Miami Dade College
Kendall Campus
2007-2008 Annual Report
And
2008-2009 Campus Goals

The vision for the Kendall Campus of Miami Dade College is to become the best learning community in the world by providing opportunities for educational, professional and personal growth to all the constituencies we serve.
I am privileged to be the President of the Miami Dade College Kendall Campus - one of the best learning communities in the world. During the 2007-08 school year students from over 100 countries called the Kendall Campus their academic home. I am pleased to share a summary of our annual accomplishments as well as a very ambitious set of campus goals for the 2008-09 school year.

What makes Kendall special is our people— an energized student body, a great faculty and dedicated staff, and exceptional administrators. Our 2007-08 Student Success Book lists over 500 Kendall students who received campus, community or college recognition during the year. Several faculty made significant contributions to their disciplines at the local, state and national levels. Two faculty were honored with Endowed Chairs and 57 staff with excellence awards.

Our school year included “Clickers”, podcasts, notebooks, and workshops presented by our Visiting Music Professor Jon Secada. Indeed over 1900 students participated in service-learning projects.

The 07-08 school year marked the 40th anniversary of the Kendall Campus providing outstanding educational services to our surrounding community. The celebratory events included the dedication of our new sculpture, *Hangover*, Golf Tournament, Student Birthday Party, UFMDC reception, Latin Jazz Concert, Carnival for Kids of All Ages and the 40th Anniversary Gala dinner/dance.

I must say that although we face unprecedented budget challenges, I am convinced that 08-09 will be an even better year. A few of our goals are listed in this document and all of us will strive to fulfill our vision of making Kendall the very best.
2008-09  
Campus Goals

Last year, 100,541 students registered for classes on the Kendall Campus. I would suggest that almost every enrollee had a positive educational experience. Why? Because our faculty, staff and administrators represent the very best in American Higher Education. Our challenge is to continue on our journey of excellence and establish direction for the future. To that end, the following Campus goals have been established for the 2008-09 school year.

- Develop two additional baccalaureate degree proposals consistent with the college’s designation as a “Pilot State College”
- Improve student success in mathematics by implementation of the QEP plan
- Finish curriculum mapping
- Complete Learning Outcomes Assessment Project
- Implement College Prep Intervention Pilot
- Increase enrollment by 5%
- Improve (Fall to Fall) student retention to 72%
- Develop new and innovating activities for non-traditional students
- Expand the depth, breadth and scope of community education with additional programming and site delivery
- Improve campus facilities by renovating the Chemistry labs, Coffeehouse, Computer Courtyard, Bookstore and New Student Center
- Study campus organization structure to achieve more efficiency and cost effectiveness
- Work with the College to pass Amendment #8
- Generate 10% more outside revenue through grants and private funding
- Establish central processing and receiving area for all technology
- Establish a Latin Jazz Institute
- Create the Center for Service Excellence
ACADEMIC AFFAIRS
Academic Affairs

Arts & Philosophy Department

The department offers 43 varied Art, Philosophy, Humanities and Religion courses, and teaches an average of 162 sections in a major term. This academic year the department generated 18,952 credits.

Key Accomplishments

- Kendall Art students participated in the Bagus Hati Culture Project, a cultural exchange between Art and Design students from the University of Western Australia and the Indonesian Art Institute of Denpasar. The project and concept have expanded to art students in Europe, USA, and Southeast Asia.
- The Miami Center for Ethical Awareness presented several workshops and events throughout the year.
  - Lectures: Prayers for Assistance as Unsporting Behavior; The Search for Chimera; Ethics and Finance; Ethics and Personal Medical Choices; Race, Politics and the 2008 Elections
  - Debates: Morality and Religion; and Should Gay Marriages Be Legalized?
  - During Animal Ethics Week, Marc Bekoff, Professor Emeritus of Ecology and Evolutionary Biology at the University of Colorado delivered lecture and conducted a workshop on “Animal Emotions and Why they Matter” and “Animal Ethics from a Biologist’s Perspective”
- Participated in mapping the learning outcomes to course competencies.
- Hosted the Quest for Peace scholarship and exhibition.
- As part of the service-learning project, photography students worked with the Moton Elementary School to enhance learning and encourage photography as an art.
- Organized and hosted the Annual Student Art Exhibition – original works in all mediums by Kendall Campus students.
- Philosophy professors Charles Fink and Amy Lund developed the second “Ethics Across the Curriculum” workshop for faculty.
• Art faculty Jennifer Basile, Tony Chirinos, Peter Kuentzel and John Adkins exhibited their work locally and nationally.
• Professor Alberto Meza received these awards:
  o Merit Award in Printmaking for the print “Meninas,” 7th Kochi International Triennial Exhibition of Prints, Kochi-Ken, Japan.
  o Best of Show for the print “Bruised Musicians,” 29th Mini-works of Paper, Hammond Hall Gallery, Jacksonville State University.
  o Critic’s Choice Award for his poem “The Uncertainty of Wind-up Toys,” International Society of Poets.
  o the 2008 Bonnie McCabe Faculty Endowed Chair in the Humanities
• Professor Charles Fink published Moral Reasons: An Introduction to Ethics and Critical Thinking, University Press of America, 2007
• Professor Mark Neunder published an article, “Quack Attacker Returns after Legal Threat” in the September/October 2007 issue of Skeptical Inquirer (volume 31)
• Faculty and staff served on campus and college wide committees.

Goals 2008/09

• Start process to establish the Visiting Artist Series.
• Continue to support and participate in the learning outcomes mapping and assessment initiative.
• Coordinate exhibition of student and faculty work in conjunction with Art Basel.
• Evaluate facilities needs of the painting and drawing studios and plan update of studios as needed.

Biology, Health and Wellness Department

The department offers 44 varied Biology, Wellness and Landscape courses, and teaches an average of 169 sections in a major term. This academic year the department generated 27,017 credits.
Key Accomplishments

- Four labs and two preparatory areas underwent renovation which included the installation of new infrastructures and the purchase of lab equipment.
- Collaborated in the development of a Horticulture Specialist Certificate.
- The Wellness Center presented several successful events through the year, such as Breast Cancer Awareness Day, Weight Loss Challenge, Healthy Heart Awareness Month, “Go Red,” Women’s Month Wellness Week, and the Health and Holistic Fair.
- The Wellness Center conducted employee cholesterol/glucose screenings.
- Participated in the revisions of competencies for General Education Biology, Microbiology and Human Anatomy and Physiology; and in changing the status of HSC 2400 to the 24 hr elective block.
- Several faculty members incorporated Service Learning Activities as part of their curriculum.
- Participated in mapping the learning outcomes to course competencies.
- Participated in the campus wide iPod study which is designed to evaluate the impact of the use of iPod as an instructional tool on student learning and educational outcomes.
- Installed equipment in the Wellness and Fitness Center for instructional purposes in wellness and health classes.
- Faculty and staff served on campus and college wide committees.

Goals 2008/09

- Pursue grant opportunities for the department.
- Promote awareness of nutrition within the Kendall Campus.
- Continue to support and participate in the learning outcomes mapping and assessment initiative.
- Continue collaboration and curriculum development with the School of Education to implement FDOE mandated changes.
Chemistry, Physics and Earth Sciences Department

The department offers 33 varied Chemistry, Physics and Earth Sciences courses, and teaches an average of 127 sections in a major term. This academic year the department generated 25,121 credits.

Key Accomplishments

• Developed a new laboratory course, AST 1002L, Descriptive Astronomy Lab.
• Introduced a new hand-held instrument, Vernier Spectrophotometer, which will provide students with the opportunity to compare the results from wet labs to virtual labs.
• Installed an UV-Visible sensor in the weather station.
• Grants received:
  o Tools for Success (National Science Foundation,) granted to the Wolfson Campus in partnership with the Kendall Campus to promote support for students interested in the Science, Technology, Engineering and Mathematics. Thirty Kendall Campus students took part in this initiative.
  o Motorola Mini-Grant (Motorola Corporation) designed to provide instruction in engineering and sciences for middle and high school students during the summer.
• Participated in mapping the learning outcomes to course competencies.
• Collaborated in the revision of competencies for all Inorganic Chemistry courses.
• Participated in developing competencies for the Chemistry courses to be taught by the School of Education for the Baccalaureate in Science Education.
• Continued offering the Peer-Lead Team Learning mentoring program.
• Participated in the campus wide iPod study.
• Faculty and staff served on campus and college wide committees.

Goals 2008/09

• Develop experiments for the Astronomy Laboratory.
• Purchase equipment for the Astronomy Laboratory.
• Introduce instrumental analysis for two Chemistry lab courses
• Continue to support and participate in the learning outcomes mapping and assessment initiative.
• Re-introduce Geology of the US National Parks course into the curriculum.

College Prep Department

The department offers six varied Writing and Reading courses, and teaches an average of 136 sections in a major term. This academic year the department generated 28,944 credits.

Key Accomplishments

• Revised all reading lab syllabi and lab resources with the aid of the collected data of Project Read, a study that investigates the impact of guided instruction on developmental reading students.
• Participated in mapping the learning outcomes to course competencies.
• Developed and successfully implemented the College Prep Workshop Series which provides learning opportunities beyond the traditional classroom.
• Co-Sponsored with Student Life a week of activities with reading expert Millicent St. Clair.
• Participated in the Carnegie Academy for the Scholarship of Teaching & Learning (CASTL) initiative.
• Implemented the Wall of Excellence Program which recognizes the successes and contributions of College Prep alumni.
• Participated in the campus wide iPod study.
• Implemented mentoring program with Communities in Schools and Big Brothers Big and Big Sisters through a Service Learning Innovations Grant.
• Professor Merlene Purkiss published The Emerging Writer’s Toolkit handbook.
• Faculty and staff served on campus and college wide committees.
Goals 2008/09

• Expand the College Prep Workshop Series.
• Expand the Wall of Excellence Program.
• Continue to support and participate in the learning outcomes mapping and assessment initiative.
• Use podcasting to facilitate lab orientation and new staff orientation.
• Research possibilities of creating a Center for Developmental Education Research.

English and Communications Department

The department offers 25 varied English, Journalism and Speech courses, and teaches an average of 257 sections in a major term. This academic year the department generated 48,464 credits.

Key Accomplishments

• As part of A Good Read! hosted the book discussion The Exception by award winning Danish author Christian Jungersen.
• Participated in mapping the learning outcomes to course competencies.
• Miambiance received several awards:
  o Columbia Scholastic Press Association – Editor in Chief Award
  o Community College Humanities Association Annual Literary Magazine – Editor Award
  o Florida Community College Press Association Magazine Competition Awards – General Excellence - Editor in Chief, Poetry, Fiction, Non-fiction, Design, Cover, Editing, Contents Page, Staff Page
  o Gold Circle Awards – individual awards from Columbia Scholastic Press Association – Kendall Campus English/Art Students

Collaborative Works
  ▪ Logos & End Marks
  ▪ Art Works
  ▪ Illustration with Text
  ▪ Photography
  ▪ Illustration Portfolio
  ▪ Photographs – Black and White
- Participated in the campus wide iPod study.
- Hosted the Irish National Debate Team.
- Fred Shaw Poetry Contest – Kendall students won first and third place.
- Professor Lorne Kotler received the Cowan Award for Excellence in Teaching of English.
- Faculty and staff served on campus and college wide committees.

**Goals 2008/09**

- Continue to support *A Good Read!*
- Create a “Poetry Slam Night” at the Writing Center.
- Implement the use of *Criterion* Essay Evaluation software.
- Pursue a grant to supplement funding for the Writing Center, Speech Lab and the Debate Team.
- Continue to support and participate in the learning outcomes mapping and assessment initiative.
- Implement the use of *Criterion* Essay Evaluation software on a campus-wide level for all English composition classes.
- Complete the online component for the Writing Center.
- Develop a handout for speech adjunct faculty.
- Utilizing the new Speech Lab video equipment, produce a video describing the Department.

