

OFFICE OF THE PRESIDENT



Year-end Report

A Summary of 2008-2009 Accomplishments

As Submitted by Senior Administration
6/30/09

Each of the college's units submitted a year-end report summarizing major accomplishments and highlights for the 2008-09 year. The report that follows profiles the most significant accomplishments contained in the individual reports.

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COCHISE COLLEGE

2008-09 Year-end Results and Highlights

Administrative Services (as submitted by Kevin Butler)

Budget Development

Accomplishments:

- Rolled the FY08-09 budget and brought online as scheduled successfully
- Distributed FY08-09 budget data to budget managers for all general, auxiliary, and restricted funds which were used for the FY09 2% mid-year recursion as well as for FY09-10 budgeting process
- Implemented mid-year FY09 budget reductions across the college in collaboration with unit budget managers
- Organized President's half-day budget retreat for FY09-10 budget planning
- Consolidated all FY09-10 general fund, auxiliary, and restricted budgets and prepared State Auditor General forms for Governing Board approval
- Provided oversight for the preparation of the FY09-10 budget and TNT ads for publication

Facilities Management

Accomplishments:

- Processed over 2,500 regular work orders in addition to assisting the Master Facilities projects on both campuses
- Assisted contractors on both main campuses tying into existing water lines/electric/gas/communication and sewer lines
- Renovated numerous areas and kept the campuses functioning as smoothly as possible
- Repaired data and electrical lines as contractors have dug up or damaged in the construction process
- Moved and relocated "dozens" of college staff, their files, equipment, and furniture throughout the district
- Replaced the roofs on the library and science building in Sierra Vista

Finance and Administration

Accomplishments:

- Closed and successfully sold two financial issuances, the first for \$15,000,000 of Pledged Revenue Obligations at 4.515%, the second for \$10,595,000 of Revenue Bonds at 4.974%, to help fund the college Master Facility Plan – the rates for municipal funding instruments have dramatically increased since this closing
- Implemented limited fund balance carry-forward procedure to eliminate wasteful spending
- Managed interim budget rescissions totaling \$2,276,300 successfully
- Put into place personnel and processes to stress conventional purchasing protocols with goal-oriented processing limits ensuring timely orders and improving payment times to our vendors
- Provided framework to hire online instructors as employees thereby avoiding potential tax compliance risk
- Rebalanced workloads to assume the duties of the former Master Facilities Planner using existing personnel

Financial Operations

Accomplishments:

- Directed all of the College's general and program-specific insurance programs (general liability umbrella, aviation, property, casualty, nursing, automobile, athletics, etc.) including coverages, premiums coordination, risk management and claims processing, saving the college approximately \$65,000 from the preceding year's costs
- Strengthened payroll process management by balancing workloads, facilitating benefits issues resolution, standardizing web-time entry and pay processes, and addressing changes in Federal and State withholding practices and IRS compliance requirements
- Coordinated overall development of fourth consecutive award-winning Comprehensive Annual Financial Report for the fiscal year ended June 30, 2008
- Developed and implemented process for reimbursement of MFP construction expenses from bond and PRO proceeds as well as process to meet all continuing reporting requirements for these debt instruments
- Initiated first phase of operational review and functionality upgrade for Print Media Services, recommending organizational restructuring and replacement of existing leased mailing systems and inoperable folding machine

Grant Accounting and Reporting

Accomplishments:

- Submitted timely required reporting for all Federal, State, and local grant programs including the final financial reports for the Title V Coop Grant and the Nursing Workforce Diversity Grant programs
- Provided timely cash draw-downs and maintained required documentation to support Department of Education and Department of Health and Human Services grant programs
- Prepared schedules and reconciliations for the annual audit and assisted in preparation of the financial statements
- Began to teach other accounting staff on how to complete grant reports and cash requests
- Completed audit of the Arizona Department of Education Adult Education Federal grant programs successfully
- Attended related workshop and began the process of preparing worksheets for a Facilities and Administrative Cost Rate proposal for the college

Institutional Research

Accomplishments:

- Completed mandated reports and surveys for federal and state agencies, and Higher Learning Commission
- Submitted data and information for two data-sharing consortia – National Community College Benchmark Project and Consortium for Student Retention Data Exchange
- Continued to expand and improve IR Web site
- Established human subjects research policy as a function of institutional research; completed manual and policy guidelines; responded to requests for information; reviewed six research proposals
- Developing standard banded and OLAP reports in Argos to enhance reporting capabilities for the college
- Continued involvement with enrollment planning process; contributed to SEM plan; reviewed strategies

Master Facilities Plan

Accomplishments:

- Completed Phase One construction on Sierra Vista campus (Career Technical building, Science building addition) and began Phase Two construction (Academic building and Student Union building)
- Began construction on Douglas campus (new Science building, new Career Technical Education/Ag Science building, Central Housing office, 12 new dormitory units, and renovation of building 600 and building 800)
- Conducted utility assessment of Douglas campus which resulted in specifications for central plant upgrades the cost of which has been approved and work will commence summer 2009
- Created construction documents for new Willcox Center, issued IFB, awarded contract
- Created construction document packages for two major renovations: building 1100 on the Douglas campus and building 700 on the Sierra Vista campus

Payroll Processing

Accomplishments:

- Prepared and submitted employee tax documents including required quarterly reports and 1,159 2008 W-2's were processed for employees
- Expanded payroll efficiency efforts such as campaigning to associate faculty and students to sign up for direct deposit and having all direct deposit statements emailed to employees rather than being printed and mailed
- Began on-line ACH payments for Child Support payments
- Transitioned to new workman's compensation companies resulting in fewer reporting requirements for the college
- Implemented a new procedure of manually sending copies of unapproved or unsubmitted timesheets to supervisors to sign and return as supporting documentation for payroll overrides in order to reduce the exposure for continued audit finding
- Continued to work with Director of Financial Operations and tax payer advocate to successfully resolve lingering issues with the 2005 audit and subsequent affect on our current quarter reports
- Initiated new processes to manage changes in COBRA and retiree insurance payments, including monitoring ASRS subsidy payments and individual payments, reconciling the fiscal year payments to the general ledger account, sending out correspondence and answering phone calls, and processing additional check requests required by the new changes

Position Control

Accomplishments:

- Completed recruitment action for Position Control Technician; hired in November, 2008
- Used spreadsheet budgeting for position salary/benefit budgets for FY08-09 successfully
- Provided assistance to HR with assignment of jobs for FY08-09

Other

Accomplishments:

- Issued and awarded for Request for Proposals for service critical to the operations of the college, including awards to H2M to implement improvements to the College's marketing and creative services activities, Barnes and Noble to manage bookstore operations, Sodexo to provide food services, and JP Morgan Chase to handle the college's banking services

- Issued and awarded Invitation for Bid to Summit Construction for the construction of the Willcox Center which will begin in June 2009
- Hired a senior buyer to handle the processing of all purchase requisitions for the college district with the capability to review and approve orders up to \$10,000.00, to meet the goal of issuing purchase orders within 72 hours of receiving a fully approved purchase requisition
- The buyer specialist worked with the IT Department to utilize the Procurement Card Module in Banner, with full roll-out targeted for fall 2009, thereby automating the review and approval process, providing more current budget information and minimizing require data entry
- The property control technician continued to quickly re-distribute surplus property within the district as well as transfer to other political subdivisions in Cochise County when appropriate and also organized and held a public auction on December 5, 2008, which brought in revenues of \$9,465

Center for Economic Research

(as submitted by Dr. Robert Carreira)

Accomplishments:

- Completed the first annual update of the Quality of Life Index, which included reviewing and revising data sources and expanding content coverage
- Met with Quality of Life Index community partners from the Cochise Community Foundation and Cochise County for a conference call with representatives from the Morristown, Tennessee Chamber of Commerce to assist them in developing their own Quality of Life Index
- Gave presentations on the local, state, and national economy to the Douglas Chamber of Commerce, Benson Rotary Club, Sierra Vista Rotary Club, Cochise County Women's Council of Realtors, Democratic Women of Southeastern Arizona, Huachuca Area Republican Women, Southeast Arizona Contractor's Association, and the Sierra Vista Economic Development Foundation Board
- Participated in the monthly United Way of Sierra Vista and Cochise County's Community Impact Committee. As part of the committee, assisted in the development and administration of a community needs survey.
- Served on the Arizona Council for Technical Solutions, a council created by the Arizona Department of Commerce under executive order 2009-01 whose mission is to provide recommendations to improve the quality of the population data, methodology, standards, and analytic techniques in Arizona
- Appeared several times on local talk radio shows Cochise Talk, Open House, and The Friday Report
- Completed an economic development asset inventory for Cochise County. Presented the project to the Southeast Arizona Economic Development Group (SEADG), the Southeastern Arizona Governments Organization (SEAGO), and the Willcox Chamber of Commerce.
- Conducted a review of Sierra Vista demographic estimates and development projections prepared by TischlerBise in support of a development fee study for the City of Sierra Vista
- Conducted a review of a development fee study for the City of Bisbee
- Met with the University of Arizona Cooperative Extension to discuss a partnership in support of UA's efforts to establish a university Economic Development Administration Center and Center for Sustainable Economic Development
- Met with representatives from the 'First Things First' program and entered into a tentative agreement to conduct an economic impact study of the program on the local economy

