary Responsibility	Targeted Implementation	Status
Draft agreement	Mark Paugh	CareerSource CLM October 2015 Board of Directors meeting	Final agreement approved with CareerSource CLM and signed by CF District Board of Trustees March 30, 2016.
Identification, development and occupancy of new co-located space for CF and CareerSource CLM staff	Mark Paugh, Rusty Skinner, Tom Morelock	Ready for move in April 2016	Facility remodel completed; soft opening April 18, 2016.
Identification of CF and CareerSource CLM staff	Mark Paugh, Rusty Skinner	Co-located April 2016	Staff identified; co-located April 14, 2016.
CareerSource CLM Portal enhancements	Rusty Skinner	Operational April 2016	In process; identifying workgroup of CF and CareerSource CLM personnel to provide input on design and functionality.
Professional development for CF educational advisors	Debbie Bowe	November 2015	In process and ongoing.
CF Patriots Mail	Hank Glaspie	April 2016	Completed; launched April 1, 2016.
Identification of additional resource room offerings	Rusty Skinner, Mark Paugh	April 2016	Identification completed January 2016; will continue to review.
Workshops and other events	Rusty Skinner, Mark Paugh	April 2016 and ongoing	Current and additional services for students declaring graduation for May 2016: <ul style="list-style-type: none"> ✓ Job leads in field ✓ Polished resume for targeted career ✓ Assistance preparing for difficult interview questions ✓ Assistance creating professional online image ✓ Skills assessments to prove skills proficiency ✓ Help developing interpersonal skills for attaining and retaining a job ✓ Internship and/or On-the- Job training opportunities

Attachment A
Career Placement Plan

			<p>Current and additional services for students within 75% completion of their program of study:</p> <ul style="list-style-type: none"> ✓ Information on local companies and careers ✓ Job leads in field ✓ Polished resume for targeted career ✓ Assistance preparing for difficult interview questions ✓ Assistance creating professional online image ✓ Skills assessments to prove skills proficiency ✓ Help developing interpersonal skills for attaining and retaining a job
Initial upload of CF students within 75% of completion	Rusty Skinner, Mark Paugh	May 2016	Completed April 6, 2016. Generated two target groups: students who applied for May 2016 graduation and those within 75% of completion of their program of study.
Communication from CareerSource to students	Rusty Skinner, Mark Paugh	May 2016 and ongoing	Completed April 7, 2016. Initial electronic communication sent out to two targeted student groups: those graduating May 2016 and those within 75% completion of their program of study.
Advisor training	Debbie Bowe	November 2016 and ongoing	Training to ensure that advisors have discussions with students about eventual placements or continuing education and resources available from CareerSource, how to access and touch points throughout process.
Program evaluation	Mark Paugh Rusty Skinner	Ongoing	Will assess data on an ongoing basis and analyze for first annual report.

**Attachment B
CareerSource Talent Center**





Review this drawing carefully, design services are billable after one revision. This drawing was prepared based on information that was provided to us by the client. We do not warrant the accuracy or the content and accuracy of this drawing and its specification. This drawing is property of OEC Business Interiors, created for the sole use of OEC Business Interiors, and shall not be reproduced to solicit bids or quotes from any other dealers or manufacturers.

Building 42
College of Central FL

Scale: 1/4" = 1'-0"
Print date: 1.8.16
Drawn by: BH
Account Manager: BLM
Quote No.: 84420
Page four pages: 1/4

OEC Business Interiors
The Workplace Professionals

1601 NW 80th Blvd Gainesville, FL 32606
P: 352.332.1192 F: 352.333.8002 www.oec-fl.com

IB260000967

From: CareerSource Citrus Levy Marion <rfraize@careersourceclm.com>
Date: April 7, 2016 at 4:20:57 PM EDT
To: [REDACTED]
Subject: Career Services / Talent Center
Reply-To: <rfraize@careersourceclm.com>

Some readers see this part of your email after the subject line in the inbox. Write something brief and catchy, compelling them to open the email.



Dear [REDACTED]

Have you started planning for your future career? In order to help you prepare for your new career, the College of Central Florida and CareerSource CLM have expanded their partnership to assist you. This new and expanded partnership, **Talent Center**, will help you launch your career.

Now is the time! Here is a checklist of what you will need to be successful:

- Information on local companies and careers
- Job leads for students and grads in your field
- Polished resume, targeted to the career you want
- Practiced responses to those tough interview questions
- Professional online image
- Skills assessments to prove your skills proficiency
- Interpersonal skills to help you attain and retain the job

If you are missing any of the checks we can help!

Here are two links to get you started:

1. [Don't Overlook these Job Search Necessities](#)
2. [The 24 Step Modern Resume](#)

In addition, you can sign up for workshops, attend recruitment events or conduct your career search in our resource lab.

Stop by and visit us at our new location at the College of Central Florida Ocala campus:

Talent Center

Enterprise Center, Building 42
3003 SW College Road, Suite 101
Ocala, FL 34474

Hours of operation: Monday - Friday 8:00 am to 5:00 pm

We hope to see you soon!

Sincerely,

Robyne Fraize
Professional Career Center Supervisor
CareerSource Citrus Levy Marion
rfraize@careersourceclm.com
Phone: 352-873-7939, ext. 1141

**COLLEGE OF CENTRAL FLORIDA AND
CAREERSOURCE CITRUS LEVY MARION
PROFESSIONAL CAREER CENTER AGREEMENT**

This is an agreement by and between the DISTRICT BOARD OF TRUSTEES OF THE COLLEGE OF CENTRAL FLORIDA (hereinafter "CF") and CareerSource Citrus Levy Marion (hereinafter "CareerSource CLM").

RECITALS

WHEREAS, CF provides access to high quality, high value baccalaureate degrees, associate degrees, certificates and diplomas, which prepare students for new careers or transfer to a State University System (SUS) institution;

WHEREAS, CareerSource CLM brings together business and community partners, economic development leaders and educational providers to connect employers with qualified, skilled talent and job seekers with employment and career development opportunities;

WHEREAS, CF and CareerSource CLM intend to strengthen their partnership in order to provide enhanced career and job placement services for CF students and graduates; and

WHEREAS, CF and CareerSource CLM agree to establish a Professional Career Center that will further their shared goals.

NOW, THEREFORE, in consideration of the foregoing premises and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. CF shall provide physical space to be shared by CF and CareerSource CLM staff which will be known as the "CF & CareerSource CLM Professional Career Center."

Attachment D
CareerSource Agreement

2. CF shall provide CareerSource CLM with contact information of CF students and graduates who have authorized CF to do so for the purpose of receiving assistance with career and job placements.
3. CF and CareerSource CLM staff shall streamline the process for prospective student internships in an attempt to increase placements of CF students in internship opportunities within their field of study.
4. CareerSource CLM shall provide computers and appropriate software for student and client use in the job search process.
5. CareerSource CLM shall provide CF with job placement data for CF graduates at no additional charge to CF.
6. The term of this Agreement is one year, commencing March 30, 2016 and ending March 30, 2017.
7. This agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other negotiations (if any) made by and between the parties.
8. The provisions of this agreement may not be amended, supplemented, waived, or changed orally but only by a writing making specific reference to this agreement signed by both parties.
9. All notices, requests, consents and other communications required or permitted under this agreement shall be in writing (including faxed communication) and shall be (as elected by the person giving such notice) hand delivered by messenger or courier service, faxed, or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

As to CF:

Name: Dr. Mark Paugh, College of Central Florida
Street/Mailing Address: 3001 SW College Road
Ocala, FL 34474
Fax No.: 352-873-5883
Email Address: paughm@cf.edu

As to CareerSource CLM:

Name: Rusty Skinner, CareerSource Citrus Levy Marion
Street/Mailing Address: 3003 SW College Road
Ocala, FL 34474
Telephone No.: 352-873-7991
Fax No.: 352-873-7956
Email Address: rskinner@careersourceclm.com

or to such other addresses as any party may designate by notice complying with the terms of this section. Each such notice shall be deemed delivered:

- (a) On the date delivered if by personal delivery,
- (b) On the date faxed if by fax, and
- (c) On the date upon which the Return Receipt is signed or delivery is refused or the notice is designated by the postal authorities as not delivered, as the case may be, if mailed.

**Attachment D
CareerSource Agreement**

- 10. This agreement and all transactions contemplated by this agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Florida without regard to principles of conflicts of laws.
- 11. This agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- 12. This agreement may not be assigned by either party without prior written consent of the other party.

CAREERSOURCE CITRUS LEVY
MARION

DISTRICT BOARD OF TRUSTEES OF
COLLEGE OF CENTRAL FLORIDA

By: 

By: 

Printed Name: Thomas E. Skinner, Jr.

Printed Name: Joyce Brancato

Title: CEO

Title: Chair

Date: March 14, 2016

Date: March 30, 2016



CAREER CHAT & CAREER TOUR

Marcus Alexander
President of Quad Nurse

Kristin Van Meter
President of Human Potential
Jacque Miller

President of Greater Mobility
Dr. Tasha Browning
President of Supportive Connections



Power Plant
Business Incubator

Healthcare
Startup
Panel & Tour

Wednesday, Feb. 24th, 1:00 – 3:00 p.m.

310 SE 3rd St. Ocala, FL 34471.

Meet and mingle with entrepreneurs in the Healthcare Industry
while you learn about:

- The local Healthcare Industry
- What it's like to start-up your own business

All in attendance will have the opportunity to tour the facility

College of Central Florida
Career Chat & Tour Schedule

Strategy 1:

Strengthen Collaborations and Partnerships with Local Business and CareerSource Citrus Levy Marion

The following table lists the career tours and chats that were offered to 107 students and faculty. Career tours/chats prepare students for the workplace by exposing them to real-world jobs and providing an opportunity to interact with and learn from professionals in the field.

Event	Company	Date
Career Chat	Dimension Works	Jan. 19, 2016
Career Chat	R & L Global Logistics	Jan. 26, 2016
Career Chat	Fastnal Industrial & Construction Supplies	Feb. 8, 2016
Career Chat	Marion County Election Center	Feb. 9, 2016
Career Chat & Tour	Power Plant Business Incubator:	Feb. 24, 2016
Career Chat	2016 Tech Scene	Mar. 2 & 3, 2016
Career Chat & Tour	Ocoos	Mar. 10, 2016
Career Chat & Tour	IDEX Corporation	Mar. 15, 2016
Career Chat & Tour	Power Plant Business Incubator – Information Technology Startup	Mar. 16, 2016
Career Tour	Peterson & Smith Equine Hospital	Mar. 17, 2016
Career Chat & Tour	Beacon Software Solutions	Mar, 30, 2016
Career Chat	Chick-fil-A	Mar. 31, 2016
Career Chat	Target	Apr. 12, 2016
Career Tour	Moonraker Farm	Apr. 25, 2016

**Business Advisory Council
Members
2016**

Mr. Rob Adamiak, Executive Director
Marion Regional Manufacturers Association

Mr. Tom Falanga, Manager
Lockheed Martin

Mr. Ralph Aleman, Interim CEO
Citrus Memorial Health System

Mr. David Harden, President
American Heritage Land Surveying & Mapping, Inc.

Ms. Lori Boring, Market President
Renasant Bank

Mr. Steve Kennedy, Director of Transportation
Southeastern Milk, Inc.

Mr. Troy Bowman, General Manager
K-Mart

Mr. Larry Mayfield, CEO
Ocala Family Medical Center, Inc.

Mr. Austin Brown, Interim CEO
Seven Rivers Regional Hospital

Mr. Randy McVay, CEO (Mr. Nathan Vooyo, COO)
Ocala Regional Medical Center

Mr. Robert Clements, President
ClosetMaid

Ms. Dorothy Pernu, Government & Community
Relations Manager
Duke Energy

Mr. Aaron Dhawan, General Manager
Delta Laboratories, Inc.

Mr. Dan Peters, President
E-One

Mr. Todd Duffy, CEO
ACA Construction Group

Ms. Faye Peraza, VP Human Resources
Munroe Regional Medical Center

Ms. Mary Ellen Poe, Administrator
Hospice of Marion County

Mr. Rusty Skinner, CEO
CareerSource

Mr. Jerry Reardon, CEO
Signature Brands

Mr. John Zabler, Manager
City of Ocala

Mr. Greg Schorr, CEO
Custom Window Systems

Ms. Ellen Witterstaeter, CEO
HealthSouth Rehabilitation Hospital Ocala

Mr. Kevin Sheilley, President
Ocala CEP

College of Central Florida
BUSINESS ADVISORY COUNCIL
March 31, 2016

PRESENT: Rob Adamiak (Marion Regional Manufacturer’s Association); Troy Bowman (K-Mart); Aaron Dhawan (Delta Laboratories, Inc.); Tom Falanga (Lockheed Martin); Larry Mayfield (Ocala Family Medical Center, Inc.); David Palmer (Marion County Sheriff’s Office); Faye Peraza (Munroe Regional Medical Center); Dorothy Pernu (Duke Energy); Dan Peters (E-One); Mary Ellen Poe (Hospice of Marion County); Jerry Reardon (Signature Brands); Nathan Vooy (Ocala Regional Medical Center); Jim Henningsen (College of Central Florida); Mark Paugh (College of Central Florida); Rob Wolf (College of Central Florida); Mercy Alvarado (College of Central Florida)

Purpose of the Group

The Business Advisory Council (BAC) met on March 31, 2016 and was charged with providing feedback on how the College of Central Florida (CF) could improve on student placement and continuing education rates.