**ESL and Foreign Languages Department**

The department offers 48 varied English as a Second Language and Foreign Languages courses, and teaches an average of 237 sections in a major term. This academic year the department generated 37,054 credits.

**Key Accomplishments**

- Submitted a grant proposal ($600,000) to the United States Department of Education (FIPSE)
- Published the eWriting project on the *Orange Grove* (Florida’s K-20 digital repository) for distribution State-wide.
• Participated in the College’s efforts to align EAP course numbers to the State Course Numbering System for Levels 1-4. The new numbering system is in effect for 08-1.
• Participated in mapping the learning outcomes to course competencies.
• Encouraged the use of new technologies in the department, such as Second Life, Camtasia (for PowerPoint), and Criterion.
• Provided tech support and training for eWriting at the campuses using that program.
• Implemented a new study abroad program to Seville, Spain.
• Sponsored several Greening the Curriculum Projects in the Advanced EAP Intensive program.
• Developed and successfully implemented a Spanish Placement Test which has been installed at other campuses, a one-stop-shop for foreign language courses.
• Participated in the pilot program ACT-ESL e-Write, a computerized placement assessment for writing project.
• Offered a Weekend College EAP program, levels 2 through 6, to provide students with the opportunity to complete the entire EAP program (except level 1) in three-day-weekend configuration.
• Supported the implementation of the online student magazine, WAVE – Writing About Virtually Everything as we open the online student magazine to the other campuses.
• Revised all levels of Angel version of e-Writing.
• Faculty and staff served on campus and college wide committees.

Goals 2008/09

• Increase online approaches – integrate skills and labs within the curriculum, develop online/hybrid courses.
• Continue to support and participate in the learning outcomes mapping and assessment initiative.
• Continue to convert online courses to Angel format.
• Increase Learning Communities for specific majors.
• Establish a “Scholarship-seeking” workshop for Level 6 ESL students.
• Explore grant opportunities.
Mathematics Department

The department offers 20 varied Math courses, and teaches an average of 333 sections in a major term. This academic year the department generated 85,602 credits.

Key Accomplishments

- Completed the grant from the American Mathematical Association of Two Year Colleges - Math Across the Curriculum.
- Math Team brought some significant victories to the Campus:
  - First and Second place in the Mathematics Olympics sponsored by the Florida Chapter of the Two year College Mathematical Association.
  - First Place in the Integral Contest.
- Received a grant from MDCPS, Math Matters Every Day ($175,000) for Math faculty to develop 10 – 15 minute vignettes of best teaching practices.
- Developed and implemented Bridges Program in collaboration with MDCPS to assist high school students with their transition to college.
- Participated in mapping the learning outcomes to course competencies.
- Implemented the Problem of the Week Contest with great success.
- Piloted the “clicker” technology providing online assistance in College Algebra.
- Piloted the ALEKS program to assist students in College Prep Math.
- Participated in the review of the CAPE competencies.
- Collaborated with the CIS department in creating a new course, MAD 1100, Discrete Mathematics for Computer Science.
- Developed and implemented the use of tablet PC technology to prepare class notes on a real time basis for students with special needs.
- Participated in the campus wide iPod study.
- Professor Luis Beltran was awarded the Adorno & Yoss Employee Charitable Foundation Endowed Teaching Chair.
- Faculty and staff served on campus and college wide committees.
Quality Enhancement Plan (QEP)

Under the leadership of Jakeisha Thompson, QEP Director, significant progress was made toward implementing all of the QEP strategies, particularly incorporating frequent assessment in target courses and providing students with supplemental instruction.

Goals 2008/09

- Continue the Bridges Program with feeder high schools.
- Pilot a modular approach to College Prep Math.
- Continue to support and participate in the learning outcomes mapping and assessment initiative.
- Continue to actively participate in QEP.

Music, Theatre and Dance Department

The department offers 61 varied Music, Theatre, Humanities and Dance courses, and teaches an average of 173 sections in a major term. This academic year the department generated 19,556 credits.

Key Accomplishments

- Successful concert series, *On Stage at Miami Dade College*, presented during Fall and Spring Semesters with wide participation by faculty and other local, national and international performers.
- In collaboration with the New Student Center, provided the first *Performing Arts Clinic*, a day of workshops and performances presented by the faculty. Over five hundred students from Kendall feeder schools participated in the event.
- Visiting Professor Jon Secada conducted master classes and workshops for our music students.
- Participated in mapping the learning outcomes to course competencies.
• Produced five plays, including a student directed show.
• Hosted the Second Annual Kendall Campus Honor Band Festival.
• Hosted the Young Artists Piano Competition for prospective MDC Kendall music students.
• Faculty and staff served on campus and college wide committees.

Goals 2008/09

• Promote public awareness of the artistic abilities of Kendall Campus students and faculty through public performance
• Continue to support and participate in the learning outcomes mapping and assessment initiative.
• Continue the On Stage Concert Series.
• Continue the Performing Arts Clinic in collaboration with feeder high schools.
• Continue the High School Honor Choir Festival with feeder high schools.

Social Sciences Department

The department offers 24 varied Psychology, Social Sciences, History and Student Life Skills courses, and teaches an average of 243 sections in a major term. This academic year the department generated 59,269 credits.

Key Accomplishments

• Initiated the first “Green” department at Kendall Campus.
• Led efforts in mapping the learning outcomes to course competencies.
• Offered the Real Life! series again, presenting three programs in Women’s History Month.
• Extended the Real Life series to MDC TV, presenting six programs, such as Real Life! Real Heroes: The Eddie Rivas Story and Real Life! Real History: Dr. Juan Clark
• Received a Student Services Innovations grant with the Retention Services Office at Kendall, to study SLS student experiences by offering five uniform experiences to SLS students: career counseling,
personality-type training, scavenger hunt to “Get to Know Your Campus”, learning style inventory – PET/C3S computer experience and in-class academic advising for their next term.

- Actively participated in the College’s efforts to meet State transferability guidelines for the Student Life Skills courses.
- Expanded the utilization of new technology to augment classroom lectures by adapting YouTube and Google video resources.
- Participated in the campus wide iPod study.
- Faculty and staff served on campus and college wide committees.

Goals 2008/09

- Develop a handout on FACTS.org for advisement, and create track-specific documents for distribution to students.
- Implement an all-day guidance event for students during the Fall and Spring terms.
- Continue to support and participate in the learning outcomes mapping and assessment initiative.
- Explore involving the department with County Governmental Social Services initiatives through the new Social Services Vision Council formed recently by the county.
- Encourage team teaching and learning communities.
- Expand Service Learning partnerships and use in courses.
- Create a peer mentoring/tutoring program.
- Promote environmental awareness in the Department and the Kendall Campus community.
- Advocate more user-friendly technologies and training for faculty and staff.
- Develop a training course and/or workshop for Student Life Skills instructors.
School of Education (Interamerican at Kendall)

The School of Education, a college-wide program, has its largest enrollment at the Kendall Campus. During academic 2007, the SOE offered 11 different Early Childhood Education courses (28 sections); the state-required common prerequisite courses (134 sections); 20 baccalaureate degree courses (48 sections) and 4 Center for Professional Development courses (4 sections). This represents a headcount of 3158 and 10,000 credits.

Key Accomplishments:

- Reorganization of the SOE into three departments: Early Childhood Education, K-12 Teacher Preparation Programs, and the Center for Professional Development.
- Created a presence for the SOE with offices for faculty, SOE advisors, and support staff.
- Conducted an Early Childhood Education event to coordinate with the “Week of the Young Child.”
- An Early Childhood faculty member leads a Director Support Group for Early Childhood directors in the Kendall community.
- Program Revisions: The entire pre-service teacher education program has been reviewed and revised to make it a more effective and responsive program. The Exceptional Student Education program has made “best practices” and data driven changes. Mathematics and Science revisions included clarifying programs, creating more rigorous programs, writing and revising courses and labs that satisfied the requirements of the Florida Department of Education Skills and Competencies and Sunshine State Standards. All appropriate documents were created and submitted to CASSC for approval. All state required documents were submitted to the FLDOE.
- Worked with advisement to clarify new programs to assist students with program planning.
- LiveText student workshops were held for new users and for Math and Science Education students at the Kendall campus.
- Started a cohort of Educator Preparation Institute (alternative pathway to teacher certification) in 20073.
- Advisors participated in the College Fair.
- Grants received: Pathways to Excellence in Teaching (PET) - This five-year grant from the Office of English Language Acquisition for $1.25 million dollars creates a cadre of master English for Speakers of Other Languages (ESOL) teachers within Miami-Dade County Public Schools who will mentor the SOE’s pre-service teachers. Additionally, the
grant provides faculty training and a series of conferences for the community in the area of ESOL. The Program Manager for the Grant and his administrative assistant are housed at the Kendall campus.

- Faculty and staff served on campus and college wide committees.

**Goals 2008/09**

- Continue to maintain a presence at Kendall with signage for the SOE.
- Improve communication with advisement about our new programs.
- Service the new cohort at Kendall with courses designed to meet their needs.
- Develop a baccalaureate program in Early Childhood Education.
- Develop a baccalaureate program in Technology Education.
- Expand offerings to Miami-Dade County Public School teachers and other county-wide teachers through the Center for Professional Development.
Commercial Music Department and School of Entertainment
And Design Technology (North at Kendall)

The Commercial Music Department and the School of Entertainment and Design Technology offer classes in music business, sound recording, MIDI electronic music, commercial music, radio production, TV production, editing, graphics and computer animation. These courses support degrees in music business, film production, TV/radio production, graphic design technology, graphic Internet technology, computer animation and commercial art technology. SEDT generated 3380 college credits during the 2007-08 academic year, and 41 vocational credits. Of these, music business classes generated 1923 credits. TV/film, graphics and computer animation classes generated another 1457 credits.

Key Accomplishments

- Actively participated in Kendall campus events, such as Arts and Letters Day, 40th Anniversary, Latin Jazz concert, Conference Day, and Academic Convocation.
- Continued the upgrade of facilities by adding software, computers, additional AV equipment, and Internet access to enhance the educational potential.
- Continued the scheduling of TV production classes at Kendall, with the lab component at the Homestead TV facility.
- Participated in Kendall campus recruitment events, including the College-wide Open House.
- Collaborated with Music, Theatre, and Dance Department in a special high school music student recruitment event in January. Faculty members presented workshops in recording techniques, music business opportunities, and songwriting.
- Participated in additional recruitment efforts, including the invitation of the Palmetto High School jazz band to the recording studio for a demo recording session.
- Presented workshops to area high school jazz bands.
- Chair performed concerts with Music, Theatre, and Dance faculty jazz band.
• Collaborated with Music, Theatre, and Dance Department in special workshops that featured Mr. Jon Secada in a clinic setting with AA music students and students in the AS music business program.
• Collaborated with Kendall campus Community Education Department to offer weekend music production/MIDI non-credit classes and the second successful year of Rock Camp, which registered approximately 56 students.
• Performed for Kendall campus events, such as the Service Learning Awards Luncheon.
• Worked on mapping the ten general education outcomes, and continued to refine existing course competencies.
• The Internet radio station MDCRadio.org continued to evolve under the direction of staff member Michael Colacurto, with additional musical programming and limited talk show offerings. Over forty student DJs were involved with the station throughout the year.

Goals 2008/09

• Continue to expand the TV Production and Film production course offerings for students in the southern part of Miami Dade County.
• Continue to expand the programming of MDCRadio.org to include relevant talk/informational programming.
• Continue to re-arrange available lab facilities to accommodate more students, and to positively affect the productivity in each class.
• Continue to collaborate with the Music, Theatre, and Dance Department to develop effective, targeted recruitment efforts.
• Continue to collaborate with the Community Education department to develop successful commercial music offerings for the community.
• Continue to refine course competencies in music business, recording techniques and graphic design technologies.
• Develop additional courses in music business to increase enrollment and Product.
• Facilitate additional workshops for students by music industry professionals.
Computer Information Systems (CIS)  
(Wolfson at Kendall)

The Computer Information Systems department offers three Associate of Arts degrees, six Associate of Science degrees, and a variety of College Credits Certificates related to the Associate of Science degrees. As of Fall 2007-3/4, the Kendall CIS department served over 700 students generating 22,600 credits.