- Participated in the Bisbee Community Partnership Panel, a quarterly meeting hosted by Freeport-McMoRan to identify and address community needs in the Bisbee area
- Assisted the Greater Sierra Vista Area Chamber of Commerce's Per Diem Committee in requesting the Department of Defense review its per diem lodging rates for personnel on temporary duty to Fort Huachuca
- Assisted representatives from the Fort Huachuca Commanding General's office in developing a study to measure the economic impact of conferences hosted by the fort
- Participated in the Southeast Arizona Economic Development Group
- Participated in the quarterly Cover the Uninsured Task Force to identify ways in which health care services and coverage can be expanded in Cochise County
- Participated in the Cochise College Strategic Planning Group
- Hosted the Greater Sierra Vista Area Chamber of Commerce's Leadership Sierra Vista Economic Development/County Government Day
- Gave two presentations to economics classes at Benson High School
- Published the biweekly Cochise County Economic Update – a compilation of online newspaper articles of local economic relevance from across the county. The Update is sent out to more than 1,200 people on the CER's email distribution list.
- Completed an economic impact study for the Sierra Vista Economic Development Foundation for a proposed construction project
- Partnered with the Dean of the Sierra Vista Campus and the Dean of the UAS Campus to host a day devoted to understanding the communities the college serves, as part of the college's Leadership Academy
- Conducted data collection in support of Cochise County's participation in the ACCRA Cost of Living Index program
- Responded to over 300 data requests for information on the local economy from business and community leaders and residents
- Hosted economic outlook events in Benson, Bisbee, Douglas, and Sierra Vista and published economic outlook publications released in conjunction with these events
- Added new chapters on Healthcare, Education, and Renewable Energy to the economic outlook publications produced for Benson, Bisbee, Douglas, and Sierra Vista
- Published a weekly column in local newspapers throughout the county educating and informing citizens on the local economy
- Published the quarterly newsletter, *The Indicator*

Community Outreach and Public Information

(as submitted by Denise Merkel)

Public Information and Media Relations

Accomplishments:

- Wrote and distributed nearly 100 press releases about Cochise College activities, events, announcements, and achievements to the local media and for publication on the college web site, including special features about the expansion of technical training programs in the Douglas area, service learning in the graphic design class, the Small Business Development Center Success Award recipients, and a student trip to the El Paso Holocaust Museum and Study Center
- Coordinated and served as a resource for external media coverage of scholarships, the college's partnership with the Red Cross, the college presidential search, campus construction and groundbreakings, commencement, student job searches, summer camps for kids, and president/executive vice president retirement

- Provided translation assistance between the Music Department and Instituto Sonorense de Cultura in Hermosillo to obtain a contribution of \$5,000 granted by the Mexican government to the Cochise College bi-national choir Música sin Fronteras
- Organized groundbreaking events at the Douglas and Sierra Vista campuses
- Coordinated the official college presence at the Southeast Arizona Medical Center community picnic, the Cochise County Fair, Bisbee Stair Climb, and the Cochise County Cycling Classic
- Wrote 90-second scripts for weekly, Get Moving Monday, radio spot that aired on three stations in Sierra Vista during the spring and fall semesters
- Researched and wrote English and Spanish radio copy advertising MUS 100
- Researched and wrote English and Spanish copy for newspaper ad for culinary arts courses in Douglas
- Researched and wrote script for television commercial to advertise culinary arts program
- Researched and wrote script for television commercial and radio ad to promote rodeo event on Fort Huachuca
- Researched and wrote text for Christmas 2008 recruitment postcard
- Created copy for fall ESL program advertising and revised it for summer. Advertising included a new newspaper ad in Spanish for El Imparcial and El Clarin, and a new radio spot in Spanish for 98.5 La Tremenda and 99.9 Radio Apson, part of Grupo Radiofonico Z.E.R. in Agua Prieta, Sonora.

Publications

Accomplishments:

- Wrote original copy for the college's promotional mini view-book Welcome to Cochise College; brochures for TRiO/Student Support Services/*AvanZando* and the Center for Lifelong Learning (in process); and cards promoting high school enrollment and enrollment steps for new students
- Researched, wrote and/or edited text for the fall 2008, spring 2009, and summer 2009 class schedules
- Researched, wrote and/or edited text for the 2009-2010 college catalog. Interviewed and collaborated to select appropriate subjects, coordinated photo shoots, and wrote captions for catalog photos.
- Wrote Spanish and English text for flyers promoting spring 2009 and summer 2009 intensive ESL courses
- Edited text for the athletics media guides

Web

Accomplishments:

- Reviewed, edited, and published more than 700 submissions containing updates for the college web site that were provided by content editors across the district
- Maintained an online calendar of college events and news headlines/stories and distributed bi-weekly email notifications of this information to all college employees, students, and a list of 250 local external contacts
- Created informational, temporary web site for the Center for Lifelong Learning
- Updated college's StudyUSA.com profile

Foundation

(as submitted by Denise Merkel)

Scholarships

Accomplishments:

- Administered and facilitated the awarding of 945 scholarships totaling nearly \$500,000.
- Increased the number of voluntary scholarship review committee members from three to approximately 40
- Presented and collected information about scholarships and the STARS online application/review system during breakout sessions at Convocation and Faculty-Staff Development Day
- Provided matching funds of \$500,000 in support of a Science Foundation Arizona grant by directing an unrestricted bequest to establish a new scholarship fund that will assist students enrolling in science, technology, engineering and math programs
- Established nine new scholarships

New Fundraising

Accomplishments:

- Launched an online giving program
- Worked with the director of college libraries to establish the Friends of the Library membership and fundraising organization under the auspices of the foundation
- Organized and hosted “A Community Send-Off,” a retirement fundraiser celebrating the accomplishments of Dr. Karen Nicodemus and Dr. Joanna Michelich. Proceeds support innovations in teaching and learning at Cochise College.
- Accepted 12 capital donations, including numerous contributions of equipment and supplies for the Art Department, and a collection of Native American fine art contributed by a Cochise College alumnus

Other

Accomplishments:

- Supported with scholarship awards or prize money the All-Arizona Academic Team, Cochise Community Creative Writing Celebration, and the SSVEC YES Fair
- Provided approximately \$140,000 in support of various Cochise College programs, including the rodeo team, library, nursing, and Tech Prep
- Established three new program funds
- Said farewell to two board members – Dr. Lloyd DuVall and George Hooper - and welcomed a new board member – Yolanda Anderson

Human Resources, Professional Development and Safety

(as submitted by Robert Howell)

Accomplishments:

- Implemented new salary structures and compensation systems for instructional and non-instructional employees
- Modified and implemented employee benefits and insurance billing processes
- The Human Resources Office coordinated and managed the recruitment, interview and selection process for a new College president

- The Safety Office implemented a new online MSDS Library; OSHA required MSDS information is now available on the College Safety Web site by software licensed to all faculty, staff, and students; the Safety Office website was completely re-designed, modified, and updated
- An online safety training program was developed and implemented allowing more convenient and effective safety training
- Several wellness and health promotion programs were offered to employees throughout the district as well as CPR training
- Implemented enhancements and upgrades to the Employee Service Awards program
- A total of 18 professional development, seminars, workshops, webinars, and events were conducted throughout the year. Additionally, 28 breakout sessions were organized, developed and offered during Faculty/Staff Development Day and Convocation. A Planning for Retirement workshop was offered and I-9 and E-Verify training was provided to all personnel who process new employee paperwork.
- The second Cochise College Leadership Academy was concluded and all 14 participants successfully completed the program
- A new Great Teaching Academy was developed, and a cohort of 15 participants, three facilitators, and a consultant/presenter were selected to participate in the academy; all logistics for the academy were completed and the academy will begin during the fall 2009 semester
- A professional development calendar for 2009-2010 was developed

Information Technology

(as submitted by Carlos Cartagena)

Accomplishments:

- Provided technical assistance in relocating employees and their I.T. work resources, including major infrastructure support, as part of the college's Master Facilities Planning projects
- Installed and configured technical infrastructure resources in support of the HigherOne project in order to enable "enhanced distribution of student refunds and related services"
- Upgraded data and telephone infrastructure architecture to better meet college users' demand
- Implemented voice over IP technology in selected locations across the district
- Upgraded and enhanced bandwidth capabilities to the Fort Huachuca Center
- Enhanced email security posture by incorporating new antispam appliances
- Implemented an enterprise collaboration system : SharePoint Portal Services 2007
- Provided extensive technical support to tenant organizations working from college facilities
- Upgraded enterprise database and application software to newer releases
- Prepared and deployed numerous data extracts and reports in support of functional areas requirements
- Reviewed, tested and updated I.T. Disaster Recovery standard operating procedures
- Implemented enterprise administrative modules in support of enrollment management initiatives
- Deployed an enterprise report writing software module
- Enhanced Banner Web Self Service features
- Completed computer replacement plan across the district
- Provided cost effective solutions in support of faculty, staff and students' technical inquiries

Instruction and Student Services

(as submitted by Dr. Joanna K. Michelich)

Academic Support

Accomplishments:

Managed the Douglas and Sierra Vista campus Faculty Resource Centers (457 users totaling 370.25 hours from July 1, 2008 to date)

Employee Group Training

Training total (209 in 81 sessions to date)

- Access 2007 – Series (4-Douglas, 4-Sierra Vista)
- Adobe Acrobat (1-Sierra Vista)
- Banner Overview (1-Nogales, 1-Sierra Vista)
- Banner Finance (1-Douglas, 4-Sierra Vista)
- Banner Navigation (5-Douglas, 1-Nogales, 16-Sierra Vista)
- Banner Requisitions (1-Douglas, 2-Sierra Vista)
- Banner Web Time Entry (2-Douglas, 9-Sierra Vista)
- Excel 2007 – Series (12-Douglas, 13-Sierra Vista)
- Microsoft Office 2007 (1-Sierra Vista)
- OmniUpdate (2-Douglas, 3-Sierra Vista)