Overview of the Performance Funding Model

The BAC reviewed the four measures contained in the state performance funding model for the Florida College System. The definitions and calculations were reviewed as well as the performance rankings for the 28 colleges in the FCS. The BAC noted that the College of Central Florida performed well on the placement rate/continuing education measure for the most recent year, but understood that the level of performance earned CF the minimum level of points.

There was concern expressed regarding the delay in the reporting of the measures and that the current efforts undertaken by the college won’t show up in the model until three years from now. Comments were also shared regarding why there needed to be a punitive model when the FCS has such a strong performance level nationally. Particularly, since CF and other colleges in the bronze level were recognized by the Aspen Institute as top performers nationally.

Review of CF’s Current Strategies and Identification of New Strategies

The BAC reviewed the current strategies undertaken by CF to improve the placement /continuing education measure identified in the college’s performance improvement plan and commended staff on their work.

Additional strategies/feedback provided by the BAC included the following:

- A) Having businesses engage more on campus by offering forums for students to be updated on job opportunities.
- B) Expand co-op and internship opportunities with local businesses.
- C) Continue the great work the college is doing for workforce training.



Draft text submitted for May issue of Innovation and CEP Partner Connections, publications of the Ocala/Marion County Chamber and Economic Partnership

Editors: contact Staci Biondini, 352-854-2322, ext. 1565, biondins@cf.edu

College of Central Florida: Providing More than Education

The College of Central Florida has long been the area's go-to source for education. But now, it wants to be known for something more. Job placement.

“At CF, we provide a high quality education with small class sizes at an extremely low price, as well as providing great opportunities to find high paying jobs upon graduation,” said Dr. Jim Henningsen, CF President. “We want to be known for giving students the best return on their education investment.”

CF student Jessica Cuebas, 33, saw an immediate return on her investment.

Cuebas, who will graduate from CF in May with a Bachelor of Applied Science in Business and Organizational Management, was recently hired by Winco Mfg., an Ocala-based manufacturer of medical furnishings.

CF requires all students in Bachelor of Applied Science programs and the majority of Associate in Science programs to complete a 120-hour internship, so Cuebas started at Winco as an intern. Months later she was offered a full-time position as an inside sales representative.

“The end goal of my internship was getting a job, so I did everything from arriving early and staying late to taking advantage of new learning opportunities,” said Cuebas. “CF was incredibly helpful. From finding the perfect internship for me, to offering resume writing assistance and mock interviews through the Patriot Job Connection.”

CF employs two full-time staff members who work closely with area businesses to develop internship opportunities and place students in internships that match their individual interests. Patriot Job Connection is a service offered through CareerSource Citrus, Levy, Marion. Located in the Enterprise Center on the CF Ocala Campus, 3001 S.W. College Road, CareerSource offers students assessments to document skills proficiency, resume writing help, interviewing practice, and job leads.

Tisha Webber, Winco Human Resources Manager, said the college's internship program and job placement efforts are working well.

"The College of Central Florida provides excellent interns who have relevant skills and are eager to take on the many challenges we face at Winco," said Webber. "I've been pleased not only in their knowledge, skills and abilities but their passion and desire to take on different tasks to learn and grow as professionals."

"As an employer, I'm interested in what skills students bring and how these skills can be used in our business," said Webber. "We love when we get a student like Jessica who is persistent and wants to keep improving their skills."

Henningsen said positive feedback from businesses is equally important as positive feedback from students.

"Serving area businesses is the other side of the coin," said Henningsen. "We want employers to know that a CF diploma is a quality diploma."

To that end, the college recently launched the CF Workforce Guaranteed Graduate program. The distinction guarantees employers that CF Associate in Science graduates are workforce ready. If an employer finds a graduate lacking in any area related to their program of study, CF will retrain the graduate at no cost to the employer or graduate.

"As any business stands behind the quality of its products or services, we stand behind the quality of our graduates," said Henningsen. "We are confident that that we are preparing our students to excel in their careers and in the workforce."

To learn more about CF, visit CF.edu. To learn more about CF's Guaranteed Graduate program, visit CF.edu/Guaranteed.

College of Central Florida
Advising and Job Placement Implementation Plan

Component	Primary Responsibility	Targeted Implementation	Status
Hire new Student Success Dean	Saul Reyes	New dean position created, Fall 2015.	Completed Oct. 15, 2015
Create centralized advising office	Saul Reyes	January 2016	Completed. Staff relocated to new advising office Jan. 11, 2016
Describe other new positions/reorganization		January 2016	Completed. See position descriptions that follow.
Professional development for CF Educational Advisors	Debbie Bowe	November 2016 and ongoing	Completed. Advisor training per schedule and agenda that follow.
Begin use of CF Patriots Mail	All Advisors	April 2016	Completed. Advisors began to transition to communication with students through CF email accounts beginning April 1, 2016.
Career Coach Training	Debbie Bowe	March 2016	Completed. Implemented new software to facilitate advisors initiating conversations that connect academic plans with career goals and provides the transition to CareerSource resources.
Upload of CF students within 75% of completion	Rusty Skinner, Mark Paugh	May 2016	Completed. Identified students and made calls to provide support toward their completion goals.

CF Advising and Job Placement Plan

College of Central Florida
Division of Student Affairs
Department Reorganization – Fall 2015

A collegewide advising redesign resulted in a more efficient alignment of college resources to meet the advising needs of students. Through the redesign, advisors were co-located to an advising suite that is centrally located in the Bryant Student Union, the hub for student activities. The new organizational structure created a Dean for Student Success position that reports directly to the Vice President of Student Affairs. The dean provides leadership for Educational Advisors, First-year Success Specialists, Assistant Director of Academic Advising and Assistant Director of First-year Success. The roles of these positions are described below.

Educational Advisor
Provide advisory services for prospective and currently enrolled students; develop and implement services related to retention, orientation, registration, academic advising, academic skills enhancement and career goals.
First Year Success Specialist
Provide advisory services for first-year students; develop and implement services related to retention, orientation, registration, academic advising, academic skills enhancement and career goals. Develop and implement innovative programs and services specifically relating to the first-year experience and student success.
Assistant Director of Academic Advising
Provide leadership, supervision, and coordination in the planning, implementation, and evaluation of advising services collegewide. Provide direct supervision for the meta-major educational advisors assigned to the Advising Center. Provide leadership and coordination of collegewide new student orientation. Provide training and support for advisors collegewide in academic and registration areas. Assist the Division of Student Affairs in designing, implementing, and evaluating programs and services that promote student learning and student success. Assume a leadership role in designing, implementing and evaluating special initiatives for under-represented populations within the student body, and increasing the retention of college credit students, especially those from academically at-risk populations.
Assistant Director of First-Year Success
Provide leadership, supervision, and coordination in the planning, implementation, and evaluation of advising services for first-year students collegewide. Provide direct supervision for the first-year success specialists assigned to the Advising Center. Provide leadership and coordination of collegewide new student orientation. Provide training and support for advisors collegewide in academic and registration areas. Assist the Division of Student Affairs in designing, implementing, and evaluating programs and services that promote student learning and student success. Assume a leadership role in designing, implementing, and evaluating special initiatives for under-represented populations within the student body, and increasing the retention of college credit students, especially first-year students. Coordinate the research, design, implementation and evaluation of innovative student advising and success strategies for first-year students.
Dean of Student Success
To develop, implement, supervise, evaluate, and provide vision for development of the college's academic advising program that ranges from entry to graduation. Supervise the Office of Academic Advising.

Attachment I
New Advising Center



Lobby View



Offices

**College of Central Florida
Advisor Training Sample Schedule and Agenda**

Seventeen advisors participate in required trainings that include:

- Weekly advisor small group meetings with all advisors/specialists, dean, assistant director and staff assistant.
- Monthly collegewide (all campuses) advisor trainings with all advisors and key student affairs staff (includes 37 staff).
- Ad hoc specialized trainings focused on key topics.

Day 1 – Collegewide Advisor Training	
8-8:30 a.m.	Office Space Essentials
8:30-9:30 a.m.	Appointment Shadowing
9:30-9:45	Break
9:45-11 a.m.	Training Overview
11 a.m.-Noon	CF.edu
Noon-1 p.m.	Front Desk Shadowing
1-2 p.m.	Lunch
2-3 p.m.	Getting Started @ CF
Day 2 – Collegewide Advisor Training	
9-9:30 a.m.	Registrar/Admissions Overview
9:30-9:45 a.m.	Break
9:45-10:30 a.m.	Application Funnel
10:30-11 a.m.	Update and Withdrawal Forms
11-11:30 a.m.	High School Transcripts
11:30 a.m.-Noon	Application Process
Noon-1 p.m.	Office Time
1-2 p.m.	Lunch
2-3 p.m.	Appointment Shadowing

Day 3 – Collegewide Advisor Training	
8:00-9:30 a.m.	Staff Meeting
9:30-10:30 a.m.	Break/Office Time
10:30-11:30 a.m.	Meet with Registrar
11:30-Noon	Front Desk Shadowing
Noon-1 p.m.	Office Time
1-2 p.m.	Lunch
2-2:30 p.m.	Office Time
2:30-3:30 p.m.	Service Excellence/Office Culture
3:30-4:15 p.m.	View Orientation

**Collegewide Advisor Training
ADVISING 101
AGENDA**

In Spring 2016, all CF advisors completed a comprehensive training program to further enhance their skills in providing high-touch advising services to students.

1. Associate in Arts Degree Requirements

2. General Education

- English and Communications
- Social Science and Humanities
- Math and Science

3. Electives

4. Additional A.A. Requirements

- Computer competency
- Foreign language
- GPA
- Semester hours in residence
- Gordon Rule
- Prerequisites

5. Working with Transfer Courses

6. Course Substitution

7. Admissions Basics

- Steps to admission
- Apply online @cf.edu
- Application fee
- Placement testing
- Transcript codes
- Contacts and holds
- Credit by exam
- College preparatory courses
- Withdrawals
- Grade forgiveness
- Transients/Floridashines.org

Career Coach Training

AGENDA

March 18, 2016

9 a.m.-1 p.m.

In Spring 2016, all advisors completed training on the use of new Career Coach software to facilitate advisors initiating conversations that connect academic plans with career goals and provides their transition to CareerSource resources.

- Registration
- Module No. 1: Introduction to Labor Market Information and Career Coach
- Module No. 2: Career Coach Walkthrough & Best Practices
- Break (5 minutes)
- Module No. 3: Data Boot Camp
- Roundtable: Usage Discussion
- Knowledge Checks 1 and 2
- Wrap Up



College of Central Florida

CAREER COACH

SIGN-IN SHEET/Attendance Roster

Class: Advanced Career Coach Training for CF Advisors and Specialists		Date and Time: March 18, 2016, 9 a.m.-1 p.m.	
Facilitator: Moses Bratrud		Room Number: 304	
Name		Title	
Kathy Morse		Manger Communications and Web Design	
Todd Reiland		Outreach Specialist	
Chris Ray		Educational Advisor	
Keith Collins		Educational Advisor	
Kelly Besser		Educational Advisor	
Mike Shuler		Educational Advisor	
Debora Avila		First Year Specialist	
Julio Serna		Coordinator Tutors	
Boisy Waiters		Educational Advisor	
Norma Walcott		Educational Advisor	
Karen Tolson		Educational Advisor	
Glen Owen		Educational Advisor	
Chenita Hart		Assistant Director, Academic Advising	
Karla Wilson		QEP Implementation Director	
Susana Islas		Educational Advisor	
Willie Morris		Transfer Specialist Coordinator	
Becca York-Alcorn		EOC Coordinator	

New College Credit Certificate Programs

Minutes

2015– 2016 Curriculum Committee Meeting

October 29, 2015

Voting Members: John Anene, Ken Capps, Allan Danuff, Lori Kielty, Christine Knierim, Heidi Maier, Catherine McDonough, James Meier, Glenna Morelock, Mark Paugh, Lyn Powell, Mae Sands, Sarah Satterfield, Jay Thompson, Evan Yates, Jerelyn Zacke, Tom Ziesemer

Non-Voting Members: Maureen Anderson, Larry Kuszynski, Vernon Lawter, Holly McGlashan, Shana Miller, Liz Minnerly, Saul Reyes, Devona Sewell, Karla Wilson

Members Present: Maureen Anderson, John Anene, Ken Capps, Allan Danuff, Lori Kielty, Larry Kuszynski, Catherine McDonough, Holly McGlashan, James Meier, Shana Miller, Mark Paugh, Lyn Powell, Mae Sands, Evan Yates, Tom Ziesemer

Others Present: Ginny Delgado-Oakwood, Jennifer Fryns (for Sarah Satterfield), Connie Hardgrove

Jim Meier called the meeting to order at 3:03 p.m. and welcomed everyone to the meeting. .