Key Accomplishments

- Enrollment up an average of 19%
- Kendall CIS faculty collaborated with CIS faculty college-wide to:
  - update courses, competencies, and curricula
  - map learning outcomes and assessments
  - deliver low enrollment courses between multiple campuses using Polycom technology
- Updating program reviews
- Implemented MyITLab Learning Management Software in CGS 1060.
- Updated Microsoft Office Software version to 2007
- Hosted the annual CIS Orientation Day.
- Hosted workshops on programming, networking, and web development.
- Refreshed CIS office, study lab, and electronic classrooms by:
  - Painting accent walls in CIS reception and study labs.
  - Installing signage denoting the office and study lab areas
  - Installing LCD panel in study center to promote CIS and activities
  - Installing more than 100 workstations
- Participated in several recruiting activities including Open House, high school visits, mall sites, and 500 Role Models, a mentoring program to encourage at risk male students to attend college.
- Faculty and staff served on campus and college wide committees.
- Provided tutoring for CIS students.
- Provided over 100 workstations to the West and Homestead campuses.
**Goals 2008/09**

- Host annual CIS Orientation Day 2008
- Develop a new course, *Introduction to C#* - this is a new computer program that replaces Visual Basic.
- Install LCD panels in CIS Office area to promote department courses and activities
- Refresh equipment in the Study Lab
- Update software in study lab and electronic classrooms
- Submit a grant to refresh hardware and software
- Support and participate in:
  - Learning outcomes mapping and assessment project
  - Updating CIS course, competencies, and curricula
  - Updating program reviews
  - Recruitment and retention activities
**Engineering and Electronics (Wolfson at Kendall)**

The Engineering department offers nine Associate of Arts degrees in pre-engineering, three Associate of Science degrees (Electronics Engineering Technology, Computer Engineering Technology, and Telecommunication Engineering Technology) and three College Credits Certificates related to the Associate of Science degrees.

**Key Accomplishments**

- Actively participated in high school conferences at MDC for the purposes of future recruitment and getting high school students interested in the sciences. IT Technology Conference Day and Women of Tomorrow.
- Hosted two Engineering department orientation events.
- Initiated the production for an Engineering and Electronics Department recruitment video. MDC is delivering it this fall.
- Videotaped class projects and presentations for our upcoming video.
- Upgraded computer workstations.
- Submitted and received Perkins funding for new electronics testing equipment.
- Replaced electronic testing equipment.
- Attended workshops on curriculum development, learning outcomes, and partnership with Braddock High School.
- Formed a sub-committee for Learning Outcomes.
- Participated on several discipline committees targeted towards our EET and CET degrees.
- Developed twelve new courses for the BAS in Electronics Engineering Technology (EET).
- Reviewed AS degree course competencies
- Updated AS EET course competencies.
- Attended statewide FL-ATE meeting to discuss AS EET and AS CET programs, specific course content, and developments.
- Faculty attended CTD courses.
- Faculty involved in professional development, e.g. guest lecturer at Science Under the Stars, St. Thomas University.
- Actively participated with Math, Chemistry, Biology, and the New Student Center in preparing for and delivering classes for the Motorola SISTEM summer grant.
• Successfully hosted the finale of the SISTEM grant by demonstrating a competition of the student’s solar car projects and send-off dinner.
• Wrote NSF grants for Renewable Energy.
• Wrote Perkin’s grant for the development of our AA and AS programs.
• Started a new student chapter of Engineering Green Buildings.
• Continued student development with the Florida Engineering Society by offering guest speakers, university speakers, university visits, Mathcounts, and participation in Battlebots.

Goals 2008/09

• Host annual Engineering Orientation Day 2008
• Recruitment video for all department programs.
• Recruitment of students in our AA, AS EET and CET programs using pamphlets, targeted high school visits, in class recruiting, and making a MDC TV segment.
• Meet with Math and Physics to align classes for upcoming terms. Avoid class conflicts and increase all of our enrollment.
• Finish the BAS EET four year degree.
• Revitalize courses in AS Electronics Engineering Technology (EET) and AS Computer Engineering Technology (CET).
• Investigate the creation of a new class teaching packaged engineering software applications. Articulate this with state universities and incorporate this into our AA as a transferrable course.
• Develop a new course for AA Engineering to ensure a five course sequence for our engineering students.
• Investigate career pathways for our AA and AS degrees. Looking into internships and employment.
• Develop and submit two NSF grant proposals.
• Develop and submit Carl Perkin’s grant proposal.
• Set up our rapid proto-typing machine and incorporate this into classes.
• Complete refresh of all classroom computers.
• Establish a chapter of the Institute of Electrical and Electronic Engineering (IEEE) at MDC.
• Establish a student association of the Association for Computer Machines (ACM) at MDC.
• Continue student development with the Florida Engineering Society by offering guest speakers, university speakers, university visits, Mathcounts, and participation in Battlebots.
School of Architecture and Interior Design (Wolfson at Kendall)

The School of Architecture and Interior Design offers a total of 43 courses at the Kendall Campus and several certificates related to architecture and engineering.

Key Accomplishments

- At the 2008 Design Mix Professional Show, two teams of MDC School of Architecture’s students each won a top award. MDC Interior Design alumni also won awards at the same competition.
- Students produced two large models of the city of Havana with a high degree of detail, measuring sixteen by five feet in size, to use as a setting for their design projects.
- During spring 2007-2, students also had an opportunity to visit SciARC in Los Angeles, acquiring first hand knowledge of transfer requirements, and meeting with MDC alumni, admitted in previous years. An articulation agreement with this prestigious school is in the works.
- Published the first School Journal with 200 pages showcasing students’ work. A presentation was made to the MDC’s Board of Trustees.
- Interior Design studio at Kendall Campus was significantly improved at a new location permitting space for a professional source library. Considerable effort has been applied to develop model woodshops and acquire pertinent equipment for the Kendall campus.
- Gene Leedy, a pioneer of Modern Architecture and winner of numerous design awards, gave a lecture at the Kendall Campus.
- In conjunction with the Gene Leedy lecture, the Kendall Campus students presented exhibit celebrating 40 years of Modern Architecture of Miami Dade College and included historical models, photographs and new student work.
- Student projects from Architecture and Interior Design were exhibited during the “Gallery Night” events. These took place two or three times per semester.
- Students exhibited projects at the AIA’s Awards Banquet along with FIU and University of Miami architecture students during Architecture Week.
- Professor José Vazquez had an article published in Bungalow Magazine Article featuring his research on this special type of Miami’s historical architecture.
- Professor Amar Sawhney took students on a summer abroad experience. Students take three classes producing drawings and research projects while experiencing first hand historical and current examples of architecture.
- Several faculty collaborated with Service Learning enhancing students’ college experience.
- Professor Adriana Garcia proposed a design for the Baseball stands on campus.

Goals 2008/09

- Continue contacts with upper division schools to facilitate students’ transfers.

- Coordinate exhibits of architectural projects and support faculty working on community-wide events.

- Coordinate the curriculum revisions to Architecture and Interior Design syllabi, processing materials through CASSC where necessary:

- Coordinate the training of faculty on new 3D BIM software working with an expert consultant in order to prepare the faculty to teach students this emerging technology.

- Continue improving the labs at the School seeking funding for the pressing needs of new equipment and improving facilities.

- Promote the School’s student clubs offering a lecture series and events in coordination with local professionals and universities to promote our programs and for the benefit of students:

- Work on creating a new College Credit Certificate for 3D BIM technology.

- Work on incorporating MDC’s Learning Outcomes into the School of Architecture curriculum.
SCHOOL OF BUSINESS

School of Business
The department offers 48 varieties of business credit and vocational courses in the areas of Accounting, Banking, Business Law, Economics, Finance, Principles of Business, Management, Marketing, Office Administration, Public Relations, Business Statistics, Real Estate and Taxation throughout the year. The department teaches an average of 198 sections in a major term (Fall, 2007-1, 204 sections; Spring 2007-2, 191 sections). This academic year the department generated 27,722 credits.

**Key Accomplishments**

**Curriculum & Classroom**

- Kendall Business faculty participated in the podcasting project to enhance courses with podcasts and to provide research data on the impact of podcasts in the classroom.
- Prof. Barbara Rosenthal’s Principles of Marketing class developed an advertising campaign for the MDC District Director of Enrollment. The Marketing Campaign, *Did You Forget Something?*, can currently be seen on all MDC campuses.
- Prof. Maria Mari teamed up with Prof. Ana Ciereszko, Chemistry and Physics department at Kendall Campus, to offer students a study abroad opportunity focusing on the economic impacts of scientific research.
- Dr. Ana Cruz, Ivan Figueroa, Teddie Laing and Dr. Stephanie Etter were selected to work with the Florida Department of Education, Division of workforce education, on the three year review process the State of Florida is conducting in certain academic disciplines.

**Special Programs & Events**

- The School of Business hosted a regional colloquium at Kendall entitled *Enhancing Teaching and Learning using Educational Technology and Podcasting*. The event was attended by more than 50 educators from MDC and other South Florida Colleges and Universities.
- Prof. Barbara Rosenthal and her Principles of Business class collaborated with Suited for Success (SFS) during the month of March collecting donations of business attire and accessories. The students then solicited donations of clothing from retailers and conducted a
“Dress for Success” fashion show to inform students of appropriate ways to dress for business.

- The School of Business, Kendall Phi Beta Lambda and Nordstrom sponsored the 2008 Hispanic Women’s Conference on Friday, April 4, 2008 at Nordstrom, Village of Merrick Park. Professors Maria Mari and Barbara Rosenthal, along with their Kendall Phi Beta Lambda students, coordinated the event, with over 100 participants. MDC Board of Trustees Chair, Ms. Helen Aguirre Ferré was the keynote speaker. Many topics of significance to women today were presented including public relations, financial success, and personal health & fitness. The Nordstrom Conference was awarded first place at the PBL National Leadership Conference.
- The Kendall Business Department and the Phi Beta Lambda students hosted the Future Business Leaders of America Regional Competitions in January 2008. More than 500 high school students were on campus to compete and learn more about MDC and PBL
- Dr. Chris Rogers, Business Professor, and his S.I.F.E. (Students in Free Enterprise) students, coordinated a job shadowing day with students from Coral Reef Senior High School
- S.I.F.E. hosted a speaker from Citibank Primerica on the subject of finance, entrepreneurship and business

**Funding & Grant Awards:**

- Dr. Gail Hawks received $5,000 check awarded from the Florida Council on Economic Education for our Center for Economic Education which she directs.