Student Group Training

- Word 2007 (2 Sierra Vista – English classes)

Scheduled Appointments

- Held 36 individual appointments for training of 30 minutes to 1 hour duration on various software for faculty and staff
- Responded to numerous email/phone call/drop-by requests from faculty, staff, students, and community businesses

Institutional Site Licenses

- Coordinated instructional software licenses/purchases for Microsoft Campus Agreement, Adobe software, WebStudy, Discover, Flashlight, MathType, MSDNAA, Respondus, SIRSI, Symantec, Turnitin, and others including operating systems for college computer servers and software for instructional classes
- Served as resource for others purchasing software

Special Projects and Tasks

- Served on Senate 2008-09
- Administered Turnitin college account currently serving 51 faculty and 2,527 student enrollments since July 1, 2008
- Member of Banner User Group and Professional Development Advisory Committee (ad hoc member)
- Provided technical support for Aviation database
- Provided technical support for Mirage 2009 Literary and Arts Magazine
- Volunteered for Computer Challenge

ADA and Interpreting Services

Accomplishments:

- Responded to 242 student requests for accommodation
- Registered 37 new students with Disability Services
- Reviewed and updated student files and database (224 students currently registered with Disability Services)
- Ordered scanner to place student files in electronic format
- Responded to 17 external and 11 internal requests for information
- Hired and supervised two work-study students (note takers and test scribes)
- Presented to students from St. David, Tombstone, and Douglas High Schools
- Attended meetings with Sierra Vista, Douglas, Benson, and Nogales vocational rehabilitation offices
- Completed first round of SSLASC assessment and report of results
- Attended teleconference of new ADA amendments
- Attended professional development in-service, “Disturbed vs. Disturbing Students”
- Attended WebStudy training
- Attended Safety Committee meeting and drafted committee mission statement
- Met with the Developmental Ed Committee and the Online Campus Committee concerning ADA accommodations
- Provided Cochise College resource booths at CPSA regional conference and City of Sierra Vista Disability Day
- Attended City of Sierra Vista CODI luncheon
- Aided deaf/hard of hearing students with class registration
- Coordinated interpreters for various classes
- Provided interpreting services for deaf students in various classes
- Established continued Communication Access Real-time Translation (CART) for one hard of hearing student in the nursing program. The student is scheduled to graduate from the nursing program in May 2009.
- Established services with SignOn video remote interpreting to provide video remote interpreting services as a proactive measure to insure services even when there is no on site interpreter. Worked with IMS department to ensure video conferencing equipment is ready for use with video remote interpreting services.
- Recruited individual to attend TypeWell training online to provide transcription services in the class room for heavy content classes
- Provided note taking service as needed for ADA students
- Administered proctored test and scribed test for various students
- Disposed of out-dated ADA equipment and updated current ADA inventory

Admissions and Registration

Accomplishments:

- Completed the following major projects and/or activities:
 - ✓ Admissions & Registration Assessment
 - ✓ BDMS/Xtender Scanner Project
 - ✓ Registration Program Review
 - ✓ Scanning of Cochise College archived catalogs 1964-2006
 - ✓ Communications Plan Revision
 - ✓ Higher One Student ID/Debit Card implementation
 - ✓ SEM Works Task Force

Adult Education

Accomplishments:

- Served 492 students in ABE, GED, and English Language Acquisition (ELA) as of March 30, 2009; 57% of students enrolled in ABE/GED; 43% in English Language Acquisition
- Offered 41,414 hours of instruction for students and had a student retention rate of 43% of students reaching 60+ hours and 52% reaching 50+ hours
- Graduated 46 GED students with over 300 community members attending the ceremony
- Transitioned 44 adult education students to Cochise College through the fee waiver program; transition specialists facilitated 32 student presentations about college programs and opportunities, financial aid, and scholarships
- Received 87% on Technology Integration Plan Arizona Department of Education Evaluation Rubric
- Held the 10th annual Run for Books, the oldest, continuous distance race in Douglas
- Held a book exchange among students and teachers in Sierra Vista for Adult Literacy Week activities
- Provided family literacy program training for 11 parents and their children
- Started the Douglas Early Childhood Collaborative with Child and Family Resources, Chiricahua Health Clinic, SEABHS, Easter Seals Blake Foundation, Head Start, and DUSD Special Education Department and Early Learning Center, Pilot Parents/ Padres Unidos, and Department of Developmental Disabilities
- Designed programs in cooperation with Allied Health to transition 87 adult education students to post-secondary education and employment in CNA, Medical Assistant, Phlebotomy, EMT, Community Health Care Worker, and pre-requisites for other allied health and nursing careers
- Enrolled 16 students in online courses as of March 30, 2009
- Integrated Project IDEAL, Arizona Professional Development System into program with 12 hours of training
- Staff participated in statewide adult education efforts including ELA Professional Development Planning Team through Center for Adult English Language Acquisition (CAELA), ELAA Assessment Task Force, Professional Development Leadership Academy Coaching, Teachers Investigating Adult Numeracy Learning Community, Educational Technology Expert Team, Education Technology Task Force, Arizona Association for Lifelong Learning, and Right Question Project Cohort

Assessment Initiative

Accomplishments:

- Updated the Program Review manuals for 2008-09 program reviews
- Organized and delivered a training session on how to conduct an effective program review
- Coordinated and provided oversight for the discipline/program assessment process, including support for the work of the Assessment Committee and the Student Services Learning Assessment Steering Committee (SSLASC)
- Reviewed, approved and facilitated implementation of 36 instructional assessment plans: 11 during the fall 2008 semester and 25 during the spring 2009 semester
- Organized and delivered two training sessions via the ITV system on how to plan and implement effective assessment for instructional programs and for student services (one basic assessment training, the other advanced training)
- Coordinated the Higher Learning Commission's Assessment Academy project on Assessing Learning through Student Services, posted four updates on the HLC web site, and two evaluations of other community colleges' Assessment Academy projects
- Continued oversight and guidance of the work of SSLASC, which examined and approved 11 student services assessment projects, 5 of which were completed during the fall semester of

2008 and 6 of which are being implemented in the spring of 2009, with 6 more projects in process of being approved for implementation in the fall of 2009

- Maintained the Assessment pages on the Cochise College web site, including the agendas and minutes from both the Assessment Committee and SSLASC meetings, the assessment plans generated by various student services/programs as part of the HLC Assessment Academy, and the *DIAL for Assessment* handbook
- Explored options for assessing General Education outcomes and required that at least one general education outcome be assessed in each discipline/program
- Worked with student services personnel to ensure that the MAPP examination (a standardized measure of general education outcomes) was administered to 160 graduating students
- Prepared and distributed a report on the 2008 results of the MAPP general education assessment outcomes.
- Supported one committee member's participation in an assessment-related conference

Athletics

Accomplishments:

Women's Soccer

- Overall Record: 2-14-3; Conference Record: 2-13-3 (8th place)
- Region I Playoff: Did not qualify
- Team GPA: 2.94; graduated TBA; signed with 4-year colleges: TBA
- Awards: one 2nd Team All-ACCAC/All-Region; one Honorable Mention All-ACCAC/All-Region

Men's Basketball

- Overall Record: 24-8; Conference Record: 17-5 (2nd place)
- Region I Playoff: 1st Round-Bye; Finals: lost to #1 AWC in Yuma
- One player named to 1st Team All-ACCAC, 1st Team All-Region I and NJCAA All-American; one player named to 1st Team All-ACCAC, 1st Team All-Region I; two players named to 2nd Team All-ACCAC, 2nd Team All-Region I
- Coach Carrillo hit his 300th win milestone
- Team GPA: 3.01; graduated 4; 5 signed with 4-year institutions

Women's Basketball

- Overall Record: 8-22; Conference Record: 6-16 (10th place)
- Region I Playoff: Did not qualify
- One player named to 3rd Team All-ACCAC
- Team GPA: 3.27; graduated 5; 2 signed with 4-year institutions

Baseball

- Overall Record: 35-21; Conference Record: 22-15 (4th place)
- Region I Playoff: Traveled to #1 Yavapai College and lost 5-4 and 6-4
- One player named 1st Team All-ACCAC Pitcher, 1st Team All-Region I, Div. I; one player named 2nd Team All-ACCAC Outfield, 2nd Team All-Region I, Div. I
- Team GPA: 3.38; graduated 6; 9 signed with 4-year institutions

Rodeo

- Men's Team – 4th place Grand Canyon Region
- Women's Team – 4th place Grand Canyon Region
- Team GPA: 2.61; graduated 0; 3 signed with 4-year institutions

- One player named Men's All-Around Grand Champion & Saddle Bronc Grand Champion

Aviation

Accomplishments:

Avionics Program

- Certified 11 students in FY2009, the second largest class to receive certification to date
- Completed the second phase 'mock up' simulator
- Implemented various marketing and advertising strategies for the avionics program, emphasizing local school visits along with radio, TV and web-based promotional efforts
- Updated curriculum for several avionics courses

Professional Pilot Program

- Received a contract from the Tucson Unified School District, Catalina Magnet High School, for flight training for their students and completed all required training and certifications as scheduled
- Integrated the Technological Advanced Aircrafts into the flight program, adding great value to students and achievement of their learning outcomes
- Saw four international students from India complete their flight training objectives at the Douglas campus
- Incorporated Smartboard technology into the ground training classrooms experience with great success
- Experienced another successful, accident-free academic year
- Completed its required annual federal inspections satisfactorily