Approval of Minutes: The minutes from the September 24, 2015 meeting were approved as presented. Allan Danuff moved for approval, and Evan Yates seconded the motion.

Informational Items:

- There were no informational items presented at the meeting.

Approval Items:

- **Proposal 2015-7 – Sam Ajlani and Sheila Rios** **Proposal Approved**
Program Modification
 - 2298 – A.S. degree in Engineering Technology – Quality Specialization (60 credits)
 - Move EGS1949 and MAN2021 to electives
 - Require 6 credit hours of electives chosen from the following: ETI1843, ETM2315, ETS1535, ETS1540, ETS1542, ETS1700, MAN2021, EGS1949Program Modification
 - 2380 – A.S. degree in Engineering Technology – Advanced Manufacturing Specialization (60 credits)
 - Move MAN2021, CGS2103, MAN2582 and EGS1949 to electives
 - Add two new courses, ETM2315 Mechanical Devices and Systems and ETS1700 Hydraulics and Pneumatics to specialization courses
 - Require 6 credit hours of electives chosen from the following: ETI6122, ETI1628, ETI2610, ETI262, MAN2021, CGS2103, MAN2582, EGS1949New Program
 - College Credit Certificate in Mechatronics (30 credits)
 - Remove OST 1100 Introduction to Word and OST 2335 BusinessNew Courses
 - ETI1700 Hydraulics and Pneumatics (3 credits)
 - ETM2315 Mechanical Devices and Systems (3 credits)
 - With the committee's approval, Shana Miller and Lori Kielty presented the proposal for Sam Ajlani, who was unable to join the meeting due to technical difficulties.
 - Evan Yates moved for approval. Lyn Powell seconded the motion.
- **Proposal 2015-4 – Connie Hardgrove and Sheila Rios** **Proposal Approved**
New Program
 - College Credit Certificate in Accounting Technology Specialist (12 credits)New Program
 - College Credit Certificate in Accounting Technology Operations (18 credits)
 - Evan Yates moved for approval. Tom Ziesemer seconded the motion.

Attachment K New College Credit Certificate Programs

- **Proposal 2015-6 – Jennifer Fryns and Sheila Rios** **Proposal Approved**
New Program
 - College Credit Certificate in Digital Media/Multimedia Authoring (12 credits)
 - Allan Danuff moved for approval. Evan Yates seconded the motion.

- **Proposal 2015-6 – Ginny Delgado-Oakwood and Sheila Rios** **Proposal Approved**
New Program
 - College Credit Certificate in Medical Information Coder/Biller (37 credits)New Course
 - HIM2941 Coding Professional Practice Experience (3 credits)
 - Tom Ziesemer moved for approval. Evan Yates seconded the motion.

Discussion Items

- Dr. Paugh shared the following updates:
 - The college's BSN program has received a recommendation for full initial accreditation for five years from ACEN during their recent site visit. The decision will be final in March. There are only 14 of this type of program accredited in the state of Florida, with the nearest one being 55 miles away.
 - The college's recent SACSCOC accreditation site visit was an overall good visit with the college receiving four recommendations. Dr. Paugh discussed each of these recommendations and the steps that will be taken to address them prior to the submission of the college's response in March.
- Dr. Paugh also brought forth an action item for the committee regarding mid-year program modifications. While beginning new programs mid-year is fine, changing requirements for established programs mid-year creates problems for students, advisors and degree audit. The recommendation presented limits the effective term for program modifications to Fall term, except in cases where the college must respond to legislative requirements. Those exceptions will be handled on an individual basis. After discussion, a motion for approval of the recommendation by Lyn Powell and a second by Evan Yates, the change was unanimously approved.
- Lyn Powell shared that the college will now be providing harassment training for students who need it on the portal. More information about this program and its availability will be broadcast soon.

Adjournment – Following a motion by Allan Danuff and a second by Evan Yates, the meeting was adjourned at 3:37pm. **The next Curriculum Committee meeting for 2015-2016 will be November 19, 2015, at 3:00pm in the Board Room, Founders Hall.**

New College Credit Certificate Programs

Minutes

2015– 2016 Curriculum Committee Meeting

November 19, 2015

Voting Members: John Anene, Ken Capps, Allan Danuff, Lori Kielty, Christine Knierim, Heidi Maier, Catherine McDonough, James Meier, Glenna Morelock, Mark Paugh, Lyn Powell, Mae Sands, Sarah Satterfield, Jay Thompson, Evan Yates, Jerelyn Zacke, Tom Ziesemer

Non-Voting Members: Maureen Anderson, Larry Kuszynski, Vernon Lawter, Holly McGlashan, Shana Miller, Liz Minnerly, Saul Reyes, Devona Sewell, Karla Wilson

Members Present: Allan Danuff, Lori Kielty, Larry Kuszynski, Heidi Maier, Catherine McDonough, Holly McGlashan, Shana Miller, Liz Minnerly, Mark Paugh, Mae Sands, Sarah Satterfield, Devona Sewell, Jay Thompson, Karla Wilson, Tom Ziesemer

Others Present: Barbara Anderson, Ron Cooper, Jane Hoesterey, Barbara Lange

Allan Danuff served as chair in the absence of Jim Meier, and called the meeting to order at 3:02 p.m.

Approval of Minutes: The minutes from the October 29, 2015 meeting were approved as presented. Cathy McDonough moved for approval, and Heidi Maier seconded the motion.

Informational Items:

- Ron Cooper presented information to the committee regarding Academic Integrity.

Approval Items:

- **Proposal 2015-2 – Barbara Anderson and Jane Hoesterey**
Program Modification
 - 2137 – A.S. degree in Nursing (72 credits)
 - Remove the following:
 - NUR1022C Introduction to Nursing (4 credits)
 - NUR1024C Nursing I (3 credits)
 - NUR1011 Socialization into Nursing I (1 credit)
 - NUR1012 Socialization Into Nursing II (2 credits)
 - NUR1830 Socialization into Nursing III (2 credits)
 - NUR1730C Nursing II (9 credits)
 - NUR1210C Nursing IIA (5 credits)
 - NUR 1733C Nursing IIB (5 credits)
 - NUR2732C Nursing III (9 credits)
 - NUR2751C Nursing IIIA (5 credits)
 - NUR2752C Nursing IIIB (5 credits)
 - NUR2734C Nursing IV (10 credits)
 - NUR2713C Nursing IVA (8 credits)
 - Note: The courses listed above are part of full-time and part-time tracks.
 - Add the following:
 - NUR1021C Foundations of Nursing (5 credits)
 - NUR1052C Clinical Concepts I (4 credits)
 - NUR2010 Professional Issues in Nursing (2 credits)
 - NUR1241C Clinical Concepts II (7 credits)
 - NUR1520C Behavioral Concepts in Nursing (2 credits)
 - NUR2440C Developmental Concepts in Nursing (3 credits)
 - NUR2243C Clinical Concepts III (4 credits)
 - NUR2244C Clinical Concepts IV (7 credits)
 - NUR2811C Capstone Clinical (2 credits)
 - Note: The courses above will be used in both tracks. Both tracks will utilize the same courses.

New College Credit Certificate Programs

Course Modification

- NUR1142 Introduction to Pharmacology
 - Increase number of credits from 2 to 3, add additional content

New Courses

- NUR1021C Foundations of Nursing (5 credits)
- NUR1052C Clinical Concepts I (4 credits)
- NUR2010 Professional Issues in Nursing (2 credits)
- NUR1241C Clinical Concepts II (7 credits)
- NUR1520C Behavioral Concepts in Nursing (2 credits)
- NUR2440C Developmental Concepts in Nursing (3 credits)
- NUR2243C Clinical Concepts III (4 credits)
- NUR2244C Clinical Concepts IV (7 credits)
- NUR2811C Capstone Clinical (2 credits)
- Jay Thompson moved for approval of the proposal. Cathy McDonough seconded the motion

• **Proposal 2015-5 – Lori Kielty**Program Modification

- 2305 – A.S. degree in Business Administration (60 credits)
 - Move MAN1949 Co-Op Work Experience from Core Courses to electives
 - Add MAN2304 Introduction to Human Resources as an elective option

Program Modification

- 6241 – College Credit Certificate in Business Management (24 credits)
 - Modify mathematics requirement to include all state core mathematics options: MAC 1105, MAC2311, MGF1106, MGF1107, STA2023 and STA2023H

Program Modification

- 6271 – College Credit Certificate in Business Operations (18 credits)
 - Modify mathematics requirement to include all state core mathematics options: MAC 1105, MAC2311, MGF1106, MGF1107, STA2023 and STA2023H

Program Modification

- 6291 – College Credit Certificate in Business Specialist (12 credits)
 - Add OST2335 Business Communications as an option to ENC1101
 - Modify mathematics requirement to include all state core mathematics options: MAC 1105, MAC2311, MGF1106, MGF1107, STA2023 and STA2023H in addition to ACG2021

New Program

- College Credit Certificate in E-Business Ventures Certificate (24 credits)

New Program

- College Credit Certificate in Marketing Operations (30 credits)

New Program

- College Credit Certificate in Human Resources Administrator (21 credits)

New Course

- MAN2304 Introduction to Human Resources (3 credits)
- Tom Ziesemer moved for approval of the proposal. Sarah Satterfield seconded the motion.

• **Proposal 2015-10 – Lori Kielty**Program Modification

- 2295 – A.S. degree in Computer Information Technology (60 credits)
 - Move CGS1949 Co-Op Work Experience from program core to electives

New Program

- College Credit Certificate in Database and E-Commerce Security (18 credits)

New Program

- College Credit Certificate in Computer Programming Specialist (18 credits)
- Heidi Maier moved for approval of the proposal. Jay Thompson seconded the motion.

Attachment K New College Credit Certificate Programs

- **Proposal 2015-16 – Barbara Lange**

- New Course

- NUR3930 Special Topics: Baccalaureate Nursing (1 credit)
 - Cathy McDonough moved for approval of the proposal. Lori Kielty seconded the motion.

- **Proposal 2015-15 – Shana Miller**

- Annual Purge of Courses Not Taught for 2015-2016

- Tom Ziesemer moved for approval of the proposal. Heidi Maier seconded the motion.

Discussion Items

- Dr. Paugh thanked everyone for their hard work, especially those who have worked with our Performance Funding initiatives, and Karla Wilson for her leadership with the QEP team. He also provided an update on the college's progress toward its response to SACSCOC recommendations, ongoing discussions regarding faculty overloads, and encouragement to attend student events.
- Devona Sewell reminded everyone that graduation is December 11, 2015 at 5:00pm. There will be one ceremony this time, with no tickets required.

Adjournment – Following a motion by Tom Ziesemer and a second by Heidi Maier, the meeting was adjourned at 3:40pm. **The next Curriculum Committee meeting for 2015-2016 will be January 28, 2016, at 3:00pm in the Board Room, Founders Hall. The committee does not meet in December.**

COLLEGE OF CENTRAL FLORIDA

3
AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: December 2, 2014

SUBJECT: Curriculum Changes

INITIATOR: Dr. Mark Paugh, Vice President for Academic Affairs

Mark Paugh

DATE: November 19, 2015

OBJECTIVE AND PERTINENT FACTS:

The Curriculum Committee recommended at its October 2015 and November 2015 meetings that the attached changes to the college curriculum be approved. The President recommends these changes for Board approval.

RECOMMENDATION/ACTION REQUESTED:

That the District Board of Trustees approve the proposed curriculum changes.



COLLEGE of
CENTRAL
FLORIDA

MEMORANDUM

TO: Dr. Mark Paugh, Vice President, Academic Affairs

FROM: Shana M. Miller, Coordinator, Curriculum Services and Faculty Credentialing

A handwritten signature in blue ink, appearing to read 'Shana M. Miller'.