**Awards & Recognition:**

- Members of the Phi Beta Lambda (PBL) Kendall chapter competed against other community colleges and universities in various areas of business at the annual PBL State Leadership Conference in Tampa. The Kendall Campus team came home with 18 individual, 7 team and 8 chapter awards. Sixteen School of Business students, as 1st and 2nd place winners, represented the School of Business and the College at the national competitions in Atlanta, Georgia on June 21, 2008 where our students won an additional ten awards.
- Professor Maria Mari was awarded the Phi Beta Lambda 2008 "Chapter Advisor of the Year" for the State of Florida.
• Prof. Maria Mari was the recipient of the 2008 Louis Wolfson III Endowed Teaching Chair
• Representatives from the Internal Revenue Service presented awards to business students at the fifteenth anniversary of the Volunteer Income Tax Assistance (VITA) Program.
• The Cuban-American CPAs Association, Inc. awarded $11,000 in scholarships to several of our Kendall Business students as well as to Accounting students on other campuses.
• Ten Kendall Campus business students received the United States Presidential Volunteer Service award for their dedication and commitment to service learning.
• Four School of Business students received Academic Awards for Excellence in Accounting, Business Administration, Economics, and Hospitality Management
• Ms. Alexandra Gene, a business student at the Kendall Campus, was awarded the Benjamin A. Gilman International Scholarship for study at the International Center for Management and India Studies (ICMIS) in Bangalore, India.
• The National Hispana Leadership Institute selected Kendall business students, Odalys Solares and Yanyn San Luis, for the prestigious and highly competitive Latina’s Learning to Lead program.
• Kendall business students, Enrique Arce and Claudio Avila, were recipients of EV Clay/PRSA Chapter Endowment Fund scholarship awards. The $2,000 awards from the Miami Chapter of the Public Relations Society of America are given to students pursuing studies in public relations.
• Two Kendall Campus Business teams placed first in the Post Secondary division of the Spring ’08 session and competition of the Stock Market Game™.

Miscellaneous

• Kendall Campus School of Business faculty and administrators attended the 2008 FIU/MDC Day meeting.
• School of Business, Kendall Campus faculty participated in the Fall 2007 Learning Outcomes Assessments Pilot Project.
• Ivan Figueroa was appointed to serve on the 2007 – 2008 Legislative Action Committee.
• Business Department participated in the Coral Reef High School Job Fair: Informing prospective students about the opportunities available within the School of Business
• Presented at the Hospitality Institute workshop. Ivan F. Figueroa presented opportunities within the School of Business
• Our Young Entrepreneur Society (YES) gave away free baked goods to promote and inform MDC students about YES
• Ivan Figueroa and Stephanie Etter collaborated with Community Education in developing the proposed Center for Service Excellence plan and visited various industry individuals including Mayor Manny Diaz to solicit their support.
• Ivan Figueroa chaired the College Preparatory Task Force

SCHOOL OF BUSINESS – COLLEGE WIDE

Key Accomplishments

Curriculum & Classroom

• Developed and authored the proposal for the Bachelors in Applied Science (BAS) degree in Supervision and Management. The concept for this degree was approved by the Board of Trustees during the 2007-2008 year. If approved, the degree will be offered in 2010.
• Completed the first phase of a course user fee audit resulting in a review and adjustment of current user fees.
• Received state approval to offer the College Credit Certificate in Entrepreneurship.
• Reviewed several PSAV programs for currency and viability and requested removal of the PSAV Insurance Marketing Program as a result.
• Developed the proposal and related documents for a Culinary Arts degree program.
• Met with numerous international delegations to develop a relationship with a school in China.
• Developed a Hospitality Management Program designed to provide students from Tianjin China with academic experience work in hotels. The first cohort of these students will arrive at MDC in fall 2008.
Special Programs & Events

- The School of Business held a Florida Tax Practitioner Seminar for 2007 in collaboration with the local offices of the IRS.
- Miami Dade College School of Business students and faculty successfully prepared over 1,000 tax returns this year as part of the Volunteer Income Tax Assistance program which provides free preparation of income tax returns for low income individuals, non-English speaking individuals and the elderly (this is defined by IRS).

Funding & Grant Awards:

- Received a Department of Transportation Grant to establish and manage the Southeast Small Business Transportation Resource Center, which serves small businesses in Florida, Alabama, Mississippi, Georgia, Puerto Rico and the US Virgin Islands.
- Received a Coleman Foundation Grant for the professional development of faculty in the area of e-ship education.
- Received a CitiFoundation grant for the capacity development of small, minority owned businesses
- The School of Business applied for a Fulbright Scholar in Residence grant that has been awarded and will bring a Chinese Scholar to MDC for the coming school year.
- Received continued funding received for the HOST grant, Hospitality Operations and Service Training (HOST). This grant is funded by Miami-Dade County Department of Cultural Affairs to assist the County in its efforts to promote the economic and cultural health of the community.
- Received continued funding for the Minority Export Training Program (METP). METP provides training to small agri-businesses on the process of exporting.
- Received Perkins funding to purchase equipment for the new culinary arts program.

Awards & Recognition:
• The MDC Hospitality Management Program received the “Hospitality Educator of the Year” Award at the Academy of Hospitality and Tourism (AOHT) 20th Year Anniversary Event and also received the AOHT Education Ambassador Award.
• The School of Businesses was awarded for being an Outstanding Education Partner by the South Florida Chapter of the National Foundation for the Teaching of Entrepreneurship.

**Miscellaneous**

• Stephanie Etter was appointed to the South Florida Workforce Investment Board and the Board of Directors for Chamber South.
• Stephanie Etter served on the Workforce Innovations Group, assisting in the redesign of the internal Perkins funding process.
COMMUNITY EDUCATION
School of Community Education

“For the 2007 academic year, Kendall Campus Community Education had a total unduplicated headcount of 42,773 with an average of 14,258 students per semester. This resulted in a total of 70,862 student credit hours for the year. The Kendall Campus offered a total of 3,992 sections throughout the year with a total of 64,673 seats taken. Total revenues for the year were $4,996,392.00.”

Key Accomplishments

- Launched ELCATE program focusing on English language for medical careers.
- Implemented the web-based “Course Assignment and Scheduling System” for Community Education.
- A relationship with Pinecrest Gardens was established by Community Education allowing us to offer classes there starting in May 2008. The new building, which will also house a public library, had its grand opening in April. Courses offered include Gourmet Cooking, FCAT Prep, Stock Market, Wine Tasting, Wedding Planner Certification, and Etiquette for Teens.
- Opened Outreach Center at the Roxy Theater.
- Negotiating to offer courses at the Deering Estate.
- Implemented the first phase of the USDA Wildlife Habitat Incentive Program providing rehabilitation of wild areas on campus and at the Environmental Center.
- Instituted Second Saturdays at the Environmental Center.
- Added courses for journeymen in the Building Construction Institute.
- Launched the first class of the Certified Nursing Assistant Program which immediately filled up.
- Convened a working group to brainstorm the Latin Jazz Institute. This resulted in planning to establish the Latin Jazz Institute, to be kicked off in September of this year, and will feature major jazz artists.
teaching Master Workshops for musicians in the community, as well as relationships with the Grammys and the Latin Grammys, and major music industry producers and organizations nationwide.

- Developed the Center for Service Excellence plan and, in partnership with the School of Business, will be marketing the program county-wide so that it becomes a movement in the community.

- Developed close relationships with the West Kendall Business Association which have resulted in the offering of seminars for Association members starting in September of this year.

- Developed a relationship with Chamber South with the intent of offering seminars for Association members.

- Secured scholarships for over 60 Adult Education students to enter college by attending a PSAV Employability Skills Class.

- Providing Communication Skills, Critical Thinking and Problem Solving instruction as well as CPR and HIV/AIDS updates (the mandatory’s) to ten Saudi medical graduates in a collaboration with Medical Center Campus and the Saudi Institute for Health Services.

- The 7th Annual Belly Dance Show, titled “Passport to Arabia”, was held May 10th at the Dade County Auditorium with a sell-out crowd and featuring over 180 dancers.

- CERT (Community Emergency Response Team) Training was offered under a contract with Miami-Dade County. The twenty-hour program, funded by the County, was offered free to the public. Students were trained in basic first aid, terrorism awareness, light search and rescue and fire suppression and each participant was given an emergency kit.

- Kids/Teen College Summer Programs Open House was held on March 29th. This year the Kids/Teen College has added Reading Theater, Flamenco Dancing, 3D Architectural Design, Engineering for Teens and Chemistry Blast to the list of classes offered.

- Our first Spring Break Cultural Camp for children 7 to 12 years old was held March 31 - April 4th.

- Our Science and Nature Spring Break Camp was held March 28th – April 4th. This year, 35 students attended for the week-long camp.
Goals 2008/09

1. Establish Latin Jazz Institute.
2. Launch Center for Service Excellence in collaboration with School of Business.
3. Launch database-driven on-line schedule and implement commercial-quality shopping-cart registration.
4. Align the College’s reporting of Adult Education enrollment and outcomes accurately with the National Reporting System to ensure proper funding of the program.
5. Secure funding to support school trips to the Environmental Center for Title 1 schools.
6. Launch e-newsletter for Community Ed students to keep them abreast of new courses, special offers, and open houses.
STUDENT SERVICES
ACCESS Services

ACCESS (Disability Services) provides, arranges and coordinates accommodations for students with documented disabilities. During this period, it is estimated that between 1325-1350 students with suspected or documented disabilities have received services from this office.

Key Accomplishments

- Special presentation was used by the ACCESS staff and workshops were conducted for area high school students enrolled in ESE, Exceptional Student Education programs
- Worked with personnel in other campus departments, including Recruitment and the New Student Center, to provide information to all prospective students on and off campus, during campus tours, visits to area high schools, college orientation, Kendall Campus Open Houses, and College EXPOS
  - Approximately 450 prospective high school ESE students met with the ACCESS staff.
- Presented two CTD workshops to faculty:
  - Access and Accommodations for Students with Disabilities (October 2007 and February 2008) and
  - Advising Students with Psychological Disabilities (November 2007).
- Offered CTD workshops in March and April 2008 to all Student Services personnel as part of the Student Services Institute III workshop series
- Contributed to the planning and coordination of the new student organization, DSO, Diverse Student Organization, a Kendall Campus club recognized by Student Life welcoming all students to join and participate in a variety of activities, including various community charitable events and fund raisers
  - Members participated in raising funds for Race for the Cure, Walk Now for Autism, The Children’s Home Society Holiday Toy Drive, Adopt-a-Family Food Drive, Food for Haiti and other campus events, such as the 40th Anniversary Celebration of the Kendall Campus
Club was established as a National Greek organization, Delta Sigma Omicron

- Project Reach (a grant) was coordinated with the Wolfson Campus and the Service Learning program on the Kendall campus for all ACCESS students
  - Student ambassadors were assigned to provide workshop information and to support activities related to Service Learning opportunities on campus and in the community
- Planned and coordinated activities for the Kendall Campus Disability Awareness Weeks (October 1-19, 2007)
  - This included a multimedia Library Display, distribution of information to College personnel and students regarding ACCESS Disability Services and featured activities, a disability information film, a CTD workshop related to students with disabilities in the classroom, and the ACCESS Student Forum highlighting past graduates from MDC
  - The student feedback from informal surveys was highly positive for all the featured events

Goals 2008/09

- The ACCESS budget will be carefully monitored and funds will be fairly distributed to provide direct services to students with disabilities. New equipment, software and specialized devices will be researched and considered for purchase with the allotted funds.
- Mini-Grants Program applications or Student Services Innovations Project Proposals if available from the College will be developed by the ACCESS staff in collaboration with academic and Student Services areas.
- Present two CT&D workshops for faculty and staff regarding access and accommodation and serving students with disabilities.
- Promote events and activities during Disability Awareness Weeks in October 2008. The activities will be coordinated with other campus departments, such as the Library, Computer Courtyard and Student Life.
- Confidential letters will be provided to all students with disabilities requesting information regarding appropriate accommodations in their courses for their instructors at the beginning of each term.
- The Diverse Student Organization (DSO) will continue to hold monthly meetings and participate in campus events and activities sponsored by Student Life, and the Kendall Campus Service - Learning Program. The
organization will contribute to various local charitable organizations as decided by the members.

Career Services

Career Services is to promote student success by providing a structured environment through which students make informed and effective decisions about their educational, transfer, and career plans.