Benson Center

Accomplishments:

- Increased community service through direct participation and contributions to Butterfield Days, Benson Youth Advocates Back to School Fair, Benson High School Parent/Teacher Conferences, the Benson Hospital Health Fair and other events
- Improved community knowledge of college services through speaking engagements with the Benson Rotary Club, Benson Kiwanis, and GFWC-Benson Juniors
- Provided student services to over 800 people from across the district, including areas of admissions, financial aid and scholarship information, testing, registration, library and bookstore services
- Taught 33 sections over three terms with 360 students
- Introduced 3 new courses to the Benson academic schedule - Introduction to Film (11 students), Beginning Karate (6 students) and Practical Self-Defense (6 students)
- Hosted a Next Step Education Fair with 4-year institutions for students preparing to transfer
- Offered 11 ITV classes with 19 students attending
- Offered 6 Tech Prep/Compact classes and 16 dual-credit classes at Benson and St. David High Schools with 128 participants
- Offered 10 non-credit workshops for 157 attendees in partnership with the Center for Lifelong Learning
- Co-hosted three solar workshops for area business owners and residents.
- Hosted cultural events such as a Christmas Dixie Quartet Concert, a guitar recital/poetry reading benefiting the Benson Area Food Bank, and a performance by the Cochise College Opera Class
- Provided computer access for more than 4,400 community members and students
- Hosted numerous community and private special events including two high school graduations, the Benson High School Prom, SSVEC Washington Youth Tour

- Increased facility use by 18% over 2008, with a total of 372 events, and 11,300 total participants

Career Services Center (Douglas Campus)

Accomplishments:

- Partnered with numerous county agencies to participate in the fall Teen Maze held at Douglas High School, a new location for the event with increased participation
- Attended the Catholic Community Services in-service day to offer career counseling and provide information about the college to employees of Catholic Community Services
- Partnered with SGA, Southern Arizona AIDS foundation and the Cochise County AIDS caseworker to sponsor an AIDS awareness week that had guest speakers from Tucson, interactive educational games in six classrooms and a film series that was shown in the residence hall, culminating with five students participating in World AIDS DAY held in Bisbee
- Partnered with Workforce Development Center and D.E.S. to co-sponsor the annual job fair
- Celebrated its fifth anniversary with Omega Alpha charter school and Southern Arizona Medical Center
- Presented resume and motivational speaking workshops to Sierra Vista Adult Basic Education, Department of Economic Security and district-wide nursing students
- Collaborated with the Adult Ed Career Transition Specialist to cover mentoring, motivational speaking and career advising to students coming to the Douglas campus
- Initiated the creation of instructional videos for co-op and other students seeking Career Services counseling; videos may be available online to help students prepare for job interviews, prepare resumes, etc.
- Partnered with the nursing program to sponsor their annual nursing job fair

Career Services Center (Sierra Vista Campus)

Accomplishments:

- Completed most of the transition to new software system (NACElink) which allows area employers to input job openings then advertised on campus job boards; the database system provides tracking of students and employers and other useful features
- Helped students complete over 120 application packets for part-time positions for students (STEP) on Ft. Huachuca, the greatest total in any given semester
- Enrolled approximately 70 students in cooperative education courses (includes projected summer enrollment) in such disciplines as Fire Science, Computer Information Systems, Education, Business, Media Communications, Hospitality, Culinary Arts, Welding, Recreation, and General Studies
- Provided community service (off-campus work-study) funding for four students to work as literacy tutors in elementary schools in the Sierra Vista school district, and one to work in the Palominas school district
- Continued the successful partnership with the Sierra Vista School District Guest Paraprofessional Program started last year; CSC refers interested students who then interview and may be hired by the district for on-call positions
- Continued acceptance of Sierra Vista campus students to take part in internships in the Disney College Program based at the Orlando, FL theme park; the Sierra Vista campus had 16 students participating in the Disney College Program with each student enrolling in 6 cooperative education credits as part of the internship program
- Participated in the fall 2008 Cochise County Job Fair with community partners

Center for Lifelong Learning

Accomplishments:

- Provided training opportunities for more than 3,000 participants
- Held 370 courses as of April 1, 2009, including 67 online course through Ed2Go and 17 contract training courses
- Partnered with a variety of institutions including the City of Sierra Vista, CECOM, General Dynamics, Copper Queen Community Hospital, Bisbee Unified School District, and Cochise County. Developed and offered 42 new courses and workshops.
- Provided accreditation courses for more than 1,500 military personnel
- Partnered with Allied Health and Sierra Vista Regional Health Center to offer ACLS and PALS initial qualification and refresher courses. Held 16 ACLS and PALS classes certifying 156 SVRHC employees and other caregivers.
- Offered Street Level Airway Management (SLAM) and Military First Responder courses
- Entered into a partnership with the American Red Cross (ARC) to offer health related training classes to 87 participants
- Offered American Heart Association training to 51 individuals
- Partnered with United Way, the International Association of Administrative Professionals, and the Mexican Consul in offering conferences and special learning opportunities
- Co-sponsored the African Film Festival (UA South, TRADOC), Cross Border Art Show (Art Department) and the Earth from Space (Bisbee Mining and Historical Museum / Smithsonian) exhibits and the Bi-National Chorus
- Presented the Brown Bag Tuesdays (Douglas Campus) and the Lunch Lecture Series (Sierra Vista campus) with nearly 1,000 attendees
- Represented the college on the boards of the Southeastern Arizona Governments Organization (SEAGO) and the Cochise County Tourism Council, and at plenaries of the Arizona Mexico Commission, the Border Colleges Consortium, Arizona Teachers of English as a Second or Other Language (AZTESOL), Hispanic Association of Colleges and Universities (HACU), and the Learning Resources Network (LERN)

Center for Teacher Education

Accomplishments:

- Maintained stable enrollment in EDU and ECE courses
- Finalized articulation with UA South regarding ECE endorsement
- Worked with UA South regarding a transfer agreement guarantee (TAG)
- Hosted the 3rd Institute to Align Curriculum with focus on determining transfer level mathematics skills
- Presented two professional development workshops for teachers in the Bisbee Unified School District
- Launched phase I of the college's CAL-PASS initiative
- Maintained senior Running Start (RS) cohort of 11 students; started junior cohort with 23 students
- Developed both curriculum and schedule for an AJS Running Start
- Recruited students for RS and presented at two national conferences on RS program
- Successfully closed on Title V Cooperative Grant
- Worked with the Sierra Vista campus dean on both a Title V STEM grant and the Science Foundation Arizona grant proposals
- Assisted in development of the FYE concept
- Assisted in the formation of the Mechatronics program

- Continued to meet ongoing responsibilities related to implementation of SFAz grant components: Mechatronics, ITV/reserve credit math, K-12 outreach initiatives and scholarships

College Facilities (Use/Rental)

Accomplishments:

Site	Total Events	Total Participants	Total Fees Assessed
Douglas Campus *	33	1,644	20,260
Sierra Vista Campus	163	5,963	3,725
Benson Center	372	11,300	13,620
Willcox Center **	582	9,528	430
TOTAL	1,150	28,435	\$38,035

* Summer high school football camps are not included in these figures; fees totaled \$27,733 with 738 participants

** Includes the regular use of WC classrooms by Willcox Unified School District and Latter Day Saints Seminaries

Correctional Education Division

Accomplishments:

- Served a total of 749 students (unduplicated head count; 1,520 duplicated) in the first 3 of 5 nine-week terms
- Produced 3,163 component class completions, 453 program certificate completions and 288.61 FTSE in the first 3 of 5 terms
- Facilitated 10 students with Automotive Services Excellence (ASE) testing for certification in 5 of the 8 certification categories
- Completed or engaged in numerous partnership projects to produce actual products and services for customers as part of the ADC contract expectation to teach demand occupation job skills through a focus on hands-on experience:
 - ✓ Performed roof repair at Forgach House (a domestic violence shelter)
 - ✓ Built kennels for the K-9 unit
 - ✓ Built greenhouses for two prison yards
 - ✓ Assisted in restoration of the Grand Theatre (on-going)
 - ✓ Re-surfaced floors in the Boys & Girls Club of Bisbee
 - ✓ Remodeled classrooms at Center of Academic Success (CAS) in Douglas
 - ✓ Remodeled the Bisbee Senior Center to provide a safer and esthetically appealing environment
 - ✓ Rewired and reorganized computer lab at the Papago and Mohave units
 - ✓ Repaired television sets for inmates
 - ✓ Repaired microwaves for the Arizona Department of Corrections.
- Conducted six recognition ceremonies with a large number of graduates at the prison allowing families and friends to witness students receiving their certificates
- Restructured the Correctional Education Division to adjust to ADC budget cuts of 40% by making innovative changes, resulting in offering more classes for more students with less money

Cultural Events

Accomplishments:

Performances, Lectures and Recitals

- Held performances on campus including the following collaborations with Cultural Diversity: Red House Dancers (Native American Singers/Dancers) and The Human Project (Hip Hop Dance group) on the Sierra Vista campus; Canto Mestizo (South American musical group) on the Douglas campus; and live music for the El Saber festivities in November and April
- Collaborated with the Center for Lifelong Learning on The Human Project and with Canto Mestizo
- Supported school residences at several Sierra Vista schools including Laura Tagawa (violin); Lorna Govier (Harp); John Clabourne & John Beland (Banjo & Fiddle); Tannis Gibson/Mark Rush (violin and piano); vocal master classes at Sierra Vista and Benson High Schools; and Duane Reilley (woodwinds)
- Held concerts including the Concert Band for Butterfield Days in Benson, a community vocal master class and dress rehearsal concert in Bisbee by Liber UnUsualis, December Concert and Jazz Band performance, Dixieland Christmas Concert with Duane Reilley, December Choral Concerts in Sierra Vista, Douglas, Naco, Sonora and Agua Prieta, The Barbea Williams Performing Group, Cochise Singers concert with two area choruses, Bi-National chorus concerts in Tucson and Bisbee in collaboration with Música Sonora, Musical Theatre/Opera Workshop performances in Sierra Vista and Benson; and a Gala Cochise College Ensemble Concert in May
- Supported and co-sponsored lectures including Poet Laureate William Pitt Root on the Douglas Campus and the Oaxaca Weavers in coordination with the Art Department and Cultural Diversity

Film Series

- Presented 6 international films at the Bisbee Central School Theater, and the Sierra Vista campus Library, with an estimated total attendance of 275—Bisbee being the most favored venue

Art Shows – Douglas Campus

- Held four art exhibits on the Douglas campus
- Held four ceramic workshops featuring artists from all over the country

Art Shows – Sierra Vista Campus

- Displayed eight art shows and three student exhibits
- Sponsored 11 different cultural events which attracted approximately 300 people; workshops and talks included weavers Alex and Nancy Martinez from Oaxaca Mexico (this was coordinated with Pima College, University of Arizona and Tohono Chul Park), art historian Paul Ivey, poet William Pitt Root, and painter artists Alice Briggs and Susan Conaway

Creative Writing Celebration (CWC)

- Held the 11th Annual Cochise Community Creative Writing Celebration featuring keynote speaker and nationally acclaimed creative fiction writer Melissa Pritchard; Navajo poet, essayist and playwright Rex Lee Jim; accomplished poet, essayist and fictionist Harvey Stanbrough; award-winning children's book author Jennifer Stewart; and award-winning writer and environmentalist Tom Wolf. Approximately 100 people attended the two-day celebration; 74 writing contest entries were judged by three of the celebration presenters; cash prizes totaling \$270 and one \$15 CWC gift certificate were awarded to writers for poetry, short story, and non-fiction

- Collected \$1,800 in private cash donations from UA South, Friends of the Sierra Vista Library, Cochise College Classified Association and individual scholarship donations. The Baker's Flor donated two sheet cakes. Registration receipts totaled \$2,335.
- Revenue totaled \$4,135; expenses totaled \$4,657

Curriculum, Articulation, Transfer Coordination and Planning

Accomplishments:

- Reviewed and processed modifications to 70 courses and 12 programs (8 degree programs and 4 certificates) and processed the modified curriculum, as appropriate, in Banner, the college catalog, the state course databank and equivalency tracking system, and the GoArmyEd website
- Obtained Governing Board approval for 25 new courses and 6 new programs (3 degree programs and 3 certificates) and processed the new curriculum, as appropriate, in Banner, the college catalog, the state course databank and equivalency tracking system, and the GoArmyEd website
- Processed 9 course deletions and 5 program deletions.
- Updated on a quarterly basis highlighted programs in the GoArmyEd system
- Processed 153 prerequisite clarification forms to facilitate online registration for students
- Updated catalog sections related to curriculum for content and format uniformity
- Updated and streamlined the curriculum website for ease of use and information accuracy
- Organized and provided training at both the Douglas and Sierra Vista campuses as well as via ITV on how to serve as an effective member of a discipline-based statewide Articulation Task Force (ATF)
- Supported 49 representatives who were appointed to 38 discipline-based statewide Articulation Task Forces (ATFs)
- Participated in the regular meetings of the Arizona Transfer Articulation Committee (ATAC)
- Helped facilitate the ATF meetings for Biology, Religious Studies, and Allied Health
- Participated in multiple meetings as a member of the statewide AAS-BAS Task Force and participated in the two-day Academic Program Articulation Steering Committee (APASC) retreat on improving transfer articulation in Arizona
- Continued working with 4-year institutions to conclude new Transfer Admission Guarantees (TAGs); updated articulation agreements with Kaplan University, American Military University and Western Governors University)
- Maintained formal articulation agreements with 11 institutions of higher education outside of the state system in Arizona
- Ensured that updated statistics were submitted for the HLC's database
- Continued to participate in the HLC's Assessment Academy project
- Handled the details associated with gaining HLC approval for a new out-of-state degree site in Pensacola, Florida
- Concluded the work of the Strategic Planning Committee, by incorporating the results of the Community Strategic Planning Day held at the Sierra Vista campus in July 2008, forwarding the revised plan to senior management and, later, posting on the web and distributing the 2009-14 Strategic Plan as approved by the Governing Board
- Prepared the report on the outcomes of the 2007-08 Operational Plan for the college
- Prepared the 2009-10 Operational Plan for the college based on the goals/priorities of the 2009-14 Strategic Plan
- Participated in the preparation of the annual Governor's Report on Workforce Development in August 2008
- Prepared the Proposition 301 Workforce Development Plan for FY10

- Gathered information on the results of the Proposition 301 plan from FY08, to assist in preparing the FY08-09 Proposition 301 report
- Prepared and submitted the Perkins grant proposal from Cochise College for FY09
- Prepared and submitted various required reports on the results of implementing the Perkins grant proposals and on program improvement plans for FY08 and FY09
- Convened and conducted two meetings of the Career and Technical Education Community Advisory Committee (CTE-CAC) to seek guidance and feedback on the development and implementation of CTE programs and the Perkins grant
- Held a meeting of the Nontraditional Student Recruitment and Retention Team in order to initiate, support and evaluate various efforts to seek out and retain students considered to be nontraditional, based on their gender, in various career fields
- Attended a portion of the annual Arizona CTE conference to meet with colleagues and with Arizona Department of Education staff regarding the implementation of the new Perkins law
- Initiated the process of applying for FY10 Perkins Grant funds
- Prepared and distributed the report on the Graduate Survey for Academic Year 2007-08 and the Graduate Survey instrument to assess student satisfaction for Academic Year 2008-09
- Helped plan a second day-long workshop on “Synergy and the Social Services” with the Center for Lifelong Learning staff and representatives from the Cochise County United Way to over 30 attendees

Douglas Campus

Accomplishments:

Dean’s Office

- Continued existing partnerships and worked to create positive new partnerships with schools, agencies, organizations, and businesses in the Douglas Campus service communities
- Began implementation of a campus-wide enrollment management strategy to include: development and implementation of an FYE program; addressing the recommendations of the SEM Works team, especially the HSI recommendations; and outreach to high school and non-traditional student populations
- Provided leadership for the Douglas campus in regards to the construction/remodeling of the campus as part of the Master Facilities Plan
- Provided leadership for the Nursing program strategic planning and development
- Led the college’s catalog planning, editing, and publication

Science, Math, Social and Behavior Sciences

Social/Behavioral Sciences Department:

- Assumed oversight of the Douglas campus Honors Program and maintained district-wide oversight of the Service Learning Program
- Developed or modified 14 courses, 3 certificate programs, and the entire core HIS curriculum
- Hosted the first Basic Public Safety Communication Officer Academy in coordination with the Cochise County Sheriff’s Office and other district law enforcement agencies
- Coordinated with the Dean’s Office, the Director of Student Life and the CLL, the first Alternative Spring Break community engagement project, which included the Brown Canyon and Slaughter Ranch clean-ups, roof painting at the Bisbee Boys and Girls Club, and a gardening project in Douglas
- Completed the first successful offering of the entire Political Science core curriculum
- Maintained existing course collaborations/learning communities: ENG 101/HIS 240, RDG 110/SOC 101, and RDG 122/POS 110 ENG/HIS on the Douglas campus, and RDG/SOC offered successfully at both the Douglas and Sierra Vista campuses

- Maintained existing innovative teaching collaborations, POS 230 and POS 110, and expanded to include SOC 160
- Faculty at both the Sierra Vista and Douglas campuses played key roles in promotion of the Honors Program and student involvement/enrollment
- Continued refinement of the department Master Schedule by department faculty which was used as the model for the college-wide Master Schedule
- Assisted with the development of the AJS Running Start Academy
- Maintained the MLK Project and Holocaust Project community service/engagement programs in coordination with the Dean's office and the office of Student Life. MLK and Holocaust presentations were made to middle and elementary schools in Nogales, Naco, Agua Prieta, Bisbee, Elfrida, and Douglas
- Sponsored the Douglas campus Social Concerns Club and assisted with the Club's reactivation at the Sierra Vista campus; projects included clothing drives for the Migrant Resource Center in Naco and Agua Prieta, a Dr. Seuss reading program in area elementary schools, a holiday food drive, the Douglas Cycling Classic (to assist the Douglas Association of Retarded Citizens), the Relay for Life, and a pre-school supplies drive
- Received the 2008 national CCNCCE Collaboration (higher education and k-12 schools) Award as a result of the success of the COOKIES service learning and honors project
- Department members served as advisor/mentor to the Prescott College Master's Program in Counseling Psychology, consultant to the Pima County Attorney's Office, board member of Tucson Prep Charter High School, presenter on Classroom Management to Bisbee public schools, leader in Sierra Vista Optimist Club activities (Coat and Book drives), coordinator of a college student presentation at the Stevenson Elementary School Parent Academy, and chair of a judging panel for the regional History Day competition
- Department members gave faculty-oriented presentations on Critical Thinking, Classroom Management, Hispanic Student Success, the Honors Program, and Integrating Service Learning into the Curriculum
- Held the district-wide annual social and behavioral sciences department meeting in September with focus on course content, learning outcomes, assessment, grading policies/inflation, and matters of faculty interest/concern
- Revised the PSY, AJS and HIS assessment programs to more effectively evaluate student learning outcomes, including general education, in all instructional formats (to include dual-credit), while continuing POS and SOC assessments unchanged
- Assisted with implementation of Student Services assessment
- Hosted presentations on Islam and four field trips related to understanding the Holocaust (Tucson and El Paso), and immigration issues (Border Patrol)