DATE: October 29, 2015

SUBJECT: Approved Curriculum Actions – October 2015

The following Curriculum actions were approved by the Curriculum Committee at its October 29, 2015 meeting, and are awaiting approval by the District Board of Trustees:

Proposal 2015-7 – Sam Ajlani and Sheila Rios

Program Modification

- 2298 – A.S. degree in Engineering Technology – Quality Specialization (60 credits)
 - Move EGS1949 and MAN2021 to electives
 - Require 6 credit hours of electives chosen from the following: ETI1843, ETM2315, ETS1535, ETS1540, ETS1542, ETS1700, MAN2021, EGS1949

Program Modification

- 2380 – A.S. degree in Engineering Technology – Advanced Manufacturing Specialization (60 credits)
 - Move MAN2021, CGS2103, MAN2582 and EGS1949 to electives
 - Add two new courses, ETM2315 Mechanical Devices and Systems and ETS1700 Hydraulics and Pneumatics to specialization courses
 - Require 6 credit hours of electives chosen from the following: ETI6122, ETI1628, ETI2610, ETI262, MAN2021, CGS2103, MAN2582, EGS1949

New Program

- College Credit Certificate in Mechatronics (30 credits)
 - Remove OST 1100 Introduction to Word and OST 2335 Business

New Courses

- ETI1700 Hydraulics and Pneumatics (3 credits)
- ETM2315 Mechanical Devices and Systems (3 credits)

Proposal 2015-4 – Connie Hardgrove and Sheila Rios

New Program

- College Credit Certificate in Accounting Technology Specialist (12 credits)

New Program

- College Credit Certificate in Accounting Technology Operations (18 credits)

**Attachment L
New Certificates Board Approval**

Proposal 2015-8 – Jennifer Fryns and Sheila Rios

New Program

- College Credit Certificate in Digital Media/Multimedia Authoring (12 credits)

Proposal 2015-6 – Ginny Delgado-Oakwood and Sheila Rios

New Program

- College Credit Certificate in Medical Information Coder/Biller (37 credits)

New Course

- HIM2941 Coding Professional Practice Experience (3 credits)

Please let me know if you need any additional information.


Thank you.



COLLEGE of
CENTRAL
FLORIDA

MEMORANDUM

TO: Dr. Mark Paugh, Vice President, Academic Affairs

FROM: Shana M. Miller, Coordinator, Curriculum Services and Faculty Credentialing 

DATE: November 19, 2015

SUBJECT: Approved Curriculum Actions – November 2015

The following Curriculum actions were approved by the Curriculum Committee at its November 19, 2015 meeting, and are awaiting approval by the District Board of Trustees:

Proposal 2015-2 – Barbara Anderson and Jane Hoesterey Program Modification

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 - Remove the following:
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 - NUR1730C Nursing II (9 credits)
 - NUR1210C Nursing IIA (5 credits)
 - NUR 1733C Nursing IIB (5 credits)
 - NUR2732C Nursing III (9 credits)
 - NUR2751C Nursing IIIA (5 credits)
 - NUR2752C Nursing IIIB (5 credits)
 - NUR2734C Nursing IV (10 credits)
 - NUR2713C Nursing IVA (8 credits)
 - Note: The courses listed above are part of full-time and part-time tracks.
 - Add the following:
 - NUR1021C Foundations of Nursing (5 credits)
 - NUR1052C Clinical Concepts I (4 credits)
 - NUR2043 Professional Issues in Nursing (2 credits)
 - NUR1244C Clinical Concepts II (7 credits)
 - NUR1520C Behavioral Concepts in Nursing (2 credits)
 - NUR2441C Developmental Concepts in Nursing (3 credits)
 - NUR2245C Clinical Concepts III (4 credits)
 - NUR2251C Clinical Concepts IV (7 credits)
 - NUR2811C Capstone Clinical (2 credits)
 - Note: The courses above will be used in both tracks. Both tracks will utilize the same courses.

Course Modification

- NUR1142 Introduction to Pharmacology
 - Increase number of credits from 2 to 3, add additional content

New Certificates Board Approval

New Courses

- NUR1021C Foundations of Nursing (5 credits)
- NUR1052C Clinical Concepts I (4 credits)
- NUR2043 Professional Issues in Nursing (2 credits)
- NUR1244C Clinical Concepts II (7 credits)
- NUR1520C Behavioral Concepts in Nursing (2 credits)
- NUR2441C Developmental Concepts in Nursing (3 credits)
- NUR2245C Clinical Concepts III (4 credits)
- NUR2251C Clinical Concepts IV (7 credits)
- NUR2811C Capstone Clinical (2 credits)

Proposal 2015-5 – Lori Kielty

Program Modification

- 2305 – A.S. degree in Business Administration (60 credits)
 - Move MAN1949 Co-Op Work Experience from Core Courses to electives
 - Add MAN2304 Introduction to Human Resources as an elective option

Program Modification

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 - Modify mathematics requirement to include all state core mathematics options: MAC 1105, MAC2311, MGF1106, MGF1107, STA2023 and STA2023H

Program Modification

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 - Modify mathematics requirement to include all state core mathematics options: MAC 1105, MAC2311, MGF1106, MGF1107, STA2023 and STA2023H

Program Modification

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 - Add OST2335 Business Communications as an option to ENC1101
 - Modify mathematics requirement to include all state core mathematics options: MAC 1105, MAC2311, MGF1106, MGF1107, STA2023 and STA2023H in addition to ACG2021

New Program

- College Credit Certificate in E-Business Ventures Certificate (24 credits)

New Program

- College Credit Certificate in Marketing Operations (30 credits)

New Program

- College Credit Certificate in Human Resources Administrator (21 credits)

New Course

- MAN2304 Introduction to Human Resources (3 credits)

Proposal 2015-10 – Lori Kielty

Program Modification

- 2295 – A.S. degree in Computer Information Technology (60 credits)
 - Move CGS1949 Co-Op Work Experience from program core to electives

New Program

- College Credit Certificate in Database and E-Commerce Security (18 credits)

New Program

- College Credit Certificate in Computer Programming Specialist (18 credits)

Proposal 2015-16 – Barbara Lange

New Course

- NUR3930 Special Topics: Baccalaureate Nursing (1 credit)

Please let me know if you need any additional information.

Thank you.

Ocala, Florida

December 2, 2015

The Chair called the regular meeting of the Board of Trustees to order at 3:00 p.m. on Wednesday, December 2, 2015 and asked that everyone stand to recite the *Pledge of Allegiance*. The meeting was held in the Founders Hall Board Room on the Ocala Campus.

Members Present: Joyce Brancato, Chair James D. Henningsen, Board Secretary
 Robert Durrance, Vice Chair Rob Batsel, General Counsel
 Rusty Branson
 Ron Ewers
 Don Taylor

Members Absent: Sandy Balfour, Bill Edgar

Joe Mazur, Lois Brauckmuller, Vernon Lawter, Mark Paugh, Jillian Ramsammy, Lana Lutz, Cindi Morrison, Chris Knife, Steve Ash, Lyn Powell, Maureen Anderson, Holly McGlashan, Saul Reyes, Maggie Turner, Darin McClain, Frank Rasbury and Cherie Ross.

The Chair reported that the meeting had been properly noticed, the agenda was available one week prior to the meeting and there was a quorum present.

The Board recognized Associate Professor of Communications, Rob Marino, who was recently inducted into the Florida College System Activities Association Hall of Fame at the annual conference of the Association of Florida Colleges in Orlando.

The Chair asked if there was anyone in the audience that wished to address the Board. As there were no requests for public comment, the Chair moved to the next item on the agenda.

The Chair presented the Consent Agenda for approval, which included the following items:

The minutes of the October 28, 2015 District Board of Trustees meeting.

Recommend Board approval of the following:

Faculty – New Hires: None this reporting period.

Regular Full -Time Employees: That the record indicates that the following persons were authorized by the President to fill regular full-time positions:

Operating Fund 1:

Starr-Bowe, Deborah – Dean, Student Success – October 16, 2015

Grants and Contracts – Fund 2: None this reporting period.

Auxiliaries – Fund 3: None this reporting period.

Instructors, Hourly – Non-Credit: That the following persons be appointed to teach non-credit Continuing Education Criminal Justice, Public Service or Corporate Training courses on an as-needed basis:

Bullard, Michael F.	Cassidy, Brian P.	Lindsey, Dustin T.
Pye, Michael J.	Riddle, Max A.	Walsh, Casey E.
Welch, Gregory T.		

Adjunct Instructors: That the following persons be appointed to teach credit courses on a term-by-term basis as needed:

Sumner, Kristen D.	Venkataramu, Chinnambally R.
--------------------	------------------------------

CALL TO ORDER**PRESENT****ABSENT****OTHERS IN ATTENDANCE****RECOGNITION****PUBLIC COMMENT****CONSENT AGENDA****Minutes****Personnel Report**

Ocala, Florida

December 2, 2015

Temporary Part -Time Hourly: That the record indicates that the following persons were authorized by the President to fill temporary positions to be paid an hourly rate of \$8.05:

Edstrom, Rachel E. Green, Destiny D. Jones, Rachel M.
Wood, Shelby L.

Temporary Part -Time Career Service: OPS

Byrd, Eugene E. David Jr., Frank A. Delle Donne, Marseilles
Demery, Quira D. Gillings, Kristen L. James, Katelyn B.
Kileen, Lesli R. Lopez, Melissa Mpondo, Johann T.
Page, Sharail A.

Notification of engagement in outside employment or extra college activities: None this reporting period.

Retirements:

Dismuke, William M. – Manager, Learning Support Center – December 31, 2015
Wade, Katherine – Manager, CF Printing and Postal Services – December 10, 2015

Resignations:

Banton, Melanie L. – Staff Assistant III, Professional Development – October 20, 2015
Costa, Allison P. – Financial Aid Specialist I – November 3, 2015
Justice, Kevin J. – Manager, Plant Safety and Facilities Operation – September 30, 2015
Kelly, Tonya B. – Director, Human Resources – January 4, 2016
Richard, Alexandra L. – Financial Aid Specialist I – November 13, 2015
Russo, Lori A. – Staff Assistant II, Enrollment Services (Citrus) – October 28, 2015

Pre-filed Resignations: None this reporting period.

Terminations: None this reporting period.

Separation from the College due to end of temporary appointment: None this reporting period.

Separation from the College due to end of grant funding: None this reporting period.

Separation from the College due to Elimination of Position: None this reporting period.

Terminated during the Observation Period: None this reporting period.

Completion of 90-Day Observation Period:

Bensch, Susan L. – Marketing and Public Relations Specialist, Marketing and Public Relations
Carr, Loren A. – Executive Director, XCEL-IT Consortium
Clinton, Jamie W. – Institutional and Research Analysis, Institutional Effectiveness
Follet, Brian J. – Coordinator, Criminal Justice
Gore, Melissa E. – Loan Default Management Specialist, Financial Aid
Haffner, Amie M. – Admissions Advisor, Admissions and Records
Holleran, Jo-anne D. – Staff Assistant III, University Center
Kirkland, William E. – Associate Director, Financial Aid
Langston-Wise, Linda A. – Preschool Teacher I, Learning Lab School
Murphy, Lakeshia N. – Admissions and School Relations Specialist, Enrollment Management
Prevatt II, Lewis D. – Manager, Public Safety

Ocala, Florida

December 2, 2015

At their October and November 2015 meetings, the Curriculum Committee recommended new programs, new courses, and program and course modifications to the current curriculum, which the President has recommended for approval.

The Board was asked to approve the disposal of twelve (12) items of surplus property valued at \$20,360.60 in accordance with applicable state law, State Board of Education rules and Board policy. There were no donations of property since the last meeting.

The President signed two (2) standard incoming loan agreements for the Appleton Museum of Art with expenses totaling less than \$25,000 as authorized by the District Board of Trustees. Copies of the agreements are on file in the office of the Vice President, Administration and Finance.

The President signed one (1) standard Health Care Agency Affiliation Agreement with Central Florida Health Alliance, Inc. on October 30, 2015 as authorized by the District Board of Trustees. The agreement provides the facilities necessary for students enrolled in health-related programs at CF to obtain clinical experience. A copy of the agreement is on file in the office of the Vice President, Administration and Finance.

The Board was asked to approve the renewal of an agreement with the Law School Admission Council that permits the college to administer the Law School Admission Test (LSAT) for the 2016-17 testing year, June 2016 through May 2017.

Upon a motion by Mr. Taylor, seconded by Mr. Branson and unanimously carried, the Board approved the items on the Consent Agenda. Copies of all materials relating to this portion of the agenda are on file in the President's office.

Dr. Saul Reyes, Vice President for Student Affairs, and Ms. Maureen Anderson, Director of Financial Aid, presented information about the financial aid process. For the 2015-16 year, more than \$33 million has been awarded to CF students, \$15 million of that in the fall of 2015. The department is focusing on student satisfaction by striving to streamline the verification process, which has reduced response time to students significantly. Loan cohort default rates have declined over the past three years, from 25.4% to 20.8%.

Two vendors provided bids in response to solicitation ITB 15-5 for college wide motor coach services. The recommendation for award is based on the vendor that provides the lowest, responsive and responsible bid determined to be in the best interest of the college. The college recommended "A Candies Coachworks, Inc." and requested Board approval to award the bid. Upon a motion by Mr. Taylor, seconded by Mr. Ewers and unanimously passed, the Board approved the selection and authorized the Chair to sign the Recommendation for Award. Mr. Durrance abstained from commenting or voting as he is a driver for A Candies Coachworks, Inc.

Five vendors provided bids in response to solicitation ITB 15-7 for renovations and remodeling services to the softball and baseball facilities on the Ocala Campus to include demolition, general construction and a sports screen netting system. The college recommended Boutwell Contracting and Development, LLC and requested Board approval to award the bid. Upon a motion by Mr. Ewers, seconded by Mr. Branson and unanimously passed, the Board approved the selection and authorized the Chair to sign the Recommendation for Award.