Key Accomplishments

- Coordinated Annual College Fair – 101 institutions/departments represented (715 students attended)
- Coordinated Carlos Albizu University Mini Transfer Day
- Coordinated Carlos Albizu University/MDC Kendall Campus Partnership Luncheon; attended by CAU/KC faculty, staff and administrators
- Coordinated 34 on campus recruitment employer visits
- Reviewed/critiqued 786 student resumes
- Coordinated Annual Job Fair (evening/morning sessions) - 92 employers participated (1952 students & community members)
- Collaborated with the MDC Hospitality Management Program in hosting a Mini- Job Fair at Kendall Campus. 18 employers participated (300 students)
- Coordinated two presentations by FIU/MDC State Department Diplomat-in-Residence

Goals 2008-09

- Complete the development and implementation of a marketing plan to increase awareness and usage of Career Services by our students during the 2008-2009 academic year
- Increase the number of FTIC-14902 Pre-Bachelor of Arts Kendall Campus students who declare a major by summer term 2009 by targeting this student population for career development interventions.
• Enhance students’ awareness of the benefits of completing an AA degree by targeting students who are 75% completers during the Fall (2008-1) and Spring (2008-2) terms to provide transfer counseling
• Increase job placement for Associate in Science degree and College Credit Certificate students by targeting students at the 75% completion point and providing them with employability skills training

Admissions & Registration Services

The Admissions and Registration offices provide admissions to the college, registration for credit, vocational and non-credit classes, student records, transcripts, Veterans Affairs, and many other related services from intake to graduation and beyond.

Key Accomplishments

• Created and successfully launched an international admission application on the web in November 2007
  o Since its inception, and as of June 30, 2008, 1,275 students have applied for international admission on the web
• Successfully launched the $5 transcript fee and from July 1, 2007 through June 30, 2008
  o 144,324 transcripts have been ordered and a total of $300,555 has been collected.
• Made enhancements to the on-line transcript request system to make it more user friendly and efficient
  o Since July 1, 2007 through June 30, 2008, 31,639 (or 22%) transcripts have been requested on the web
• New paper admission application package was created and launched on October 2, 2007.
• Provided enhancements to the current web admissions application process, including the Bachelor’s degree application
  o From July 1, 2007 through June 30, 2008, 31,997 students had applied for admissions on the web
  o In comparison from July 1, 2006 through June 30, 2007 – 22,831 web admissions applications had been received
  o This is an increase of 40% compared to the same time frame last year.
• Assisted in coordinating the FIU-MDC dual degree program
  o Second full year with over 1,192 students currently enrolled/registered
  o This year the first graduating class will be making the transition to FIU under this program
  o For the 2007-08 academic year – 831 new students were admitted in the FIU-MDC dual degree program.
• Successfully conducted the FIU-MDC dual degree program orientation at FIU’s University Park (June 2008)
  o 651 students attended and were registered for Fall term 2008-1.
• Entered into agreement with FIU to provide college prep courses for FIU student athletes who test below college level, beginning in Spring term – January 2008.
• To improve services to students, completed all the necessary documentation and secured access to the DAVE program (Florida Division of Motor Vehicles Department) for staff members college-wide to be able to assist students with Florida residency issues
  o This program provides the ability to verify Florida Driver’s licenses, Florida ID’s, and Florida tags, and is a significant tool to help students with proof of Florida residency
• Updating our technology to improve college-wide imaging and installing a new system in all of the Registrar’s offices.
• Created reports on the web to review academic progress reports submitted by faculty. http://ams.mdc.edu/chairperson

Goals 2008-09

• Continue to lead the improvement of college-wide records imaging by training Admissions and Registration personnel at the campus and college levels and troubleshooting issues with the new imaging system, "Image Now"
• Increase and enhance services to students by encouraging and supporting employee attendance in appropriate, and beneficial, CT & D trainings
• Continue to survey students and use results accordingly about the two learning outcomes, (#4) formulating strategies to locate, evaluate, and apply information and (#8) enabling students to use computer and emerging technologies effectively
• Increase the percentage (by 1 %) or the number of students (by 1,000) using the Admissions and Registration on-line processes
• Continue to work in partnership with other Student Services areas to ensure that the system programming promotes effective and efficient admissions, registration, graduation, and other department functions

Advisement Services

Advisement Services provides information to new and continuing students about Miami Dade College, its services, academic programs, and helps students to choose courses that meet their educational goals. We also provide information to transfer students about the use of their credits, work with students who are below the Standards of Academic Progress (SOAP), and help students determine their eligibility to graduate.

Key Accomplishments

During the 2007-2008 academic year, Advisement Services:

• Provided academic advisement for approximately 47,789 students through individual sessions and at our New Student Orientations
• Assisted with the organization and participated in the FIU/MDC Dual Enrollment Orientation on June 18th, 2008, in which 651 new students were registered for the 2007-3 and 2008-1 semesters
• Provided formal training through CT&D for administrators, faculty, and staff in the following areas: Advising New Students, Advising Continuing Students, and Advising SOAP Students
• Hosted Advisement Awareness Week during the 2007-1 and 2007-2 semesters, which included offering workshops on graduation requirements, success tips and strategies, transfer services, and a Medical Center Campus information session
• Conducted classroom visitations to SLS classes during the 2007-1 and 2007-2 semesters to encourage early registration and to provide information about Advisement Services
• Participated in Open House events on campus and at high school Expos to provide potential students with information about the Advisement Services Department
Goals 2008-09

- Assist with the development of a college-wide advisement webpage that will foster consistency college-wide for all advisement services and resources.
- Train staff on the use of the new Individualized Education Plans (IEP's) when working with first-time in college students.
- Develop an annual planning meeting for Advisement Services to promote and enhance employee involvement in both the idea-building and decision making process.
- Create a point of service survey to enhance the services provided by the Advisement Services department.

New Student Center

The first point of contact for prospective and new students, who are attending college for the first-time or who are transferring from another institution, is the New Student Center. Prospective students are encouraged to meet with a preadmission advisor, ensuring that their first contact with the Campus is a customer friendly experience and facilitates their transition to the College. The number of FTIC students that the Kendall Campus serves continues to increase (6,347 annual FTIC 06-07; 3,926 Fall 07). New students increased by 8.1% from 05-06 and represented 19.7% of the annual enrollment. This fall FTIC enrollment increased by 5.3% from fall 06. The retention-rates of FTIC students continue to increase. The FTIC fall to fall retention rate increased to 69.3% in fall 2007 from 66.0% in fall 2006. New student initiatives such as the orientations, enforcement of enrollment in SLS classes and special programs such as Early Start are contributing factors.

Key Accomplishments

- Coordinated community outreach that included:
  o Active membership in the West Kendall Business Association (WKBA) for a second year. This year, Sol Gonzalez was appointed to the Education Committee of the WKBA. In this role, a survey was developed to assess the educational needs and interests of local business partners
  o Established a new partnership initiative with Miami Dade County Parks and Recreation in which outreach was conducted at three off-site locations to provide approximately 200 employees from Parks and
Recreation with program information about a specialized degree or advisement on ways to expedite completing a current degree in progress

- Hosted partnership meetings were hosted at our feeder high schools allowing MDC faculty and administrators to share information with M-DCPS teachers and administrators about our programs as well as ways in which we can collaborate to assist students in their transition from high school to college
  - The partnership meetings were hosted as follows:
    - Felix Varela High School – (October 2007)- Kendall campus hosted a breakfast meeting at Varela to discuss curriculum alignment between HS and college classes. 50 teachers from Varela met with MDC department chairs and programs coordinators
    - Sunset Senior High School – (February 2008)- Approximately 80 teachers and staff from Sunset attended a partnership lunch meeting with MDC faculty and administrators had the opportunity to build on departmental and major relationships
    - Braddock Senior High – (April 2008)- 225 of Braddock’s faculty and administrators and 32 MDC faculty/staff were in attendance luncheon presentations and subsequent workshops to discuss MDC majors and requirements

- Conducted a college side Open House for the fifth year
  - The results are as follows:
    - At Spring Open House (January 2008), there were a total of 1202 attendees, a 25% increase in attendance over last year’s Spring Open House and we collected 79 admission applications, a 27% increase in number of applications received as compared to last year
    - At Summer Open House (June 2008) there were a total of 1,147 attendees, a slight decrease of -0.7% over last year’s Summer Open House

- Participated in two high school EXPOS proving high school students with information about our academic programs and student services were conducted as follows:
  - Robert Morgan Senior High – (October 2007) – seeing 1,800 high school students, collecting 190 contact cards and 117 admission applications
  - South Miami Senior High School –(April 2008) – seeing 800 high school students, collecting 340 contact cards and 10 admissions applications

- Conducted 280 New Student Orientation Sessions for a total of 4,789 new students
These sessions include a general information presentation followed by advisement and registration of all students.

This second half of the orientation sessions is in collaboration with the Advisement Department.

- Conducted Campus visits for Middle and High School Students including:
  - 8th Graders Going to College
    - Hosted visits by 8th grade students from 13 of our feeder middle schools
    - 3639 students were provided information regarding high school graduation requirement and how their academy selection leads to college enrollment and selection of a degree major.

- Hosted various conferences including:
  - FBLA Competitions
    - Hosted the M-DCPS PBL district competitions (January 2008)
    - 700 students from thirteen MDCPS and private high school attended the event as well as 37 high school teachers
    - 240 contact cards were received
  - Performing Arts Conference Day
    - Music, Theater & Dance Conference Day (January 2008)
    - 662 students from eight area high school attended the event as well as 29 high school teachers
    - Music break-out sessions followed by a free concert, 140 contact cards were received and appointments were scheduled for music scholarship auditions
  - Tech Prep Conferences
    - Three articulation conferences were hosted for MDCPS Tech Prep students
    - Themes included careers in emerging technologies, careers in public service and medical careers
    - Six feeder high schools brought 775 students and 40 teachers to these events

**Goals 2008-09**

- Enhance the New Student Center to improve potential students’ access to the Kendall Campus
- Develop and implement Campus enrollment efforts to increase enrollment of FTIC students
- Develop and implement new initiatives to enhance the new student orientation program.
International Student Services

The International Student Services office has to abide by and keep up to date with the ever-changing immigration regulations with regards to international students. It processes the admissions for international students by evaluating all admissions documents, and issuing document I-20; in addition, this office processes all international student requests and provides advisement to them as well. During the 2007-2008 school year, our office served over 4,400 international students and processed over 2,800 student requests.

Key Accomplishments

- Enrollment of International Students (F1-visas) increased by 9% this fall (2007-1) yielding an enrollment of 443 students
- Received 10,205 leads of prospective international students via Hobsons International Enrollment Solutions, and sent a communication to each one of them
- Conducted two presentations at the Florida Association of International Educators, Miami District Workshop
- Co-trained the staff of the Call Center with regards to F-1 Admission Process
- Organized two F-1 Transfer to FIU workshops; an international student advisor and admission counselor conducted the presentation to 35 students in the fall and to 13 students in the spring
- Presented two F-1 Employment workshops: in fall, 45 students attended and in spring, 10 students participated
- Conducted two F-1 Welcome sessions; one in fall for 88 students and one in spring for 52 students
- Served as a chaperone to eight international students who participated in the 2nd Florida International Leadership Conference held in Altoona, Florida
- Attended the Florida Association of International Educator, State Conference, and served as a moderator for the F-1 2nd Step Workshop
- Coordinated a workshop on How to File Income Tax for F-1 students; a tax specialist conducted the presentation to 43 students
- Attended SEVIS 5.8 Training Tele-conference
- Hosted Josef Silny’s Transcript Evaluation workshop that was attended by 90 educators from state of Florida and from Georgia
Promoted international student recruitment at meetings with CEO Ricky Liu from Ewings International Education in Beijing; Ms. Rajuai from Advisory Center for Overseas Education in Nairobi; and the Senior Assistant Director of Binghamton University.

Produced a VHS recording for new F-1 students who do not attend the Welcoming/F-1 Regulations event, so that they can come to the office to see it and be informed in order to maintain their legal F-1 status while attending the College.

**Goals 2008-09**

- Coordinate or conduct activities that promote the success of international students
- Continue to improve the services for international students by: a) Updating and creating forms (e.g., admission, record keeping, and services). b) Promoting staff development
- Participate in initiatives that promote student enrollment.