Mathematics Department:

- Taught a new prep course in Physics
- Implemented the use of WebStudy, department-wide
- Mastered and expanded the use of Hawke's Learning System software
- Rewrote, updated and improved MAT 187 for online delivery
- Rewrote and prepared workshop for "Conquering Math Anxiety"
- Rewrote the content of the online statistics course
- Improved department operations and camaraderie
- Modified most developmental math courses to 4-unit offerings
- Modified 2-unit modules to be piloted in fall 2010
- Improved retention in developmental classes
- Became the "clicker experts" on the DC
- Developed assessments for CHM 092

Sciences Department:

- Developed and utilized PowerPoint presentations for supplemental instruction
- Created many online quizzes due to student's favorable response
- Learned and implemented student-centered learning techniques.
- Created and implemented an extensive assessment program for CHM 151
- Modified curriculum (CHM 130) to reflect the chemistry ATF recommendations
- Developed a new course-Chemistry for Allied Health
- Taught a course in the blended format for the first time
- Developed curriculum for a physical science forensics course
- Improved the college's compliance with state statutes on dual credit courses
- Improved technology skills by learning Hawke's software and using WebStudy extensively
- Reinstated and advised the Science Club; funds were raised by recycling ink jet cartridges and the campus-wide recycling of aluminum cans was expanded
- Modified curriculum for CHM 151
- Created a Bi-National Humanitarian Service Learning project
- Took students to CAS in Douglas to do tutoring and hands-on chemistry
- Read and scored AP Chemistry exams in Lincoln, NE

Liberal Arts

English:

- Modified the English Department Assessment Plan based on last year's experience with the process
- Taught the 101-flex program on both campuses and the Nogales Center
- Continued to teach creative writing on both main campuses and online for the spring and fall semesters
- Continued to supervise and work diligently on the production of the *Mirage*, the college's literary magazine
- Engaged in curriculum innovation through building learning communities with the collaboration of ENG 101 and HIS 140
- Assisted with the Creative Writing Celebration
- Held monthly academic meetings to more closely work on assessment and scheduling issues

Developmental English, Reading and ESL Department:

- Offered a stand-alone RDG 110 class on all campuses
- Provided counselors with semester recommendations to support the accurate placement of students into courses
- Worked on the Developmental English Assessment plans for English 090A, 095B, and English 100
- Worked on the Reading Assessment plan

Languages Department:

- Worked on the Spanish program assessment
- Continued involvement with the ESL instructors from the Tecnológico de Cananea as part of a cultural exchange program.
- Continued to promote the ESL program in Agua Prieta, Sonora, Mexico
- Taught English for Educators as part of Border Colleges Consortium project beginning with the spring semester
- Offered Conversational Spanish classes at the Boys and Girls Club of Bisbee
- Wrote the ESL Program Review

Humanities and Fine Arts Department:

- Continued to offer philosophy courses to strengthen cultural cohesion and to rebuild interest
- Offered film studies courses on both campuses

Music Department:

- Began using the MAC lab for the Music 100 class
- Continued with the Bi-National Chorus
- Continued work on expansion of the music department on the Douglas campus and in the local communities
- Continued to sponsor choral concerts district-wide

Art Department:

- Maintained strong enrollments
- Sponsored four art workshops
- Continued to display artwork in the student union and cafeteria
- Hosted the 5th Annual Cross Border Pencil Exhibition in conjunction with the Center for Lifelong Learning
- Continued to expand offerings in the Macintosh computer lab
- Continued work on development of the art program assessment
- Continuing to offer Art courses in the Willcox, Nogales, and Benson Centers
- Organized and offered the 2nd annual ceramic pit-firing event on the Douglas campus
- Scheduled art classes in Bisbee for Fall 2009
- Offered scholarships and provided matching funds for the purchase of two new kilns with money earned through pottery sales by the Art Club

Business, Computer Information Systems, and Technology**Computer Information Systems:**

- Maintained assessment plans for the CIS programs (Information Security, Programming, and Networking)
- Offered several CIS online, collaborative and blended classes to better serve our students (CIS116 is now offered online)
- Technology Club on the Douglas Campus participated in several charity water events (charitywater.org) and completed the design of lovedonesincarcerated.com as a technology community service project
- Worked with high schools to recruit students into the new gaming degree program
- Worked with AZ Tech Prep and the local high schools to boost CIS enrollments and for dual enrollment classes
- Participated in the college's efforts in the WIRED Grant
- Represented Cochise College as a member of the Southern Arizona Chapter of AFCEA Board of Directors
- Sent representatives to Douglas High School to discuss CIS classes and opportunities at Cochise College
- Worked with UA South recruiters and advisors to promote continuing education opportunities
- Revised and updated five CIS courses, and one degree

Business/Economics Department:

- Launched Entrepreneur Club projects on Douglas Campus (BUS 109 Students developed a Marketing Plan for Eege's and COOKIES with Entrepreneur Club; Entrepreneur Club sold Eege's Ice Drinks to test market/viability of plan; BUS 109 Students developed a Marketing

Plan for Bulldog Clock with Entrepreneur Club; Entrepreneur Club sold Bulldog Clock to test market/viability of plan)

- Modified/revise business curriculum—courses and degrees
- Improved Business Assessment results over last year
- Improved Economics Assessment results over last year
- Awarded first Business Student of Year Award
- Awarded first Economics Student of Year Award
- Partnered with Technology Department (welding) to develop a product for Entrepreneur Club (Bulldog clocks)
- Visited and recruited students at local Cochise County High Schools: Bisbee High School, Buena High School, Douglas High School, and Omega Charter School
- Gave a presentation to all of Bisbee High School teachers on “Data Driven Decisions” and highlighted the need for academic rigor and issues related to county high school reading, writing, math, and computer levels
- Worked with Cochise County high school teachers on dual credit courses (Buena High School, Douglas High School, Benson High School, Bisbee High School and Tombstone High School)

Technology Department:

- Completed program review for AUT and program review near completion for BCT
- Faculty visited high schools (Elfrida, Bisbee, St. David, Buena, and Douglas)
- Toured automotive facilities at UTI in Phoenix to better understand their programs strengths and weaknesses
- Began updating drafting curriculum
- Purchased new equipment to support new associate faculty member in HVAC who has taken ownership and given direction to that program
- Initiated work on community service project with the Save Our Stairs organization in Bisbee to provide metal signage for the Bisbee 1000 annual event
- Faculty attended weekend high school articulation meeting
- Worked on plans to move into new CTE building on the Douglas campus in summer 2009
- Purchased mobile welding lab/trailer through Carl Perkins funds to use as a county-wide recruiting tool; initiated work with the marketing department to customize it as a Cochise College technology department marketing tool (logos, paint, etc.)
- Finalized IGA/Lease Agreement with Douglas High School to utilize their Automotive, Culinary, and Drafting facilities to offer evening classes for next academic year

Dual Enrollment

Accomplishments:

- Offered dual enrollment classes at the following Cochise County high schools: Benson, Bisbee, Buena, Douglas, St. David, Tombstone, and Willcox
- Enrolled 1,018 students in 106 classes for an average class size of 10 students; enrollment for each participating school: Benson—87; Bisbee—10 (spring semester only); Buena—195; Douglas—230; St. David—41; Tombstone—140; and Willcox—315
- Generated 121 annual FTSE

**Financial Aid
Accomplishments:**

2007-08 AWARDS & RECIPIENTS

FUNDS	AMOUNT PAID	RECIPIENTS
Pell Grants	3,631,338	1,485
Supplemental Grant	57,589	102
State Grant (LEAP)	54,316	86
SLEAP	13,056	22
Federal Work-Study	98,048	84
Stafford Loan	1,406,378	494
Unsub. Stafford	513,037	189
High School Marketing	51,465	70
Fry Foundation	46,882	90
Veteran's Benefits	2,200,000*	740**
TOTAL AID	\$8,072,109	

The Financial Aid Office processed 2,966 FAFSAs for the 2007-08 academic year

2008-09 AWARDS & RECIPIENTS TO DATE

FUNDS	AMOUNT PAID	RECIPIENTS
Pell Grants	4,241,568	1,614
Supplemental Grant	66,550	117
State Grant (LEAP)	41,100	71
SLEAP	0	0
Federal Work-Study	83,155	73
Stafford Loan	1,352,483	1,124
Unsub. Stafford	443,402	389
High School Marketing	55,909	62
Fry Foundation	49,351	68
Veteran's Benefits	2,404,416*	732**
TOTAL AID	\$8,737,934	

To date 3,402 FAFSA applications have been processed for the 2008-09 academic year; summer processing will begin later in May

**Chapter 31 benefits are not included in this total since we do not receive pay sheets for this chapter*

*** This is total VA students for each semester and is not an unduplicated count*

Other Accomplishments:

- The 2007-08 financial aid audit was waived since there had been no findings on the past few audits, a true compliment to the quality of work done by staff

- Passed a three-year VA Office audit with only two minor findings, now corrected
- Implemented successfully the new enrollment verification process for students receiving loans
- Presented financial aid information sessions at Tombstone High School, Benson High School, Saint David High School, Douglas High School, Buena High School, and Elfrida High School with good attendance
- Presented College Goal Sunday sessions in Nogales and Sierra Vista; the Willcox staff also presented a session on Saturday; all sites had good participation and the presentations were highly rated by parents and students

Fort Huachuca Center

Accomplishments:

Center

- Purchased 32” digital picture frame for marketing college events
- Participated in Tour of Holiday doors
- Processed 582 graduation packets August 2008 – May 2009
- Processed 150 placement test scores since October 2008
- Received 3,682 military/civilian transcripts and processed 2,560 military/civilian transcripts
- Processed 4,239 registrations
- Received/processed 2,217 applications
- Met with 3,422 visitors
- Advisors processed: 9,363 e-mails, 4,850 phone calls, 2,736 degree worksheets, 1,147 GoArmyEd reports (admissions, registrations, late grades, and student agreements needed, 1,440 courses uploaded in GoArmyEd, 520 SOCAD agreements, briefed 301 Intelligence Operation classes for the instructors, and collaborated on new Intelligence Operations and UAV degrees

MOS Credentialing Program

- Credentialed 172 courses consisting of 1,202 CRN’s
- Collected over \$200,000 in processing fees
- Briefed over 9,000 students
- Enrolled over 6,000 students
- Created one new course - IOS 124 Cellular Communication Fundamentals
- Reevaluated credits for seven courses 35L BNCOC II, 35N BNCOC II, 35T BNCOC II, 35F Analysts, 35G Imagery Analysts, 35M HUMINT, and TEWO
- Credentialed one new course - 35S(450) Pensacola, FL (10 credit hours)
- Submitted three member team entry for “WALK IT 2009” logging over 2,982 minutes (49 hours and 42 minutes)
- Conducted onsite visit to GoodFellow AFB, TX and Pensacola, FL in order to clarify current MOS Program requirements and procedures

Culinary Arts Program

- Created saucier curriculum
- Updated kitchen appliances and equipment.
- Appeared at Taste of Home Cooking
- Catered Sierra Toyota Grand Opening
- Held Culinary Advisory Committee meeting February 18, 2009
- Catered Honors ceremony
- Offered several culinary classes on Douglas campus

Honors

Accomplishments:

- Saw four Honors students, including three from the MLK HON 250 Special Topics group, selected to present at the 2009 Western Region Honors Council Conference in Spokane, WA
- Continued Holocaust Project with presentations by honors students to approximately 10 middle schools (over 3-year period, presentations seen by over 2,000 students in Cochise and Santa Cruz counties)
- Saw five Honors students accepted to present at the NAU Honors Symposium
- Two Honors students spearheaded a new successful reading circle for school-aged students called Reading Rocks!
- Continued the COOKIES student mentoring project within the Douglas school system; the COOKIES program received the Collaboration Award from the Community College National Center for Community Engagement
- Continued the Bisbee Mining Museum collaboration between the Honors program and the organization
- Initiated a new Alternate Spring Break program via HON 250
- Developed ENG 102H as an online offering

Housing and Student Life (Douglas Campus)

Accomplishments:

- Housing activities included: AOD Planning meeting and AOD training, fall RA training, SSLASC assessment plan for Housing and Student Life, staff interim evaluations, Enrollment Management Recruitment Team planning meetings, MFP meetings, updated Service-Learning faculty manual and Student Clubs Advisors handbook; began worked on MLK project and Alternative Spring Break course
- Met weekly with Chartwells/Sodexo
- Attended CCNCCE Conference in Phoenix, ACUHO-I in Orlando, and Western Regional Honors Council Conference in Spokane
- Residence activities/events included: Welcome Back Meet & Greet, residence opening Pool Party (with SGA), tie dye t-shirt making, Volleyball Tournament, Halloween events, Haunted Bisbee Tour, Smokes and fire in the quad, Christmas Spectacular, Billiards Tournament, dodge ball, Ping Pong Tournament, Spring Semester Welcome Back, Super Bowl Party, Mr. Cochise, Movie Nights (2), Easter Egg Hunt, Foosball Tournament, volleyball 4-On-4, Waffle Ball in the Gym, Basketball Knockout Event, Cinco De Mayo Celebration, Bingo Night
- SGA activities included: Welcome Bonfire, voter registration, MTV Vote, Outdoor Movie Night, Hypnotist, Fall Blood Drive, Relay for Life, World AIDS Day information sessions, Casino Night, Movie Pizza Night, Dating Game, comedian, pre- spring break information sessions, spring blood drive, Spring Fest, Red & White-A Black Tie Affair, Bonfire or Study Break at Denny's
- Co-sponsored events included: pool party with RA's, Mohammed Bill-speaker on diversity with *AvanZando*, Islam 101 with Club Z, Video Games Night with Tech Club, Bonfire with Art Department

Instructional/Student Services Management (district-wide)

Accomplishments:

Numerous individuals worked together to accomplish several key priorities:

- Finalized a new faculty workload policy, effective July 1, 2009, that improves efficiency through use of technology rather than manual verification of load, minimizes the redundancy for review at each level, allows faculty more flexibility in meeting the requirements, and

provides instructional managers with greater latitude in determining faculty schedules while maintaining equity among faculty and meeting student needs

- Developed core elements of a district-wide master schedule
- Began implementation of several enrollment management initiatives as determined through the college's strategic enrollment management plan
- Developed and delivered a comprehensive Online Campus strategic plan
- Designed and developed the college's first Great Teaching Academy
- Made significant progress in working with each state university and Wayland Baptist University to increase the numbers of credit hours to be accepted by the four-year institutions toward completion of baccalaureate degrees in selected programs of study as well as agreement to accept Transfer Admission Guarantees (TAGs) into selected programs of study at the universities upon admission to Cochise College and completion of an associate's degree with specified GPAs; the first TAG completed was with UA-S for teacher education in which students can take 73 of their 120 required credit hours at Cochise College
- Successfully wrote and obtained a Science Foundation Arizona grant for \$500,000 that provides support for various STEM initiatives
- Initiated conversations around the topic of 'sustainability' with internal and external groups that include the possibility of creating a public/private partnership to build a center for sustainability and deliver instruction around 'green' technologies

Libraries/Instructional Media Center

Accomplishments:

- Started the Friends of the Cochise College Libraries
- Created an electronic bulletin board in the Sierra Vista campus Library Commons to announce events and classes scheduled in the Sierra Vista campus Library building
- Constructed the West Reading Room classroom with 6 regularly scheduled classes in the fall semester and 11 in the spring semester
- Presented "Web 2.0" break-out session at Faculty/Staff Development Day
- Began transition from C to Java interface on SIRSI, beginning with professional staff
- Updated periodicals holding list to reflect online availability
- Attended State Library workshops on communications and diversity in libraries and National Library of Medicine databases
- Saw over 60,000 hits on the Cochise College section of the state library's "Arizona Memory Project" digital collection in its first year
- Hired a new Technical Services and Instruction Librarian (replacement position)
- Hired a new Library and Instructional Technologies Technician for the Douglas campus (new position)
- Hired a new Library and Instructional Technologies Specialist for the Douglas campus (replacement position)
- Hired a new Public Services and Instruction Librarian to start in summer 2009 (replacement position)
- As part of a succession planning project, Library and IMS staff began working on "Desk Guides" for each position
- Set up a video conferencing system in the VPI Meeting Room at the Sierra Vista campus and the Governing Board Room at the Douglas campus
- Coordinated with Douglas High School in opening ITV classes to Douglas High School students.
- Provided library skills sessions for approximately 84 classes in fall 2008 and over 60 in spring 2009 in Douglas, Sierra Vista, Fort Huachuca, Nogales, Benson, Willcox, and via ITV

- Provided Help Desk support for mediated classrooms at three locations: Sierra Vista, Douglas, and Benson, giving immediate technical support for instructors in classrooms
- Hosted five Library teleconferences for county librarians
- Evaluated database subscriptions to make spending more efficient and effective
- Conducted video conferences with outside organizations, including a video conference with the office of Congresswoman Gabrielle Giffords in Washington, DC
- Conducted over 50 tours at both campus libraries including New Student Orientations, St. David High School, Tombstone High School, Alpha Omega-Douglas, CASS, Adult Ed, Upward Bound Pima, Preparatoria de Esqueda – Mexico, and Benemerito de Las Americas – Agua Prieta
- Supported the *AvanZando* tutors working out of the Douglas campus library
- Staff participated in and taught for the 2008-09 Cochise College Leadership Academy
- Began a concerted effort to update and correct data in SIRSI on all items with the correct price, donation status, and copy status, and to eliminate all social security numbers used for patron identification
- Created displays including Native American Heritage Month, Constitution Day, Black History Month, MLK Day, Women’s History Month, National Library Week, Hispanic Heritage Month, etc.
- Provided technical support for 46 ITV classes (2 during summer 2008, 21 during fall 2008, 23 during spring 2009), with over 1,000 class sessions, offered at six locations in Cochise and Santa Cruz counties
- Sierra Vista campus Library/IMS staff scheduled over 165 outside events and meetings with over 6,000 people for revenues of about \$4,000
- Added 2,140 new books and 627 new media items (DVDs, software, etc.)
- Discarded 764 worn and/or outdated items
- Traveled to all centers for associate faculty orientations
- IMS provided special audiovisual support for a number of college events including Economic Luncheons throughout the County, Convocation, Faculty/Staff Development Day, Commencement, Nursing Recognition, Foundation and Honors Luncheons, various outside graduations, new student orientations, Creative Writing Conference, and more