The Board was asked to approve Change Order #7, which corrects an accounting error for an incorrect increase to the award amount, and Change Order #8, which increases the contract amount by \$16,000 for additional engineering and construction. The total contract amount after the change orders is \$620,838.71. After discussion and upon a motion by Mr. Branson, seconded by Mr. Ewers and unanimously passed, the Board approved the change orders.

The Board was asked to approve a list of 18 courses selected for deletion from the curriculum effective January 1, 2016. An annual purge must be conducted of courses that have not been taught in the preceding five years in accordance with Florida state administrative rule

Curriculum Changes**Property
Donations/Dispositions****Appleton Museum of Art
Loan Agreements****Health Care Affiliation
Agreements****Law School Admission
Council****Approval of Consent
Agenda****PRESENTATION
Financial Aid****OTHER BUSINESS
ITB 15-5 College wide
Motor Coach Service
Recommendation****ITB 15-7 Baseball/Softball
Field Remodel
Recommendation****Change Orders #7 and #8
– Building 4 ADA
Compliance Project****2015-16 College Catalog
Deletions**

Ocala, Florida

December 2, 2015

6A-10.0331. Upon a motion by Mr. Branson, seconded by Mr. Durrance and unanimously passed, the Board approved the courses to be purged.

The Board was asked to approve an agreement with the Internal Improvement Trust Fund of the State of Florida to convey a 50-year easement to the college providing a right to create a driveway across the Nature Coast State Trail from the southwest corner of the property to Old Fannin Road on the site of the Jack Wilkinson Levy Campus Project. Upon a motion by Mr. Taylor, seconded by Mr. Durrance and unanimously passed, the Board approved the easement agreement.

The Board was asked to approve an agreement with Central Florida Electric Cooperative, Inc. to convey a perpetual easement to CFEC providing the right to construct, reconstruct, operate and maintain electric transmission and distribution lines and related facilities on the site of the Jack Wilkinson Levy Campus project. Upon a motion by Mr. Branson, seconded by Mr. Durrance and unanimously passed, the Board approved the easement agreement.

The Board was asked to approve the established global budget priorities for the next fiscal year. The priorities provide guidance for the budget process that begins in January. One change was recommended under Fiscal Management. – “Maintain a *reserve and unencumbered* fund balance of at least 5 percent”. Upon a motion by Mr. Branson, seconded by Mr. Taylor and unanimously passed, the Board approved the Budget Priorities for 2016-17.

Dr. Henningsen presented the following Board policies for a first reading:

New Policy 2.06 – Policy Development and Review
Revised Policy 1.01 - Equal Opportunity/Equal Access

The Chair accepted the policies for first reading and authorized advertisement of the required public hearing.

Mr. Mazur then reviewed highlights of the Monthly Financial Summary Report of revenues and expenses for the period ending October 31, 2015 which included information about general college operations (Fund 1) and comparatives to the prior year. Also provided was a list of warrants paid since the last meeting. The Chair acknowledged receipt of the reports on behalf of the Board.

Mr. Mazur reviewed the Executive Summary for the Annual Financial Report for the period ending June 30, 2015. He shared additional detail on the new Governmental Accounting Standards Board (GASB) pension accounting rules and impacts to financial statements. A copy was submitted to the Division of Florida Colleges as required by State Board Rule. Mr. Mazur commended his staff for their hard work on this report. The Chair acknowledged receipt of the report on behalf of the Board.

Steve Ash and Maggie Turner gave an update on the Nelnet Tuition Payment Plan. The plan offers a no-interest payment plan with online enrollment and flexible payment options. There is a minimal fee to enroll and there is no cost to the college. The college joined the program in 2014 and participation has grown from 156 students in spring 2015 to 170 students to date.

Museum Director Cindi Morrison gave an update on activities at the Appleton Museum in 2015. Throughout the year, there were over 25 exhibits presented that were organized by the curatorial and education departments. The education program has continued to grow with the popularity of “First Saturdays” and the offering of more classes. The Trips n Tours program had over 1,000 guests participate in single and multi-day trips. The enlarged Appleton Store has a variety of unique gift items. In 2016, the new “Appleton on the Go” program will have Art instructors and docents traveling to schools and community organizations that are not able to come to the museum.

There were no Board Chair or Trustee comments.

**Easement Agreement –
Internal Improvement
Trust Fund, State of
Florida**

**Easement Agreement –
Central Florida Electric
Cooperative**

**Budget Priorities for
2016-17**

**FIRST READING
New Policy 2.06
Revised Policy 1.01**

**Financial Information –
Monthly Financial
Summary Report and List
of Warrants**

**Annual Financial Report
(AFR)**

**Nelnet Tuition Payment
Plan Update**

**Appleton Museum of Art
Update**

**BOARD CHAIR/
TRUSTEE COMMENTS**

Ocala, Florida

December 2, 2015

The Ocala Campus Testing Center received national certification from the NCTA (National College Testing Association). These credentials certify that our testing center has achieved the highest standards in the college testing industry to include the latest technology, best practices, operations, and staff training. Only 108 colleges and universities in the nation have acquired national certification, and only 7 colleges and universities in Florida. This certification will invite national testing agencies and publishers to do more business with CF, as evidenced by recent requests from two test publishers for CF to become national testing sites for the Medical College Admission Test and the Legal Assistant Certification Test (CF already administers the Law School Admissions Test and the MPRE- the ethics component of the Law School Admissions Test). In the next couple of months, the Citrus Campus, Levy Center, and Hampton Center testing centers will also become nationally certified. All of the work has been completed and approved by the NCTA review team and the college is awaiting final approval and award from the NCTA Board.

**PRESIDENT'S REPORT
Testing Center Receives
National Certification**

Marketing and Public Relations earned eight Awards of Excellence from the Association of Florida Colleges Communications and Marketing Commission: first place for Redesign of the Basketball Media Guide, first place for Video/Electronic Promotion, first place for *Insider* Employee Newsletter, first place for International Student Recruitment Display, second place for Health Sciences Display, second place for Website, third place for *Connection* Magazine and third place for the Financial Aid *Start Early* flier. The awards were presented at the Association of Florida Colleges Annual Conference November 11 through 13. The team also earned three awards in the National Council for Marketing and Public Relations Region 2 Medallion Awards: gold for the CF Website, gold for Video Advertisement/PSA Series and bronze for the Affordability Postcard. Congratulations to Director of Marketing Lois Brauckmuller and her staff for all their hard work!

**Marketing and Public
Relations Awards**

Professor Rob Marino was awarded membership in the Florida College System Activities Association Hall of Fame for his exemplary service to CF students as an advisor to the *Patriot Press* student newspaper and to the State Activities Association. Congratulations Rob!

Faculty Member Shines!

The 2016 AFC Trustees Commission Legislative Conference will be held January 19 and 20 in Tallahassee. The agenda includes presentations by the Department of Education on their legislative budget request and policy issues, Council of Presidents' legislative priorities, an overview of the 2016 session by Brian Ballard, President of Ballard Partners and AFC contract lobbyist, as well as some other development sessions. There will be a reception at the Governor's Mansion that evening.

**Trustee Commission Day
at COP**

The Levy Center has created a partnership with local timber industry representatives and the University of Florida to develop programs to meet the industry needs. Two programs are currently in development: 1) a non-credit program for Timber Harvesting Equipment Operators (THEO); and 2) a transfer AA degree with an emphasis in Forestry for students planning to continue their education at the University of Florida. Two grants totaling \$211,000.00 have been received for start-up costs and scholarships.

**Forestry Programs in
Development**

Dr. Saul Reyes and I attended the consortium meeting at the University of Central Florida on November 9 along with the five other CF staff members to review the next steps of our new partnership.

DirectConnect to UCF

I was recently appointed by the American Association of Community College's Board of Directors as a member of the new AACC Leadership and Professional Development Commission. Our first meeting was held November 11 in Washington, DC where we began work on a new plan for leadership development for community college employees across the country.

**AACC Commission
Meetings**

The *Denim & Diamonds* scholarship fundraiser was held November 14 at the Citrus Campus. The event raised over \$18,000 and will allow the CF Foundation to establish an endowed scholarship for Citrus County students pursuing a bachelor's degree at CF.

**Denim & Diamonds for
CF!**

Ocala, Florida

December 2, 2015

CF faculty, staff and students served a Thanksgiving meal to approximately 70 residents of the Evangeline Booth Gardens Apartments in Ocala, operated by the Salvation Army. Meals were also served to about 15 residents who were unable to eat their meals in the main dining hall. As a reminder, the college will host a groundbreaking ceremony on December 9 at 10:30 a.m. for the new Jack Wilkinson Levy Campus in Chiefland.

Community Service

Levy Campus
Groundbreaking

Fall commencement will take place on Friday, December 11 at 5 p.m. at the First Baptist Church of Ocala. A reception for the platform party and guests will begin at 4:15 pm.

Fall Commencement

Athletics.

Athletic Report

- Volleyball: A third place finish at the state tournament earned the Lady Patriot volleyball team a trip to Casper, Wyoming for the NJCAA National Championship where they finished in eleventh place. The team finished the season with a 27-14 overall record, 9-1 in conference and won the conference championship for the fifth time in their five year existence. Nataly Alvarez was named All-Conference, All-State and placed on the All-Tournament team. Julia Azevedo was also named All-Conference and All-State.
- Men's Basketball: Currently at 8-3 overall and ranked sixth in the state, conference play will begin in January and the men will attempt to extend their record setting consecutive appearances at the state tournament to twelve straight.
- Women's Basketball: Currently at 7-2 overall and ranked ninth in the state, conference play begins for the women in January with their attempt to earn a spot in the state tournament.
- Baseball and Softball: Both sports wrapped up their fall scrimmage schedules. Baseball had five players selected to the fall All-Star Game: John Heyer, Octavio Mirabal, Michael Wallace, N.J. Williamson and Dalton Mauldin represented CF in Lakeland on October 24.

A listing of events and exhibitions scheduled at the Appleton Museum of Art in December was provided.

Appleton
Events/Exhibitions

The next meeting will be held *Wednesday, January 27, 2016* at 3 p.m. in the Founders Hall Board Room on the Ocala Campus.

Next Board Meeting

There being no further business to come before the Board, a motion was made by Mr. Taylor to adjourn the meeting at 4:48p.m.

ADJOURNMENT

Joyce Brancato, Chair

James D. Henningsen, Secretary



Executive Summary

The College of Central Florida is committed to maximizing opportunities for students to earn credentials that lead to placements in high-skill/high-wage jobs. CF continually reviews and realigns curricula for Associate in Science degrees and College Credit Certificates to increase the number of completers available for job placement or continuing education.

Marketing Goal

To inform current and potential students about new certificate programs.

Marketing Objective

To maximize opportunities for students to earn credentials that lead to high-skill/high-wage jobs.

Target Markets

Current students and potential students.

Marketing Tactics	Measures	Target Group	Date	Completed
News release to Marion, Citrus and Levy newspapers	Completed news release and number of media contacted	Current, potential students	December 2015	Dec. 17, 2015
Targeted ad placement in local media	Number of ads placed	Current, potential students	January 2016	Jan. 25, 2016
Website: home page and landing page with criteria, contact information	Google analytics of page hits	Current, potential students	January 2016	Dec. 7-11, 2015
Inclusion in online catalog	Google analytics of page hits	Current, potential students	January 2016	Dec. 7-11, 2015
Individual rack cards for each certificate program	Printed cards	Current, potential students	March 2016	Feb. 2, 2016
Artwork for plasma screens at college locations	Completed artwork	Current students	January 2016	March 14, 2016
Social media: Facebook	Number of Facebook likes	Current, potential students	January 2016	March 14, 2016
Inclusion in print catalog	Printed catalog	Current, potential students	June 2016	Scheduled



**COLLEGE of
CENTRAL
FLORIDA**

apply NOW!



myCF

FUTURE STUDENTS

CURRENT STUDENTS

FACULTY & STAFF

DONORS & ALUMNI

COMMUNITY & VISITORS

SEARCH SITE:

ACCOUNTING TECHNOLOGY OPERATIONS

College Credit Certificate

College Credit Certificate in Accounting Technology Operations

6211: College Credit Certificate in Accounting Technology Operations (18 Credit Hours)

CIP: 52.0302
FL CIP: 0552030203
SOC: 43-3031

The Accounting Technology Operations program is an 18 credit hour College Credit Certificate program designed to prepare students for entry-level employment in an office environment where skills in using accounting and office procedures are required. This certificate provides training for students with limited time to prepare for the job market who can devote daily concentrated effort toward a career goal.

Program Core Courses

Course No.	Course Title	Credits
ACG 2021	Financial Accounting	3
CGS 1100	Microcomputer Applications	3
ACG 2071	Managerial Accounting	3
ACG 2450	Integrated Accounting (QuickBooks)	3
OST 2335	Business Communications	3
TAX 2010	Corporate Income Tax	3
Total Credit Hours		18

Visit our Business, Technology and Workforce Learning website at CF.edu/business.