**Testing Services**

The Testing Department provides a number of services for MDC Students, Faculty, Counselors, State and National Testing Agencies, along with other Institutions as well as servicing the community. We administer a diversity of computerized and paper/pencil exams (ACT, ACT-ESL, CASAS, CLAST, CLEP, CPT, EPT, FELE, FTCE, MOUS, PTCB, SAT, TABE, etc). During the 2007-2008 school year, we administered tests to approximately 42,535 individuals.

**Key Accomplishments**

- Migrated successfully from the old ACCUPLACER to the New ACCUPLACER Platform and from the TABE PC to the TABE Online
  - Exams offer detailed report options, provide immediate feedback on demographic groups, and export data to other software applications
• Piloted the administration of the new Computer Skills Placement (CSP) to CGS 1060 classes and higher-level courses in order to gather sufficient data pertaining to the establishment of an appropriate cut-off score
  o Based on the results of this pilot, a change in the passing score, from 70 to 60, has now been implemented
  o This has increased the pass rate to equitable levels and has shown to be a more appropriate cut-off score
  o Students are able to demonstrate their computer literacy skills, meeting MDC’s computer competency requirements and the Learning Outcomes
• Conducted the COMPASS ACT-ESL e-Write pilot to determine the viability of the writing component of the computer-based test
  o All examinees that placed into level 3 or higher on the ACT-ESL exam were required to take the e-Write portion of the exam during Fall 2007-1
  o EAP Department Chairs have not made a decision as to whether or not to recommend the implementation of the ACT-ESL e-Write
• Supervised midterms and final exams for Virtual College (VC) and increased the seating capacity and hours available to VC students.
• Coordinated the administration of internal computer-based and paper/pencil exams, such as: CPT, PASS, ACT-ESL, CSP, CASAS, TABE, CLAST, and MDC Clerical typing test
• Coordinated the administration of external paper-and-pencil exams, such as: ACT, SAT, and CLEP
• Coordinated the administration of certification and licensing exams, such as: FTCE, FELE, MOUS, Child Care, and Certified Professional Secretary
• Contracted and implemented the administration of the Assisted Living Facilities (ALF) certification exam
• Designed and conducted the “Testing Road Show” workshop as a part of the Student Services Institute III
• Created and implemented the administration of the “Point of Service Survey”. Results indicated a more than 93% level of satisfaction with the services provided by Testing
• Coordinated the IPod project for the Chemistry Department
• Coordinated the administration of the Student Feedback and Supervisor Feedback Surveys

Goals 2008-09

• Pilot the e-CASAS, which is the online version of the paper-and-pencil CASAS examination
• Implement the Florida Basic Abilities Test (FBAT), which is required for all candidates entering basic training programs in Law Enforcement, Corrections, and Corrections-Probations
• Start administering Microsoft Certifications by Prometric. These online exams will allow participants to be certified at different levels of Microsoft applications, CISCO, Novell, CompTIA, etc.
• Increase the number students taking external computer-based exams by 1%
• Coordinate the administration on Campus of the “Community College Survey of Student Engagement (CCSSE), which will give a better understanding of the students attending our Institution
  • Administer a survey to collect data relative to students’ satisfaction with the services provided by the Testing Department

**Student Retention and Transition Services**

Student Retention and Transition Services enhances teaching and learning by providing programs and services to promote a quality of student life that fosters individual potential and student success. Opportunities are developed to retain, graduate, and ensure successful transition to an upper division institution and entry into the workplace.

**Key Accomplishments**

• Assisted in efforts to increase retention rates. The Fall to Fall retention rate of first-time-in-college students rose to 65.8% college wide. The Kendall Campus which had the highest rate, increased 3 percentage points to 69% (from 66% the previous year). Department initiatives conducted which contributed to this increase include:
  o Telephone calls and e-mails to all First-Time-In-College students during the Fall and Spring terms. 3,290 FTIC students were contacted during the Fall Term (2007-1) and 959 students were contacted Spring term (2007-2)
  o Increased compliance with placing new students in SLS 1510 and SLS 1505.
• Reviewed and processed 1,091 3rd and 4th attempt appeals.
• Developed and facilitated “Students in Need – Crisis and Non-Crisis” Workshops. Two Kendall Campus workshops were held in April 2008 with 38 employees in attendance; and May 2008 with 16 employees attended
• Presenter for two Conference Day Workshops on March 6, 2008 - Facilitated "Students in Need – Crisis and Non-Crisis” Workshop; and Panelist for “Innovations: The Effectiveness of New Strategies and Assessment in Student Services” Workshop
• Coordinated counseling services provided by the contracted agency Campus Counseling Services. 95 students were screened and referred for services; 87 received counseling services
• Coordinated workshops presented to MDC students in collaboration with Campus Counseling Services. Workshops presented included:
  o Overcoming Test and Math Anxiety - January 2008 (35 students)
  o Relationships & Sex – A workshop presented for the Kendall Campus Honors College Students (111 students) – February 2008
• Received funding for two Innovations in Student Services grants: “The SLS Experience” and “Peer Mentors Speak-Up”
• Co-wrote the Motorola SISTEM” grant
• Assisted in coordinating the FIU/MDC Dual Degree Program (June 2008)
  o Morning and afternoon sessions were held with 651 students and over 400 parents and guests attending this event.
  o Organized morning and afternoon workshop sessions presented to the attendees.

Goals 2008-09

• Develop and implement strategies to promote student use of MYMDC e-mail accounts.
• Provide a variety of support activities for First-time-in-college students.
• Increase student awareness and utilization of counseling services
• Provide programs that enhance students’ knowledge of diverse cultures through the coordination of activities for Black History Month.
• Develop and implement support activities for FIU/MDC Dual Degree Program students.

Student Life
The Student Life Department facilitates many programs and activities that take place on campus. Through the Student Life Office you may obtain your student ID, applications to form a new student organization, activities calendars, Student Life Handbooks, intramurals, student insurance applications and Students Rights and Responsibilities Handbooks.
Key Accomplishments

- Coordinated Student Welcome Back Pep Rally for Fall semester
- Participated in College President’s Annual Leadership Retreat
- Assisted in planning events for Hispanic Heritage, Black History, and Women’s Months
- Played an integral role in the coordinating of Campus 40th Anniversary Celebration, including Jazz Festival and Carnival for Kids
- Organized Dr. Martin Luther King, Jr. Program
- Supervised and organized Campus’s Commencement Program
- Competed with other local colleges in annual Dragon Boat Race
- Coordinated Blood Drives with Community/Florida’s Blood Centers
- Facilitated student participation in Relay for Life
- Facilitated campus participation in Susan G. Komen’s Pink Day for Cancer

Goals 2008/09

- Coordinate the grand opening of the Koffeehouse
- Increasing student attendance and participation in the Fall Fest, including all student clubs and organizations
- Supervising a minimum of 42 student clubs and organizations in various campus specific and local events
- Supporting academic departments and faculty in advertising and facilitating of READ project

DIVISION GOALS 2008-09

- Complete the development and implementation of a marketing plan to increase awareness and usage of Career Services by our students during the 2008-2009 academic year
- Increase the number of FTIC-14902 Pre-Bachelor of Arts Kendall Campus students who declare a major by summer term 2009 by targeting this student population for career development interventions.
- Enhance students’ awareness of the benefits of completing an AA degree by targeting students who are 75% completers during the Fall (2008-1) and Spring (2008-2) terms to provide transfer counseling
- Increase job placement for Associate in Science degree and College Credit Certificate students by targeting students at the 75% completion point and providing them with employability skills training
LEARNING RESOURCES
Learning Resources

The Learning Resources Division consists of Campus Technology Services, Computer Courtyard Services, Library Services, and Media Services. Our mission is to support the mission of the College by serving the needs of our clients: students, faculty, administrators, and staff, with a complete array of relevant, printed, aural, visual and digital learning materials, and by providing the technology and staff necessary to access and present these materials in an effective manner.

Campus Technology Services

Key Accomplishments

Implemented a combined helpdesk for all technical service requests involving multimedia classrooms, printers, and computers to make it more convenient for MDC employees to access support from one centralized location

- Created a new departmental structure with clear defined functions for IT Asset Management, Server Administration, and Tech Support.
- Changed logo and department name on our literature and advertising materials
- Revised departmental procedures to include new structural changes
- Trained CTS Team on the following technology:
  i. Microsoft Windows Vista
  ii. Managers attended training on customer service to improve their skills
- Partial Rollout of Microsoft Office 2007 to systems that met recommended requirements
- Evaluation of a print solution that will help reduce costs, simplify billing and product procurement by consolidating vendors.
- Conducted a comprehensive inventory assessment of all Kendall systems
- Purchased new blade virtual technology needed to replace end of life servers
• Purchased upgrade/portal for our current helpdesk work request system (Clientele) to enable technicians to view and close work orders from any computer on campus.
• Active role on the P2P that is currently being piloted in Kendall CCY and Library
• Streamlined the technology purchase request approval process
• Played an active role on almost all MDC Kendall events that required computers and internet access,

Goals 2008/09

• Continue to evaluate thin client within a virtual server environment
• Modify CTS departmental website to reflect structural changes that resulted from the helpdesk merge to include new department name, hours of operations, and expanded services
• Initiate an awareness campaign to communicate to the campus CTS’s change of name and expanded services
• Establish procedures and guidelines in the following areas:
  i. Transferring/moving systems to another room, user or department
  ii. Surveying of computer equipment
  iii. Purchasing and delivery of new computer equipment
  iv. Purchasing toners and repair of printers
  v. Request of local group administrative rights
  vi. New quota solution to better utilize available storage on our network
• Replace obsolete network servers
• Replace obsolete computer systems (PC Refresh).
• Replace obsolete classroom technologies (Media Refresh).
• Train staff in virtual server technology and new MAC platform
• Reevaluate the department’s organizational structure
• Enhance the technology purchase request process by finding a procurement solution where selection, purchases, and approvals for standard technology are made via the web
• Investigate and recommend new technologies to enhance the learning/working environment
Kendall Campus Library

Key Accomplishments

- Hired a new Library Director.
- Hired a new Faculty Librarian.
- Applied for three grants.
- Began conversion of former microfilm room (2236) into new electronic classroom.
- Circulation increased 15 percent over last year.
- Added JazzPods, LitPods, and BachPods to the library’s collection of circulating iPods. Also added an iPod blog with information about the library’s iPod collections.
- Media Services VHS tape collection was moved to the library.
- Installed new library security system.
- Secured $5,000 donation to upgrade Animal Ethics Study Center.
- Partnered with College Prep Department to implement learning community in Fall 2008.
- Kendall Campus Librarian participated in learning community at Hialeah Campus, Summer 2008.
- Conducted over 150 library instruction sessions for Kendall students.
- Held library information sessions for faculty from all academic departments.
- Weeded over 9,000 obsolete and underused items from reference and circulating collections.
- Added over 3,000 new items to the circulating collections.
- Weeded most of microfilm collection. Relocated remaining microfilm out of room 2236.
- Eliminated closed periodical stacks; moved all periodicals to open stacks.
- Moved Circulation and Collection Development staff from 1st floor to 2nd floor of building 2. Consolidated Periodicals and Circulation staff under one supervisor.
- Hosted the following events: Disabilities Awareness Month exhibit and movie; Healing thru Art Prison Art exhibit; Last Lecture event; Fairy Tales and Fantasies event; Student Authors Speak event; Pablo Neruda poetry reading and art exhibit.
- Library staff participated in the following events: Arts and Letters Day poetry reading; North Campus Library Poetry reading; DCLA Annual meeting; DCLA Annual Luncheon poetry reading; Library Matters television program; Palm Beach County Library Association program on library and information science publishing.
- Library book sale raised over $2000.00 for United Way.
Goals 2008/09

- Increase circulation by 5 percent.
- Increase bibliographic instruction sessions by 10 percent.
- Promote LIS courses at Kendall; offer one section of LIS 1001 or LIS 2004.
- Successfully complete Learning Community project with College Prep Department; consider continuing or expanding project.
- Apply for at least one grant.
- Finish construction of electronic classroom.
- Complete upgrading of Animal Ethics Study Center
- Refresh content of circulating iPods; experiment with new “Docupod” concept.
- Weed 2000 underutilized books from the circulating collection.
- Experiment with social bookmarking.
- Host at least one major public event during the fall and spring semesters.
- Faculty Librarians and Associate Instructors will take introductory grant writing course.
- Public services staff will take CT&D customer service training.