Up one level:

[Associate in Science Degree and College Credit Certificate Programs](#)

ACCOUNTING TECHNOLOGY

ACCOUNTING TECHNOLOGY ASSOCIATE DEGREE

ACCOUNTING TECHNOLOGY MANAGEMENT COLLEGE CREDIT CERTIFICATE

ACCOUNTING TECHNOLOGY OPERATIONS COLLEGE CREDIT CERTIFICATE

ACCOUNTING TECHNOLOGY SPECIALIST COLLEGE CREDIT CERTIFICATE

BACHELOR OF APPLIED SCIENCE IN BUSINESS AND ORGANIZATIONAL MANAGEMENT

ACCOUNTING HOMEPAGE

BUSINESS AND TECHNOLOGY HOMEPAGE

EXPLORE DEGREES

EXPLORE PROGRAMS

Stop back for Career Coach link.

GET STARTED

GO ATHLETICS

EXPLORE PROGRAMS

BROWSE COLLEGE CATALOG

DISCOVER NEWS & EVENTS

VIEW CALENDARS

REQUEST INFO/TOURS

CONNECT TO ONLINE LEARNING

LEARN ABOUT CF



Accounting Technology Operations is an 18-credit-hour certificate program designed to prepare students for entry-level employment in an office environment where skills in using accounting and office procedures are required. This program provides training for students with limited time who can devote a daily, concentrated effort toward a career goal to prepare for the job market.

Required Testing: **ACT, SAT or PERT**

Approximate Program Tuition for Florida Resident: **\$1,928**, books and fees additional

View careers, salary and local job opportunities at [CF.edu/CareerCoach](http://www.CF.edu/CareerCoach).

To find out more about Business, Technology and Workforce visit www.CF.edu/Business.

CF Academic Program Code 6211

Course Number	Title	Credit Hours
ACG 2021	Financial Accounting	3
CGS 1100	Microcomputer Applications	3
ACG 2071	Managerial Accounting	3
ACG 2450	Integrated Accounting (QuickBooks)	3
OST 2335	Business Communications	3
TAX 2010	Corporate Income Tax	3

Total Credit Hours 18

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.CF.edu/gainful-employment.

This information is subject to change and is not contractual. View the college catalog at www.CF.edu or consult with an advisor.



College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smithc@cf.edu. 113015

COLLEGE OF CENTRAL FLORIDA

16
AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: September 23, 2015

SUBJECT: DirectConnect Consortium Joint Resolution

INITIATOR: James D. Henningsen

DATE: September 16, 2015

BACKGROUND AND PERTINENT FACTS:

The College of Central Florida remains focused on increasing transfer pathways to universities for CF graduates. In keeping with the college's Performance Funding Improvement Plan, recent emphasis has been placed on strengthening collaborations and partnerships with postsecondary institutions in order to improve the continuing education rates of CF graduates. Following discussions with the University of Central Florida, CF has been invited to join the "DirectConnect" Consortium, which will guarantee admission at UCF for transferring CF graduates. Enclosed is the original Joint Resolution and "First Addendum to Joint Resolution" for the Board's review and consideration.

RECOMMENDATION/ACTION REQUESTED:

Staff requests that the District Board of Trustees approves the Joint Resolution and First Addendum to Joint Resolution, thereby accepting the invitation to join the "DirectConnect" Consortium, and grants authorization to the Board Chair to execute the "First Addendum to Joint Resolution" on behalf of the college.

FIRST ADDENDUM TO JOINT RESOLUTION

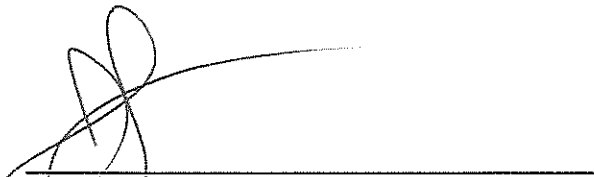
BACKGROUND

1. On November 9, 2005, five college and university presidents in the Central Florida region executed "A Joint Resolution of the University Of Central Florida Board Of Trustees and the District Boards of Trustees of Brevard Community College, Lake-Sumter Community College, Seminole Community College, and Valencia Community College" (Resolution.) This group of higher education institutions constitutes the original five members of the Central Florida Higher Education Consortium (Consortium.)
2. The original five (5) members of the Consortium (now known as the University of Central Florida, Eastern Florida State College, Lake-Sumter State College, Seminole State College, and Valencia Colleges have been asked to include Daytona State College as a member of the Consortium.
3. The presidents of the five (5) member institutions of the Consortium have considered this request and have unanimously agreed to also invite College of Central Florida to be a member of the Consortium.


ACCEPTANCE

By executing this First Addendum, The District Board of Trustees of College of Central Florida accepts the invitation and agrees to the conditions for membership as set forth in the original Resolution.

Effective as of the 23rd day of September, 2015



James D. Henningsen, President
College of Central Florida



Joyce Brancato, Vice Chair
District Board of Trustees

Attachment N
DirectConnect to UCF Agreement

A JOINT RESOLUTION OF THE
UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES AND THE DISTRICT
BOARDS OF TRUSTEES OF
BREVARD COMMUNITY COLLEGE,
LAKE-SUMTER COMMUNITY COLLEGE,
SEMINOLE COMMUNITY COLLEGE,
AND VALENCIA COMMUNITY COLLEGE

INDICATING THEIR COMMITMENT TO A REGIONAL STRATEGY FOR HIGHER
EDUCATION DESIGNED TO EXPAND ACCESS, MEET THE EXTRAORDINARY
DEMANDS FOR GROWTH, AND PROVIDE FOR A COMPETITIVE, SKILLED
WORKFORCE IN CENTRAL FLORIDA

WHEREAS, the demand for higher education in central Florida is growing exponentially through the next two decades; and

WHEREAS, the availability of highly skilled technicians, scientists, professionals, and managers may be the single most critical factor in the economic growth of every region in the developed world; and

WHEREAS, the region of central Florida is host to a large, motivated, but under-educated workforce; and

WHEREAS, this region boasts the basic infrastructure of the most effective two plus two system of higher education in the nation; and

WHEREAS, this regional infrastructure could be employed to create a deep pool of highly skilled and educated technicians, scientists, professionals, and managers creating a competitive advantage for the region in economic development and diversification; and

WHEREAS, the partners believe the region's two plus two system – already among the most effective in the nation – can be further expanded to meet the demands described above;

Attachment N
DirectConnect to UCF Agreement

NOW, THEREFORE, BE IT RESOLVED BY THE UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES AND THE DISTRICT BOARDS OF TRUSTEES OF BREVARD COMMUNITY COLLEGE, LAKE-SUMTER COMMUNITY COLLEGE, SEMINOLE COMMUNITY COLLEGE, AND VALENCIA COMMUNITY COLLEGE:

Section 1. Consortium partners commit to a proactive strategy of cooperation to produce substantial, measurable increases in access to public higher education and degree production at the associate's, bachelor's, and graduate degree levels; better preparation of students at every level for further study; increased transfers from consortium community colleges to the University of Central Florida; reduced time to degree for both associate's and bachelor's degree students; and other measures of strategic importance to the region's educational and economic progress.

Section 2. Consortium partners are committed to planning, developing, and aligning instructional programs at the undergraduate, graduate, and post-graduate levels to create a deep, flexible, highly skilled workforce in response to and in anticipation of the region's economic growth opportunities.

Section 3. Consortium partners will collaborate in innovative ways to promote expanded access for Florida students, including guaranteed admission to the university for Consortium Associate of Arts (AA) graduates and selected Associate of Science (AS) graduates consistent with university policy; concurrent enrollment status for selected community college students with university advisors assigned to these students; expanded access for AS graduates through articulated AS to BS degrees; preferential admission to selective baccalaureate upper division programs at the University of Central Florida for graduates of consortium community colleges; development and expansion of joint-use facilities providing access to dozens of baccalaureate and graduate degrees on community college campuses; and expansion of financial aid resources to support two plus two students.

Attachment N

DirectConnect to UCF Agreement

Section 4. Consortium partners will collaborate on joint staffing opportunities for faculty, student services, and other key personnel areas.

Section 5. Consortium colleges pledge to expand the two plus two model as both the most effective and efficient system for producing quality graduates at all levels. Partner community colleges will not seek authority to offer bachelor's degrees, nor invite any other baccalaureate provider to its campuses, unless the University of Central Florida declines to deliver a program, at times and in a manner that is responsive to student needs, which is identified as needed by the residents within the service area of each community college. Similarly, the University of Central Florida will not develop general purpose, stand-alone branch campuses in counties served by consortium community colleges.

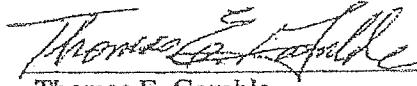
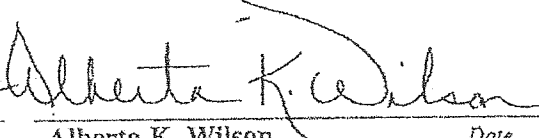
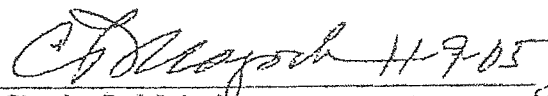
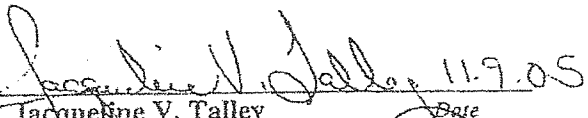
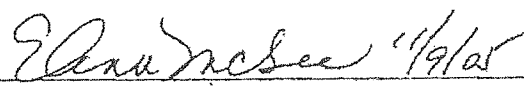
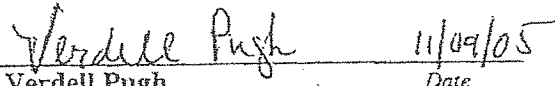
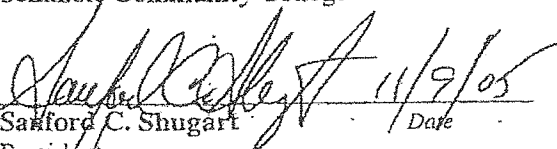
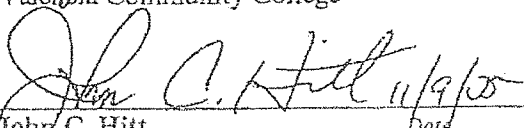

Section 6. Each partner will create a specific operating plan to guide the local strategy within the framework of this resolution. Day-to-day collaboration among partner institutions will provide a climate for planning, trust, and innovation, capturing best practices and the most creative thinking from each partner. The interdependent nature of the consortium will enable deeper alignment of systems, policies, and procedures, ensuring seamless (and concurrent) transition for students. Immediate data sharing will enable the consortium to improve the quality of processes and student learning in a systematic manner and advance public accountability for the results to which we are pledged.

Section 7. While this resolution is not a legally binding contract, it is a pledge to stewardship, not only of the public resources entrusted to each institution, but of our mission to this regional community and the students to whom we are enjoined to extend the very best in educational opportunity.

Attachment N
DirectConnect to UCF Agreement

A JOINT RESOLUTION OF THE
UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES AND THE DISTRICT
BOARDS OF TRUSTEES OF
BREVARD COMMUNITY COLLEGE,
LAKE-SUMTER COMMUNITY COLLEGE,
SEMINOLE COMMUNITY COLLEGE,
AND VALENCIA COMMUNITY COLLEGE

INDICATING THEIR COMMITMENT TO A REGIONAL STRATEGY FOR HIGHER
EDUCATION DESIGNED TO EXPAND ACCESS, MEET THE EXTRAORDINARY DEMANDS
FOR GROWTH, AND PROVIDE FOR A COMPETITIVE, SKILLED WORKFORCE IN
CENTRAL FLORIDA

 Thomas E. Gamble President Brevard Community College	11/9/05 Date	 Alberta K. Wilson Chair, Board of Trustees Brevard Community College	11/9/05 Date
 Charles R. Mojock President Lake-Sumter Community College	11-9-05 Date	 Jacqueline V. Talley Chair, Board of Trustees Lake-Sumter Community College	11-9-05 Date
 E. Ann McGee President Seminole Community College	11/9/05 Date	 Verdell Pugh Chair, Board of Trustees Seminole Community College	11/09/05 Date
 Sanford C. Shugart President Valencia Community College	11/9/05 Date	 Jerry D. Buchanan Chair, Board of Trustees Valencia Community College	 Date
 John C. Hitt President University of Central Florida	11/9/05 Date	 Richard A. Nunis Chair, Board of Trustees University of Central Florida	11-9-05 Date

COLLEGE OF CENTRAL FLORIDA

 1
AGENDA ITEM NUMBER

FOR BOARD MEETING SCHEDULED: October 28, 2015

SUBJECT: Minutes of the September 23, 2015 Meeting

INITIATOR: Dr. James D. Henningsen

DATE: October 19, 2015

OBJECTIVE AND PERTINENT FACTS:

The college requests approval of the September 23, 2015 minutes of the meeting of the District Board of Trustees.

RECOMMENDATION/ACTION REQUESTED:

That the Board approve the minutes of the meeting of the District Board of Trustees held September 23, 2015.

Instructors, Hourly – Non-Credit: That the following persons be appointed to teach non-credit Continuing Education Criminal Justice, Public Service or Corporate Training courses on an as-needed basis:

Beauchamp III, Woodrow O. Franklin, Selby L. Perez, Daniel

Adjunct Instructors: That the following persons be appointed to teach credit courses on a term-by-term basis as needed:

Azevedo, Jerrold A.	Benson, Nicole M.	Bertschinger, Laura L.
Cote, Zackery S.	Grullon, Bryan R.	Oswald, Douglass H.
Shea, Kathleen A.	Torres, Sabrina A.	Tucker, Marina E.
Wallace, John S.	Wilder, Steven K.	

Temporary Part -Time Hourly: That the record indicates that the following persons were authorized by the President to fill temporary positions to be paid an hourly rate of \$8.05:

Arvay, Michael L.	Barrett, Hayley V.	Brown, Elizabeth A.
Cleveland, William J.	DeJesus, Lydia A.	DeJesus – Soto, Paulette
Fields, Lawrence W.	Foreman, Melody A.	Galarza, Anthony J.
Hatfield, Kristina M.	Holden, Michael J.	Holloway, Barbara H.
Johnson, Ericka T.	Lanier, Tina M.	Lee, Sin Fung
Park, Ryan A.	Perry, Joseph W.	Powell, Richard S.
Rivers, Kandise N.	Sullivan, Miranda N.	Sutton, Brenda R.
Zhender, Jacob T.		

Temporary Part -Time Career Service: OPS

Greene, Matthew J.	Harris, Hayley R.	Howell, Virginia L.
Justiniano, Ashley M.	Portela Leon, Jorge M.	Richardson, Bradley A.
Rome, Hakeen A.	Ross II, Timothy J.	Ruiz, Sue Ellen M.
Turner, Ann E.		

Notification of engagement in outside employment or extra college activities:

Delgado-Oakwood, Virginia
Marino, Robert

Retirements:

Jamieson, Michael W. – Faculty, Math – December 14, 2015
Wood, Judith – Faculty, Math – November 30, 2015

Resignations:

Davis, Alvin W. – Trades Worker, Appleton Museum of Arts – August 14, 2015
O’Brien, Robert D. – Faculty, Visual and Performing Arts – August 13, 2015

Pre-filed Resignations: None this reporting period.

Terminations: None this reporting period.

Separation from the College due to end of temporary appointment:

Guerin, Nelson A. – Interim Manager – Public Safety – August 14, 2015

Separation from the College due to end of grant funding: None this reporting period.

Separation from the College due to Elimination of Position: None this reporting period.

Terminated during the Observation Period: None this reporting period.

Completion of 90-Day Observation Period:

Anthony, Junelle – Cashier Specialist II – Business Office
Guarente, Neha D. – Dual Enrollment Coordinator – Admissions and Records
Lawrence, Victoria A. – Assistant to the XCEL-IT Consortium

At their August 2015 meeting, the Curriculum Committee recommended several course modifications to the current curriculum, which the President has recommended for approval.

The President signed nine (9) standard outgoing loan agreements for the Appleton Museum of Art, as authorized by the District Board of Trustees. Copies of the agreements are on file in the office of the Vice President, Administration and Finance.

The Board was asked to approve the disposal of 10 items of surplus property valued at \$17,727.82 in accordance with applicable state law, State Board of Education rules and Board policy. There were no donations of property since the last meeting.

The Board was asked to ratify the renewal of and approve the president to sign a professional services agreement with Strategic Learning Solutions, LLC to provide the Perkins Professional Development Institute at the college with a project manager and database manager for an agreed upon price not to exceed \$36,000. The project period is from July 23, 2015 through June 30, 2016.

The Board was asked to approve the renewal of an agreement with Liberty University to provide an online master’s degree program of study in the field of nursing. The term of the renewal is for one year and shall automatically renew for successive one-year periods.

The Board was asked to approve the renewal of an agreement with Behavioral Health Management Services, Inc. d/b/a Baycare Behavioral Health Inc. to provide comprehensive behavioral healthcare services to CF students. The term of the renewal is from November 1, 2015 to October 13, 2016.

The Board was asked to approve the renewal of the inter-institutional license agreement with SCORE (Service Corps of Retired Executives): Counselors to America’s Small Business, for the use of designated space on the Citrus Campus to provide services as noted in the agreement.

The Board was asked to approve the renewal of an agreement with Sysco Central Florida, Inc. to provide food and related product goods and services for a two-year term with one-year renewals for the Ocala Campus cafeteria and Learning Lab School. The contract will begin November 1, 2015 and continue for two years.

The Board was asked to approve the renewal of an agreement with the Florida Department of Health to administer the United State Department of Agriculture’s (USDA) Child Care Food Program. The contract provides federal funding for the college’s day care operation as part of the National School Lunch and Child Nutrition Act programs and will be effective for the 2015 fiscal year.

Upon a motion by Mrs. Balfour, seconded by Mr. Ewers and unanimously carried, the Board approved the items on the Consent Agenda. Copies of all materials relating to this portion of the agenda are on file in the President’s office.

Prior to the adoption of the following board policy and pursuant to Florida Statutes, the Vice Chair called a public hearing on the advertised policy and declared the Board to be in recess.

Curriculum Changes

**Appleton Museum of Art
Loan Agreements**

**Property
Donations/Dispositions**

**Strategic Learning
Solutions, LLC**

Liberty University

**Behavioral Health
Management Services,
Inc.**

SCORE

**Sysco Central Florida,
Inc.**

**Florida Department of
Health, Child Care Food
Program**

**Approval of Consent
Agenda**

**PUBLIC HEARING
Amended Student Fees
2015-16**

There being no one from the public who wished to speak, the public hearing was closed, the regular board meeting was reopened, and Dr. Henningsen asked for approval of the following:

a. Amended Student Fees 2015-16

The addition of the PSB-RN test fee to the 2015-16 Student Fees was presented to the District Board of Trustees for a first reading at the August 26, 2015 meeting. The new fee for this test will result in a lower test fee for students. All fees are within the guidelines established by the Legislature and the State Board of Education. Upon a motion by Mr. Taylor, seconded by Mr. Durrance and unanimously carried, the Board approved the addition of the PSB-RN test fee.

Dr. Rayanne Giddis, director of the Quality Enhancement Plan, presented information on the college's QEP, "StartSmart@CF: Enhancing the First-Year Experience". This program strives to enrich the first-year experience and improve the environment for student learning by providing academic pathways designed to help students stay on path and stay in school. It will feature developmental advising to guide and engage students and support them with early intervention to connect them to vital resources. Marilyn Ladner gave an update on the upcoming SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) reaffirmation visit by the on-site committee October 12 through 15. The committee will visit the Ocala Campus, the Citrus Campus, the Hampton Center and WestPort High School to review the Early College Program. They will focus on the college's QEP and Focus Report and will conduct interviews with CF staff members and board members during their stay. The college will receive the final reaffirmation decision after the June 2016 SACSCOC board meeting.

The Board was asked to approve an agreement with the North Florida/South Georgia Veterans Health System to implement a clinical affiliation providing the facilities necessary for CF students to obtain clinical experience. Upon a motion by Mr. Branson, seconded by Mr. Edgar and unanimously passed, the Board approved the agreement.

The Board was asked to approve an agreement with Landau Traveling Exhibitions, LLC for an exhibit entitled, "The World of Imagination: One Hundred Years of Animation Art." The rental fee for this exhibit is \$30,000 plus insurance. The exhibition will run from January 16 through April 10, 2016. Upon a motion by Mr. Ewers, seconded by Mrs. Balfour and unanimously passed, the Board approved the agreement.

The Board was asked to approve change orders #3, #4 and #5 with Ajax Construction for the renovations and modifications to building 4 on the Ocala Campus to comply with the Americans with Disabilities Act. These changes reduce the project cost by \$112,706.29 and bring the new contract total to \$604,838.71. Upon a motion by Mr. Edgar, seconded by Mr. Taylor and unanimously passed, the Board approved the change orders.

The Board was asked to approve the Joint Resolution and First Addendum to the Joint Resolution for the college to accept the invitation to join the DirectConnect Consortium with the University of Central Florida, along with five Central Florida colleges. Membership in the consortium allows CF graduates guaranteed admission to transfer to the University of Central Florida, unless there are limited admission criteria for certain programs; then, that criteria has to be met. Dr. Jeff Jones, Provost for UCF, was present and further explained the program to the Board. After discussion and upon a motion by Mrs. Balfour, seconded by Mr. Durrance and unanimously passed, the Board approved the college joining the consortium.

Mr. Mazur gave an update on the status of the June 30 financial statements. The college was awaiting information from the Florida Retirement System on the pension account and it has not yet been received. The college has been informed that the information will not be sent until the end of September. Mr. Mazur then reviewed the Monthly Financial Summary Report of revenues and expenses for the period ending August 31, 2015 which included information about general college operations (Fund 1) and comparatives to the prior year. Also provided was a list of warrants paid since the last meeting. The Vice Chair acknowledged receipt of the reports on behalf of the Board.

PRESENTATION
QEP/SACSCOC

FOR APPROVAL
North Florida/South
Georgia Veterans Health
System

Appleton Museum of Art
– Landau Traveling
Exhibitions, LLC

Change Orders #3, #4 and
#5 – Building 4

DirectConnect
Consortium with
University of Central
Florida

Financial Information –
Monthly Financial
Summary Report and List
of Warrants

College of Central Florida
DirectConnect – Operational Plan

Component	Primary Responsibility	Targeted Implementation	Status
Assign a CF - DirectConnect team	Vice President of Student Affairs	December 2015	Completed. Roster follows.
DirectConnect to UCF First Operational/ Implementation Meeting	President, Vice President Student Affairs, Vice President Academic Affairs	Dec. 10, 2015	Completed.
Participate in all consortium planning meetings and be fully engaged through the Central Florida Higher Educational Consortium Regional Partnership Operational Plan	Dean of Student Success Assistant Director for Academic Advising Assistant Director for First-year Success	Meetings as scheduled	Completed. Dec. 10, 2015 – Partnership Meeting Feb. 24, 2016 – Advisor DirectConnect overview Feb. 26, 2016 – FOE Orientation March 15, 2016 – FOE Orientation April 4, 2016 – FOE Orientation April 4-6, 2016 – 10 th Annual College Access Summit 2016 April 8, 2016 – Pathways
Develop marketing plan to communicate DirectConnect to UCF to students and community.	Director of Marketing and Public Relations	January 2016	Completed. Marketing plan follows.
Tours of all CF sites	UCF team	February	Completed. Agenda follows.
Implement advisor training	Dean, Student Success	Spring	Completed/ongoing.

DirectConnect to UCF Workgroup

CF President

Dr. James Henningsen
henningj@cf.edu

Dr. Saul Reyes
VP for Student Affairs
352-873-5828
saul.reyes@cf.edu

Consortium Academic Coordination Review

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Vice President, Office for Academic Affairs
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Work Force Development

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Teri Little-Berry, Director of Admissions
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berryt@cf.edu

Devona Sewell, Registrar
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sewelld@cf.edu

Curriculum Alignment

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Dean, Liberal Arts and Sciences
352-854-2322, ext. 1262
danuffa@cf.edu

Resource Development

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Grants Funding
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Advising Alignment

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Dean, Teacher Education
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bowed@cf.edu

Chenita Hart
Assistant Director of Academic Advising
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Hartc@cf.edu

Data Sharing

Dr. Jillian Ramsammy
Vice President for Institutional Effectiveness
& College Relations
352-854-2322, ext. 1665
ramsammj@cf.edu

Dr. Lawrence Kuszynski
Director of Institutional Effectiveness
352-854-2322, ext. 1289
kuszynsl@cf.edu

UCF DIRECT CONNECT TO CF

CAMPUS VISITS

Feb. 15, 2016

AGENDA

- 9:45 a.m. Meet at Levy Center (114 Rodgers Blvd., Chiefland, FL 32626, 352-493-9533)
- 10-11:30 a.m. Marilyn Kern-Ladner
Overview of community, campus, student enrollment, and workplace demands. Exploring ways to best serve place-bound students through online programs and services.
- 11:30 a.m.-1:30 p.m. Travel to Citrus Campus and lunch
- 3-4:30 p.m. Dr. Vernon Lawter and Dr. Rob Wolf
Overview of community, campus, student enrollment, and workplace demands. Exploring ways to best serve place-bound students through online programs and services.