Computer Courtyard

Key Accomplishments

In collaborative effort with Mathematics College Prep, Reading and English College Prep Departments & Chairs was approved to pilot alternative opportunities to selected groups of College Prep students.

- Hosted the 2nd Annual Academic and Learning Support Conference which drew over 110 attendees from MDC and other institutions of Higher Education throughout the State of Florida, both 2-year and 4-year, as well as 10 Vendors.
- Purchased and installed 5 Smartboards to be used in the Small Group Study Rooms.
- Purchased licenses for the Tidebreak software to be used by students when working collaboratively in the Small Group Study Rooms.
• Purchased UPS back-up batteries and CPU stands for all PC stations within the CCY.
• Acquired a FT Secretarial position for the CCY.
• Piloted the new ITTS On-line TABE Test preparation software during the Spring semester of 2008 and will be presenting the findings to District/Institutional Research for further use of the application.
• Awarded Perkins Grant for 2008-09 Academic Year.
• Created a SAIL Lab Tutoring Center (Room 2118-1 & 2).

Goals 2008/09

• Create two new Tutoring Services areas (S.O.C.R.A.T.E.S. Tutoring Services/Rm 2141 & NSSM Lab/Rm 2119) & expand tutoring services by adding E-tutoring services.
• Enhance tutoring services by adding web cams and headphone devices to allow distance tutoring assistance to students who face time constrains).
• Create small group study rooms and equip them adequately (Smart board, LCD’s, study tables/tablet arm chairs, etc).
• Create a social/casual room/Rm 2119-1 & 2A (CyberCafé) where students can study, socialize, eat, and drink, as well use their cell phones.
• Centralize all P2P Printers and the Print Release Stations to the north side of the Front Desk area.
• Increase the seating capacity of the Computer Courtyard by creating additional student spaces (Tutoring Center/s, Cybercafé, Small Group Study Rooms, etc).
• Implement College Prep intervention pilot program and Test Prep (CPT & TABE) assistance via our S.O.C.R.A.T.E.S. Tutoring Services by utilizing the A+dvancer (CPT) and MySkillsTutor (TABE) software, as well as individual tutoring sessions. Students will absorb the expense for the software as well as for their tutoring sessions.
• Expand the usage of tracking software (Accutrack) to the entire Computer Courtyard to track usage of applications and web browsing, once SQL functionality of Accutrack is approved.
• Create two cubicles within the current Front Desk area where the two (2) FT Staff currently supervising the CCY operation will move so they may be closer to the area and staff, under their supervision.

• Centralize administrative operation of the area (Director, Secretary, and Instructional Assistant I, and PT statistician).

• Work in collaboration with the Departments of Mathematics, Natural & Social Sciences, as well as Biology & Nutrition, to update current software used by students in perspective areas/classes, and ensure software compatibility and functionality with our current and future computing resources and platforms.

• Seek Grant opportunities in collaboration with CCY’s FT staff and other departments.

• Install LCD Video Wall screens inside the CCY.

• Upgrade all PC’s via “refresh” to provide up to date technology that would meet student needs as well as handle the heavy usage of our computing resources.

• Implement the “I” (Informative, Interactive, Interesting) Student Success Series of presentations & workshops (a collaborative effort of departments, faculty, staff, administrators, and business representatives) assisting Kendall Campus students in:
  o Exploring the campus
  o Becoming engaged in their education
  o Developing skills for academic & personal success
  o Meeting other students
  o Exposure to the business industry

Media Services

Key Accomplishments

Media Services Kendall Campus played a major role in the success of numerous College events, such as: Kendall Campus 40 Year Anniversary, Baseball 45 Year Reunion, Conference Day, MDC Alumni Hall of Fame Ceremony, Endowed Teaching Chair Ceremony, MDC Commencement Ceremony, Arts and Letter’s Day, Convocation, Distinguished Scholar Awards, Miami International Book Fair, 10, 20, 30, 40 and Retirees
Ceremony plus numerous College Expo’s plus many more events.

- Coordinated the transfer of classroom support services to Campus Technology Services resulting in the creation of a centralized help desk support system for technology throughout the campus. Our department’s role was instrumental in the coordination of the logistics for this innovative concept in service which included:
  - Creation of a comprehensive proposal with action plan
  - Transfer of personnel
  - Preparation of RPA’s
  - Coordination of logistical meetings
  - Budget transfers
  - Employee reclassifications
  - Staff training
  - Creation and modification of promotional material
  - Website restructuring

- Acquired funding in excess of $65,000 through our contributions with the following grants: Math Matters for the Mathematics department and the Video Insights Grant for Student Recruitment department.

- Oversaw the entire conversion of lecture classrooms into multimedia classrooms. The Kendall Campus is currently at 99% completion.

- Upgraded multimedia equipment in the three auditoriums in building 2000 in compliance with the existing multimedia classroom standard.

- Created groundbreaking cutting edge concepts for special events. Examples include:
  - The 45 Year Baseball Reunion – we masterminded the concept of turning the gym into a baseball stadium which included artificial grass, huge stadium scoreboards made out of projection screens and a home run fence.
  - 40 Year Anniversary Gala – we flew large projection system over the crowd in the gym.
  - Latin Jazz Concert - set-up large projection screens hung by wires over the frame on the awning in Fred Shaw plaza.
  - Conference Day – set-up large projection system outside of building 2000 which included a video broadcast transmission.
  - MDC Alumni Hall of Fame – designed look of video vignettes to seamlessly mesh with the set design for the event.

- Continued to revise cost of doing business model for projecting department needs.
- Continued to enhance web based reports that collect data in related to utilization of our services, client information and costs for
materials and services. This data acquisition has been invaluable in putting together information for the proposals for the Campus Technology Services Help Desk, acquisition of a coordinator position for Media Services, annual service area report and charge back for material costs for Graphic Design.

- Increased video-on-demand catalog and usage. The video-on-demand catalog continues to grow at an average rate of 15 newly encoded videos per week. The Kendall Campus collection is currently at well over 2000 videos. This amount is equal to over 80% of the college total.
- Continued to create and distribute professional broadcast quality video productions, which included: 40 Year Anniversary Celebration, 45 Year Baseball Reunion, MDC Alumni Hall of Fame gala and Sagitario Dedication DVD’s and web streams.
- Submitted application for “Student Resource Stations” grant conceptualized in order to outfit the Kendall Campus with several strategically placed touch screen kiosks that will allow students access their student information as well as a virtual tour of the campus through a touch screen 3D campus layout.

Goals 2008/09

- Implement with the approval of campus leadership a charge back system in order to offset the rising costs of the services we provide.
- Produce all campus videos in high definition format.
- Improve Media Services as well as other campus websites by streamlining the navigation, upgrading the aesthetics and simplifying the online forms for users.
- Create and implement an online system for charging back services rendered by our department.
- Continue to increase our involvement with faculty and staff to promote the college through the use of technology (video, web, broadcast, etc.).
- Establish a uniform design for all of our services (graphics, video, web and event design).
- Continue to look for alternate ways to assist in the funding of our departmental expenditures through grants and/or corporate sponsorships.
- Continue to provide training opportunities to staff to enhance their skills.
- Research and recommend at least one new technology innovation.
ADMINISTRATIVE SERVICES
Administrative Services

Administrative Services is principally responsible for the Campus operating budget, the area of Campus Planning and the department of Campus Support Services. Although the operating budget suffered a 15% reduction in certain areas and student enrollment increased by 5%, Administrative Services had a successful 2007-2008 academic and fiscal year by continuing to offer the first-rate services Miami Dade College is known for. Our commitment to excellence is evident through such accomplishments as celebrating the 40th Anniversary of the Kendall Campus, hosting the graduation of the Homestead Campus, and providing a safe, clean learning environment for our 35,000 students, each and every day.

Campus Planning and Projects

The Campus Planning area is the liaison between the Kendall Campus community and District Facilities Management. With the mission of providing dependable customer service, this office develops educational specifications for campus projects, coordinates remodeling and renovation plans, oversees relocation efforts and supports Administrative Services by participating in the planning and overseeing of capital improvements.

Key Accomplishments

- Renovated Kendall Koffeehouse
- Renovated Alfred I. McCarthy Hall (room 6120)
- Updated Dante Fascell Conference Center
- Installed campus wide parking lot identification signs
- Relocated parking lot gate arm outside of Building 3000
- Added sidewalk for safer walkway through parking lot 1
- Installed student drop-off driveway on Poinciana Drive
• Installed storm tracker alert system for Aquatic Center
• Installed speed hump control system on Perimeter Road
• Renovated tennis office and tennis courts
• Installed pavers in the four quadrants of Building 3000
• Replaced existing tiles with slip proof tiles on the above ground stairway of building 100
• Installed basketball hoist and scoreboard
• Installed new flags around Building 2000 rotunda representing our diverse student population
• Upgraded Biology faculty offices (3265)
• Renovated the office space for Community Education in Building 8000
• Renovated Koffeehouse bathrooms
• Painted interior hallways of building “M”
• Relocated Social Science faculty to one consolidated location
• Added signs displaying vision of Kendall Campus

Goals 2008/09

• Replace all carpeting in individual classrooms campus wide with VCT tile
• Renovate Chemistry Labs
• Install chair rails in selected classrooms, hallways, and faculty offices
• Renovate and align the faculty offices of Architecture, Engineering and Criminal Justice
• Enhance the entrance to building 3000
• Pave around building 5000
• Install gate arm and pave gravel north of building 9000
• Install gate arm between buildings 8000 and L
• Install bleachers for south-side tennis courts
• Add canopies to bleachers located in the softball and baseball fields
• Replace sliding white boards in Building 2000 Auditoriums
• Create Architectural Lab
• Upgrade faculty offices for ESL and foreign languages
• Upgrade Athletic Department office space
• Add concrete dugouts to softball fields

**Campus Support Services**

At the Kendall Campus, the department of Campus Support Services is comprised of: Custodial Services, Duplicating Center, Events and Rentals, Mailroom Services, and Public Safety. As its title states, Campus Support Services is geared to offer “support” to all members of the Campus community, including faculty, staff, students and visitors. This support is offered from each of the five areas but with one common goal—to make the Kendall Campus an excellent learning environment by providing the highest quality of service.

**Custodial Services**

The department of Custodial Services strives to ensure the campus is properly maintained and healthy learning environment. Not only does this operation perform the daily cleaning of all offices, classrooms, restrooms and common areas, but it also has a crew specialized in deep cleaning, such as waxing, shampooing and pressure washing. This department also provides the service of moving and set-up, whether for office relocations or to meet the needs of a special event.