The following were in attendance:

University of Central Florida	College of Central Florida
Dr. J. Jeffrey Jones Vice Provost Regional Campus Administration	Dr. Saul Reyes Vice President Student Affairs
Cecelia Rivers Assistant Vice President, Western Region South Lake Campus	Dr. Vernon Lawter Vice President Regional campuses
Crystal Flynn Coordinator, Academic Support Services Regional Campus – Ocala	Dr. Rob Wolf Dean Business and technology
Tanya Armstrong Director, Academic Support Services South Lake Campus	Marilyn Kern-Ladner Provost, Levy Center

CENTRAL FLORIDA HIGHER EDUCATION CONSORTIUM
REGIONAL PARTNERSHIP OPERATIONAL PLAN

November 9, 2015

STATEMENT OF THE ISSUE

On November 9, 2005, five college and university presidents in the Central Florida region executed “A Joint Resolution of the University Of Central Florida Board Of Trustees and the District Boards of Trustees of Brevard Community College, Lake-Sumter Community College, Seminole Community College, and Valencia Community College”. This group of higher education institutions constitutes the original five members of the Central Florida Higher Education Consortium.

On March 4, 2015, the presidents of these five institutions--now known as Eastern Florida State College, Lake-Sumter State College, Seminole State College, Valencia College, and the University of Central Florida--met again to determine if, after almost a decade of successful operation, it was necessary or desirable to update the resolution. The presidents, by consensus, decided that the original 2005 resolution remains viable and effective and does not need revision. Instead, it was decided that an addendum to outline regional operational details (i.e., Regional Partnership Operational Plan) was a more effective way to reflect the current state of the partnership. Therefore, this plan - upon approval by the Consortium presidents - will serve as that addendum.

OPERATIONAL DETAILS

1. ANNUAL MEETING – An annual meeting of consortium member presidents will be held on or about the anniversary date of the approval of this operational plan. Presidents of each member institution will be expected to attend.
2. CONSORTIUM MEMBERSHIP – Any Florida College System institution seeking membership in the consortium will send a formal letter requesting inclusion to the president of each member institution. The letter shall address the college’s willingness and ability to comply with the requirements as set forth by the members of the consortium, including but not limited to: the articles contained in the original resolution, the Regional Partnership Operational Plan, active participation in consortium planning meetings, data sharing among members, faculty participation in curriculum alignment meetings, and resource development meetings to include joint philanthropy. Consortium presidents will review such membership requests at the next scheduled meeting of presidents. All member presidents will have a vote on the request, and the request to join the consortium must be unanimously approved.
3. CONSORTIUM ACADEMIC COORDINATION REVIEW - A Consortium Academic Coordination Committee will be formed. Membership of this committee will include the chief academic officer from each state college as well as two UCF administrators to be appointed by the president and/or provost. Each year the committee will select a chairperson to regularly organize and convene meetings. The Consortium Academic Coordination Committee will meet at a minimum twice per year, and beyond that as needed, to review regional academic program needs and plans, with a particular focus on additional baccalaureate degree offerings. A process

and procedure will be developed to formally communicate among the member institutions the desired program additions and deletions, along with any feedback on the proposed plans.

Each Consortium member will review its own five-year plan for potential new and expanded programs; these individual plans will be compiled to perform a gap analysis to determine if the Consortium's overall plan will cover identified or anticipated regional and local workforce needs. Based upon this analysis, UCF and the colleges will assess opportunities to create new collaborative 2+2 academic programs with planned associate degrees, and also to identify concerns related to a specific college's plans for adding new bachelor's degree programs.

Programs without specific concern raised by the Consortium Academic Coordination Committee will be added to an annually updated Regional Master Plan of associate and bachelor's degrees; this will give individual consortium members the ability to move forward in a timely fashion with the required state-regulated process to add degrees without further regional review. The Regional Master Plan will be reviewed and approved by the presidents.

The Consortium will attempt to align programs to regional needs effectively and efficiently among and between the consortium colleges and the university; programs of concern that cannot be resolved by the Consortium Academic Coordination Committee will be referred to the Consortium member presidents for deliberation and final approval.

Each member of the committee will be expected to confer with her/his president as needed. An annual report, to include a review of the committee's activities, will be prepared and presented to the consortium presidents at their annual meeting.

4. **REGIONAL WORKFORCE NEEDS ASSESSMENT** - The Workforce Development Committee (an existing committee established in 2014 by the DirectConnect to UCF Steering Committee plus a representative of CareerSource Florida) will regularly conduct, collect, review, and analyze labor market demand data in order to develop an informed database of current and projected regional employer needs for an associate and bachelor degree prepared workforce. These data will be provided by region, county, and/or college district level. These data, along with any Workforce Development Committee recommendations, will be forwarded to the Consortium Academic Coordination Committee for review and to inform its decision making.

Per the request of the Consortium presidents, the Regional Workforce Needs Assessment will initially include nursing, business, and teacher education.


5. **LOCAL OPERATIONAL PLANNING** – It is acknowledged that each consortium member institution has unique geographic or market variations that must be addressed through local program planning--i.e., plans that do not have a significant effect on other partner institutions and their academic program offerings. The existence of a regional operational plan will not preclude individual institutions from developing local plans and negotiating operational details with other consortium members.

If there are urgent programmatic needs that must be addressed prior to a Consortium Academic Coordination Committee meeting, the affected institution(s) will submit in writing an explanation to all Consortium Academic Coordination Committee members informing each of


the necessity for the program addition, along with a request for committee review outside of the normal meeting schedule.

6. POLICY REVIEW AND DEVELOPMENT - The currently-established DirectConnect to UCF Steering Committee will continue to review and develop policy to address student access and success, including retention and completion, with the inherent understanding that each institution has responsibility for the success of its students throughout the entire educational pathway and experience. Data sharing among members will be a primary goal. These processes will be transparent to all consortium partners. An annual report on the activities of the DirectConnect to UCF Steering Committee will be presented to the consortium presidents. Additionally, an annual report will be prepared to share publically with the region served by the consortium.
7. PHILANTHROPIC SUPPORT – The advanced nature and scale of the collaboration in DirectConnect to UCF should be leveraged for grants or other gifts that positively impact the region. Some grants may be written to benefit the entire consortium. These activities shall be directed by the DirectConnect to UCF Steering Committee.
8. COLLABORATION AMONG CONSORTIUM MEMBERS – Ongoing communication, regular formal meetings, jointly-sponsored events, and data sharing are essential to foster effective communication among the consortium colleges and university. The Central Florida Higher Education Consortium presidents, through the DirectConnect to UCF Steering Committee, will work together and share information to continue to build trust while ensuring a seamless transition for students.


APPROVED, November 9, 2015




Dr. James D. Henningsen
President
College of Central Florida



Dr. Charles Mojock
President
Lake Sumter State College



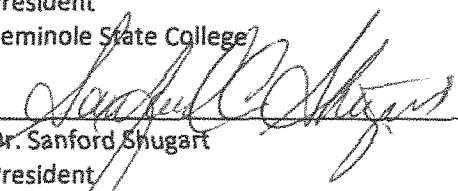
Dr. Thomas LoBasso
President
Daytona State College



Dr. E. Ann McGee
President
Seminole State College



Dr. James H. Richey
President
Eastern Florida State College



Dr. Sanford Shugart
President
Valencia College



Dr. John C. Hitt
President
University of Central Florida



College of Central Florida
DirectConnect to UCF Marketing Plan

Executive Summary

The College of Central Florida is committed to increasing transfer pathways for graduates of CF associate programs. To that end, CF has entered into an agreement with the University of Central Florida that guarantees admission to UCF for transferring CF graduates.

Marketing Goal

To inform current and potential CF students of the enhanced opportunity for higher education made possible through DirectConnect to UCF.

Marketing Objective

Improve transfer rates for College of Central Florida graduates.

Target Markets

Current students and prospective students

Marketing Tactics	Measures	Target Group	Date	Completed
Inclusion in monthly President's Update	Printed copy	CF staff	January 2016	Nov. 24, 2015
Inclusion in CF employee newsletter, Insider	Printed copy	CF staff	March 2016	Nov. 30, 2015
Website: graphic presence on homepage of college website	Google analytics of page hits	Current, potential students	March 2016	January 2016
News release and media pitch to Marion, Citrus, Levy media	Completed news release, number of media contacted	Current, potential students, influencers	March 2016	Jan. 21, 2016
Inclusion in yearbook ads in Marion, Citrus and Levy counties	Completed artwork	Potential students	March 2016	12 yearbooks, spring 2016
Postcard mailed to Marion, Citrus, Levy seniors	Number mailed	Potential students	February 2016	Jan. 24, 2016
Social media: Facebook	Number of Facebook likes	Current, potential students	Monthly, 2016	Feb. 9, April 3
Presence at CF Preview Nights in Marion, Citrus and Levy	Number in attendance	Potential students	March 2016	Feb. 25, March 1, March 3
Inclusion in college catalog	Printed copy	Current, potential students	June 2016	Scheduled for publishing in June



3001 S.W. College Road
Ocala, FL 34474-4415
352-873-5800

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to University of Central Florida**
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PAID
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OCALA, FL

CF is now part of DirectConnect to UCF!

- **Guaranteed admission** for CF students who earn an Associate in Arts or select Associate in Science degrees.
- **Smooth transition to UCF** with admission, financial aid/ scholarship, and enrollment assistance.
- **Complete your degree faster.** Academic advising helps develop your academic pathway.

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smithc@cf.edu.



—an equal opportunity college—

FOR IMMEDIATE RELEASE
CONTACT: LOIS BRAUCKMULLER
352-854-2322, EXT. 1374
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WWW.CF.EDU

CF NOW OFFERING DIRECT CONNECT TO UCF

(OCALA, Fla.) Jan. 21, 2016 — The College of Central Florida has joined DirectConnect to UCF! This partnership with the University of Central Florida guarantees UCF admission to students who earn an Associate in Arts or an articulated Associate in Science at CF.

“This new partnership is a huge benefit to our students and community,” said Dr. Jim Henningsen, CF president. “It gives students the opportunity to complete their first two years at CF, where they thrive in smaller classes with our award-winning faculty and programs and pay less in tuition. It is a giant step forward in helping increase the education attainment level of our community by increasing access to bachelor’s degree programs in Marion, Citrus and Levy counties.”

While students who graduate with an A.A. or an articulated A.S. from a Florida College System institution are guaranteed admission to a state university in Florida, DirectConnect to UCF guarantees admission to UCF. Students can begin their studies at CF with the knowledge that they will have a seat at UCF once they attain an A.A. The partnership provides students a smooth transition with admission, financial aid and enrollment. Since students receive advising from CF and UCF, they might also find a shorter time to degree completion.

DirectConnect to UCF has been recognized nationally for creating a seamless pipeline of social mobility through access to higher education. Politico Magazine, PBS Newshour and the Washington Post suggested the program is a blue print for other communities to follow.

The program has grown and been enhanced during the 10 years as leaders focus on improving the student experience. For example, a pathway component was launched earlier this year. The Pathway is an online experience that encourages career exploration and academic preparation. It provides guidance and support before, during and after the student’s transition to UCF. 24/7 access to resources ultimately offers the student a seamless transfer experience and enhances the advanced skills necessary for academic and career success.

To learn more about DirectConnect to UCF, visit regionalcampuses.ucf.edu/directconnect-to-ucf. For more information about CF, visit CF.edu.



Contact CF Marketing and Public Relations Director Lois Brauckmuller at 352-854-2322, ext. 1374, brauckmuller@cf.edu or Marketing and Public Relations Manager Staci Biondini at 352-854-2322, ext. 1565, biondini@cf.edu. The Ocala Campus is located at 3001 S.W. College Road, Ocala, Fla. 34474-4415, 352-873-5800. The Citrus Campus is located at 3800 S. Lecanto Highway, Lecanto, Fla. 34461-9026, 352-746-6721. The Levy Center is located at 114 Rodgers Blvd., Chiefland, Fla. 32626-1420, 352-493-9533. The Hampton Center is located at 1501 W. Silver Springs Blvd., Ocala, Fla. 34475-6456, 352-873-5881 and the Appleton Museum of Art, College of Central Florida, is located at 4333 E. Silver Springs Blvd., Ocala, Fla. 34470-5001, 352-291-4455. For additional information, visit College of Central Florida at www.CF.edu. ###

March 24, 2016

President Jim Henningsen
College of Central Florida
3001 SW College Road
Ocala, FL 34474-4415

Dear President Henningsen:

We are excited to welcome the College of Central Florida to the University of South Florida System's FUSE program.

The FUSE program of the University of South Florida System is designed to promote timely degree completion for students transferring from regional Florida College System institutions to USF System institutions to earn their Bachelor's degree. Students admitted to the program will be guaranteed admission to a USF System institution provided they earn their Associate of Arts degree within 3-4 years, three years preferred, with a minimum grade point average of 2.0.

Together we can help students achieve their educational goals, moving seamlessly through their Associate of Arts degree at College of Central Florida to a baccalaureate degree at USF.

We look forward to collaborating with your team to implement FUSE at CF.

Sincerely,



Judy Genshaft
USF System President