**Key Accomplishments**

• Successfully completed the recruitment of departmental secretary
• Upgraded departmental radio communication infrastructure
• Created a department-specific Hurricane Preparation Plan
• Updated Safety Manual to only include presently used chemicals
• Updated Hazard Recognition Survey
• Initiated the use of green products
• Trained all employees on basic computer programs, including MDC employee sites
• Set up and prepare for Conference Day
• Set up and prepare for Graduation 2008
• Trained all supervisors on leadership skills and managing a multicultural staff
• Trained all employees on Harassment Prevention
• Reestablished the use of lead custodians, including identifying their roles

Goals 2008/09

• Expand our inventory of “green products”
• Develop inventory tracking system
• Provide leadership on the efforts of creating a training video for part-time employees in English, Spanish and Creole
• Implement regular safety trainings
• Develop retention plan for part time employees
• Continue training for all personnel
• Explore possibilities for department participation in seeking grant
• Continue providing staff with all resources necessary to meet the goals of the department

Duplicating Center

The Duplicating Center prides itself in providing professional, high-quality printing services in a timely and accurate manner for faculty and staff.
Key Accomplishments

- Processed 2,663 printing jobs via emails
- Processed 10,993,129 walk in printing jobs
- Processed 280,683 color printing jobs
- Participated in establishing College-wide Copyright guidelines and request form

Goals 2008/09

- Set up a second station in backroom as email requests increase
- Provide an online form to our customers
- Create customer satisfaction surveys
- Continue to strive for excellent customer service

Events & Rentals

The Department of Events and Rentals coordinates all internal and external events taking place at the Dante Fascell Conference Center, McCarthy Hall, and the many athletic facilities, including the gymnasium at the Gibson Center. The main objective of this area is to ensure the experience of hosting an event at the Kendall Campus is a positive one for all participants.

Key Accomplishments

- In our Gymnasium located in the Gibson Center, the Kendall Campus hosted twenty three events with over 31,150 attendees
- Highlighted events include:
  - Basketball Camps with 11,250 participants
  - Kendall Campus Commencement with 4,500 attendees
  - Mexican Independence Day Celebration with over 1500 attendees
  - 40th Anniversary Gala Dinner
Throughout this past year, twelve major events were held at the athletic facilities including the daily team practice and meets for schools and organizations which brought 20,270 people to the Aquatic and Tennis Centers and the athletic fields.

Highlighted events include:
- Special Olympics Annual Games with over 1,500 attendees
- Florida Coast Water Polo Holiday Camp with over 500 participants

The McCarthy Hall Theater was renovated this past year. Nonetheless, over twenty seven major events were held in this auditorium with over 40,000 participants.

Highlighted events include:
- Arts & Letters Days
- Hispanic, Black and Women History Months

The Dante Fascell Center also was renovated this past year. It hosted twenty three events with 2,925 people in attendance.
- FACC Conference
- Madrigal Dinner

Fred Shaw Plaza located in the center of the Campus provides a unique opportunity for event participants to enjoy Florida’s sunshine.

Highlighted events include:
- Chinese New Year Festival with 8,000 attendees.
- Latin Jazz Festival with more than 2,000 attendees
- Conference Day with 2,000 participants

Goals 2008/09

- Resurface pool and dive well in the Aquatic Center
- Upgrade booth in Aquatic Center
- Purchase new stage for events
- Improve the condition of the baseball and softball fields
• Close off open fenced areas around fields to limit access
• Upgrade men and women’s lockers
• Continue to successfully host events for internal and external customers
• Strive to improve the condition of Athletic facilities throughout the Kendall Campus
• Upkeep and maintain the conference facilities throughout the Kendall Campus

Help Desk

It’s all in the name! The purpose of the Help Desk is to respond to the Campus community by attending to immediate requests, answering questions, and whenever necessary, redirecting callers to appropriate departments.

Key Accomplishments

• Received and dispersed assignments to resolve over 3,000 trouble report calls
• Received, processed and distributed over 1,500 work orders
• Prioritized and distributed assignments to departments of Maintenance, Public Safety, Events and Rentals, and Custodial Services
• Provided courteous and knowledgeable customer service skills that supplied solutions to address customer’s needs

Goals 2008/09

• Implement an email database to submit online campus wide work requests
• Develop automated approval and tracking system to expedite completion of work request
• Use the educational opportunities for training of personnel to enhance and broaden customer service skills
• Continue to increase and improve departmental operational efficiency
• Continue to provide support for the Kendall Campus community including students, faculty, staff, administration and district operations

Mail Center

The Kendall Mail Center delivers and picks up correspondence, parcels and packages for the over 80 departments located at the Campus in a friendly, timely manner. It also provides the same outstanding service for many of the College-wide programs.

Key Accomplishments

• Contain costs while providing a high quality level of service
• Handled and delivered 837,281 incoming pieces, including 189,093 letters, 637,905 flats and 9,588 parcels
• Processed 474,609 pieces of outgoing mail, including 262,692 meter pieces and 211,917 permit pieces

Goals 2008/09

• Develop a tracking system in the mainframe that would allow a customer to track next day deliveries
• Train all staff on safely handling mail incoming mail
**Public Safety**

Public Safety at the Kendall Campus prides itself in providing a safe and secure learning environment for the Campus community while consistently offering up-to-date training for all officers. This department is committed to College wide initiatives and programs, as well as developing and promoting customer friendly processes specific to their area.

**Key Accomplishments**

- The Kendall Campus has taken the lead on training personnel in the C.E.R.T. (Community Emergency Response Team) program by already training a number of officers, the Chief and the Director of Campus Support Services
- Participated in the process of establishing a C.E.R.T. program involving Public Safety Officers and students
- Improved parking enforcement by:
  1. Adding informational signs with parking rules & regulations
  2. Updating Parking Policies brochure for student distribution
  3. Increasing patrol for further officer visibility
  4. Increasing staff coverage of Information Booth
  5. Issuing approximately 30,000 warnings to improve adherence to parking policies
- Upgraded departmental radio communication infrastructure
- Increased professional development for Public Safety Officers
- Established inventory check system
- Installed 4 AED systems in strategic locations around the campus
- Support Campus community by assisting with jumpstarts and lockouts
Goals 2008/09

- Properly train and certify all members of Public Safety, the Dean for Administration, and other managers in Campus Support Services in the C.E.R.T. (Community Emergency Response Team) program.
- Establish a C.E.R.T. Team for the Kendall Campus
- Install additional campus wide parking lot identification signs
- Continue to have officers participate in professional development training
- Continue to provide protection of persons and property through pro-active crime prevention services, while exemplifying excellent customer services skills
INTERCOLLEGIATE ATHLETICS
Approximately 175 students each year participate in tryouts for the five teams, with 78 students using athletic eligibility in the 2007-2008 year.

During the past year, athletic teams compiled an overall winning percentage of over 75%, (152-49), a college record, with four of five teams participating in the FCCAA state and/or NJCAA District Championship Tournaments.

The Collegewide Athletics Program reflects the diverse community of Miami Dade County and the general student body. In 2007-2008, of the 87 students who either participated in athletics or received an athletic scholarship, 20, or 23% were Black, 48, or 55% were Hispanic, and 19, or 22% were Non-Hispanic, White.

As far as where the student-athletes came from, 44, or 51% were from Miami Dade County; 9, or 10% were from outside Miami Dade County but in Florida; 20, or 23% were from outside Florida but in the country; and 14, or 16% were from outside the United States.

Student-athletes in 2007-2008 enrolled in over 2,700 credits, completing 91% and combining for an overall gpa of 2.78.
KEY ACCOMPLISHMENTS

In 2007-2008, the Volleyball Team

- Were undefeated (33-0) heading into the NJCAA championship match, where they lost in four sets to Western Nebraska CC
- was ranked #1 in the nation going into the NJCAA Finals
- finished with a record of 33-1
- won the Southern Conference, Atlantic District and Florida Community College Activities Association Championships, going undefeated in all three tournaments
- Volleyball Player Paola Ampudia was the Southern Conference and Florida Community College Player of the Year
- Two volleyball players were honored as First Team All Americans
- Two volleyball players were honored to the American Volleyball Coaches Association All American Team

In 2007-2008 the Baseball Team

- led the State in the number of players named to the All Conference team
- was ranked #1 in the nation in the first three weeks of the NJCAA Poll
- won the Southern Conference Championship for the second consecutive year and for the third time in the past four years with an outstanding 18-7 conference record.
- finished with a 44-12 record, the best record for any team in the State of Florida
- was ranked #4 in the nation at the end of the regular season.
- had eight players drafted in the 2008 Major League Baseball draft, with seven signing professional contracts
- advanced to the final three teams of the FCCAA championship
In 2007-2008 the Softball team

- won the Southern Conference Championship for the first time since the year 2000 with an outstanding 18-2 record, a school record for the best Conference record in history
- the final record of 40-16-1 is the first time in college history that the softball team finished with back to back 40 win seasons
- finished in third place in the Atlantic District Championships
- was ranked #12 in the nation at the end of the 2008 season

In 2007-2008 the Women’s Basketball team

- won the Southern Conference Championship for the second consecutive year with an outstanding 11-1 record
- Two women’s basketball players were named to the State Farm All American Team
- ended the season with a 17-11 record

In 2007-2008 the Men’s Basketball team

- finished second in the Southern Conference with an 8-4 final record and an overall record of 18-9, with a #4 ranking in the state of Florida
- Head Coach Matt Eisele is the youngest head coach of any college men’s basketball team in the nation

In 2007-2008 the Athletics Department

- 28 student-athletes attained an overall gpa of 3.00 or higher in the 2007-2008 year
- 13 student-athletes attained a gpa of 3.30 or higher
- 4 student athletes achieved a gpa of 3.6 or higher
- Five athletic teams combined for an overall record of 152-49, a .756% winning percentage, the highest ever in the history of Miami Dade College athletics
- In the past three seasons, Miami Dade College athletic teams have won 13 of a possible 15 Southern Conference championships
- Upgrades in athletic facilities continued, with a new outfield fence, warning track, bleachers and trees installed at the softball field; additional improvements to the grass area and the planting of several donated Royal Palm trees on the baseball field significantly improved the aesthetics of the baseball field
• 19 of 41 sophomore student-athletes graduated with an Associate of Arts Degree at the end of the 2007-2008 year
• Another 16 sophomores successfully transferred to a four-year university or signed a professional baseball contract
• Sophomores successfully transferred to such institutions as the University of Missouri, the Cincinnati University, Flagler College, Barry University, the University of Central Florida, Florida International University and Washburn University, to name a few
• Miami Dade College was awarded the National Sportsmanship Award from the International Institute of Sport for the 2007-2008 year, one of only six colleges and universities in the nation to be bestowed that honor

In 2007-2008 Individual Accomplishments included

• Volleyball Head Coach Kiko Benoit was named the Southern Conference Coach of the Year and the Florida Community College Activities Association Coach of the Year
• Women’s Basketball Head Coach Susan Summons was honored as the Southern Conference Coach of the Year. She was also honored as one of the Top 100 Sports Educators of all time by the International Institute of Sport, and also served as a keynote speaker at the 20008 Scholar-Athlete Games
• Head Baseball Coach Steve Hertz was honored as Southern Conference Coach of the Year
• Head Softball Coach Carlos Caro was honored as Southern Conference Coach of the Year
• Athletics Director James Cox was voted into the Florida Community College Activities Association Hall of Fame and will be formally inducted in November, 2008
• Athletics Director James Cox was appointed to the Editorial Board of Athletic Management Magazine, and has contributed an article that will be the cover story for the August, 2008 edition
GOALS 2008/09

- To provide increased academic support areas and resources to student-athletes to assure successful graduation/transfer. This will require the hiring of part-time personnel as well as the acquisition of classroom space.

- To provide high quality facilities for athletic teams to improve recruiting of top quality student-athletes as well as providing a safe, comfortable and effective facility for community use. Improvement of facilities will result in increased community support, corporate support and will provide an additional revenue stream.

- To provide cost effective transportation for athletic team travel. This would include 49 passenger bus as well as 12 passenger vans.

- To increase the involvement of the Kendall business community and its relationship with the MDC Athletics program through a sign and sponsorship program which would provide valuable exposure and access for the corporation and increased donations for athletic scholarships.

- To improve the quality and scope of recruiting that would meet the expectations and interest of student-athletes from around the state, the country and the world who would choose to select Miami Dade College as their institution of academic and athletic success for their initial two years of college.