Nogales/Santa Cruz Education Center

Accomplishments:

- Offered two Learning Community Classes: English101-Composition with Communication 102-Essentials of Communication and English102-English Composition with Communication204-Elements of Intercultural Communication
- Held reverse credit courses for high school students at Patagonia Union High School and Lourdes Catholic High School
- Partnered with various groups including Gear Up and WIA to offer classes to high school students at Nogales High School and Rio Rico High School
- Partnered with First Things First to plan education program for Early Childhood Education
- Held local graduation ceremony and reception for 12 graduates and GED recipients
- Participated in career and community days at: Desert Shadows Middle School, Santa Cruz Vocational High School, University of Phoenix, Nogales High School, Nogales Unified School District, SEAHEC Health Fair, Department of Economic Security, Rio Rico High School, Teen Maze, Mariposa Community Health Center, and Community Outreach Fair for NUSD
- Made recruitment visits to Nogales High School, Rio Rico High School, and Pierson Vocational High School

- Provided tours of building and college to various groups, including 3rd grade classes from Bracker Elementary School, Gear Up students and parents, Patagonia High School students, and WIA groups
- Collaborated with U of A Santa Cruz and Arizona Department of Education on “Nogales – Grow Your Own” program
- Gave presentations to GED classes, Adult Education ESL classes, Gear Up, WIA and Head Start parents
- Hosted College Goal Sunday for 45 students and parents in cooperation with University of Arizona Santa Cruz
- Planned and hosted Santa Cruz County High School Counselors and Administrators orientation day
- Dedicated room and exhibit “Beginning of De Anza Trail in the United States”
- Hosted Santa Cruz County School Superintendents’ Meeting
- Center use by community groups included Adult Education, Zonta Club Leadership Training, Pimeria Alta Historical Society, Santa Cruz Community Foundation Economic Crisis Meeting and Grant Presentation Meeting, De Anza Trail dedication, Friends of the Courthouse, Courthouse Preservation Committee, Nogales High School Hall of Fame, Mariposa Community Health Center Youth Summer Program, Volunteer Lawyers Group, and First Things First
- Hosted monthly advising sessions for Northern Arizona University, Prescott College, and University of Arizona Santa Cruz
- Promoted Center by participating in four interviews with KUAT-TV
- Received \$14,000 from Gebler Foundation in scholarships for Nogales/Santa Cruz Center students
- Provided monthly GED testing for over 230 participants, administered NET test and began administering CLEP tests
- Increased enrollment by over 15% fall semester and 10% spring semester

Nursing and Allied Health

Accomplishments:

Nursing

- Appeared before the Arizona State Board of Nursing and the program was cleared of all notices of deficiency; program granted full eight-year continuing accreditation
- Submitted new HRSA grant (focus on retention, increased NCLEX-RN pass rates and increased enrollment via a SIM lab to offset saturated clinical sites)
- SIM baby made her debut and is currently utilized as part of the pediatric clinical experience for the RN students
- Expanded the Nursing Assistant program; currently 60 C.N.A. students are enrolled at five sites via ITV
- Nursing Assistant program was reaccredited for two more years through the Arizona State Board of Nursing
- HESI remediation was put in place; mandatory remediation and retake for any student scoring less than 850 on the HESI now required
- Instituted new policy mandating the NCLEX-RN review course which correlates to success in passing the NCLEX-RN
- Networked with Hospital Council of Southern Arizona (HCSA) and secured additional funding toward the purchase of a SIM Man
- Instituted electronic NET test; increased standards for admission for the nursing program using separate reading and math scores versus a combined score
- Received approval from NLNAC and the AZSBON for new three-year program format

Allied Health

- First Responder Training, in collaboration with the Center for Lifelong Learning, was offered to the Advanced Non-Commissioned Officers Academy and for HHC 111th MI Brigade at Ft. Huachuca, allowing 339 students to complete EMT 102
- Medical Assistant Program Coordinator updated syllabi, changed textbooks, and increased number of clinical sites
- American Heart Association (AHA) courses, in collaboration with the Center for Lifelong Learning, were offered in CPR, Advanced Cardiac Life Support, and Pediatric Advanced Life Support
- Emergency Medical Service Training Program added a new clinical site at High Desert Urgent Care
- EMT Basic course certification success rates exceeded the national average of 71% at the Sierra Vista campus (80%) and Benson Center (80%) as of April 1, 2009
- Paramedicine Course saw 100% success rate on certification test (national average=65%)
- Paramedicine moved from an evening to daytime offering for the first time in the program's history with format emphasizing team/group learning and increased clinical sites using Tucson facilities
- Offered Street Level Airway Management (SLAM) Course in collaboration with the Center for Lifelong Learning, to 30 participants; this is a nationally recognized airway management course for emergency health care providers and the first time offered in Arizona

Online Campus

Accomplishments:

- Five faculty and staff members attended the WCET conference in Phoenix, AZ
- Fully implemented and trained 218 faculty on the WebStudy Course Management System
- Created over four hours of video help for WebStudy; this was also made available to other schools that use WebStudy
- Piloted PostCourse for the district, providing student feedback for 224 online and 175 face-to-face students from the fall semester
- Piloted Adobe Connect web conferencing system in cooperation with the I.T. Department
- Participated in the development of a professional development CD that was distributed to all Cochise College associate faculty members
- Captioned video materials for students
- Administered SmarThinking, the online tutoring system, which has seen a total of 270 hours of student use
- Assisted faculty in traditional classes in the use of WebStudy, Adobe Connect, and other online systems
- Lead various professional development sessions for faculty and staff
- Enrolled over 1,990 students for fall 2008, and 2,259 for spring 2009

Sierra Vista Campus

Accomplishments:

Liberal Arts

Art Department

- Sponsored several workshops with an average of 20 participants per event
- Displayed eight art exhibits of various artists in and around the community in the Student Union
- Began offering ceramics classes on campus with excellent enrollment

- Produced graphic design posters for the college and the community

English Department

- Continued professional tutoring in English
- Modified the English department assessment plan last year, based on experience with the process
- Continued to teach the 101-flex program on both campuses and at the Nogales Center
- Continued to teach creative writing on both campuses and online
- Continued collaboration with UA South and the city of Sierra Vista to present the Creative Writing Celebration
- Supervised and worked diligently on the production of the *Mirage* 2009 literary magazine

Developmental English, Reading and ESL

- Offered a stand-alone RDG 110 on all campuses
- Provided counselors with semester recommendations to support the accurate placement of students into courses
- Worked on the Developmental English Assessment Plan for English 090 and 095, and for English 100 and reading—delayed in completion due to the resignation of the department chair mid-year
- Taught collaborative reading/sociology classes on both the Sierra Vista and Douglas campuses

Languages

- Faculty served as director of the Mesa Española; worked with students to publish the Hispanic Heritage online magazine; served on college committees; presented programs on Latin American life and culture; and participated in Spanish assessment process
- The Spanish Club participated in all events sponsored by SGA; raised money for the Sierra Vista Spanish Club Scholarship Fund

Music

- Sponsored/presented band, jazz band, and choral concerts throughout the community
- Sponsored a large musical extravaganza at the end of the academic year

Theatre

- Presented end of semester monologues

Humanities/Philosophy

- Developed an online version of HUM 110
- Initiated a prototype of a student newspaper collaborating with journalism and DMA classes

Mathematics, Sciences and Social/Behavioral Sciences

Math

- Faculty supported Literary Guild Activities (attended meetings, yard sales, etc.); served on math and Mechatronics hiring committees; served on Honors committee; participated as a member Huachuca Astronomy Club; served on developmental education; took primary lead in the remodeling of the Bisbee Animal Shelter committee; served on academic standards committee; coached high school baseball; served on assessment committee
- Participated in UA study concerning use of Algebra II test as a predictor of college readiness
- Constructed a Calculus II assessment exam

- Established appropriate curriculum as designated by “Project Lead the Way” for Running Start
- Coordinated and oversaw the purchasing, implementation, use and storage of all equipment needed for Project Running Start
- Saw College Mathematics Assessment work recommended for the “Excellence in Assessment” Award
- Developed audio/visual movie files for instruction of online classes
- Selected textbooks for elementary and intermediate algebra
- Worked closely with book rep to publish customized books for elementary and intermediate math students
- Advised on math requirements related to majors, also to high schools parents for Buena seniors
- Created online site for calculus videos (courtesy the University of Houston) illustrating calculus ideas
- Developed master schedule for the math department
- Departmental faculty received NISOD award

Sciences

- Faculty completed a lab manual for BIO 156; completed training for Assessment Academy mentor for HLC; co-chaired assessment committee; revised the general education outcomes for biology assessment plan, including the rubric; re-wrote all of the keys for the models used in classrooms and student use in resource room; created blended learning course for new book and writing own lab manual to accompany course; served as roundtable leader; attended STEM Summit, April 2009; recorded mini-lectures through Camtasia studio; posted power point presentations on WebStudy for reference for students; served as high school summer camp coordinator; judged at SSVEC YES science fair; attended professional development workshops; found free astronomy software that is available to students
- Faculty also implemented blended portion of PHY 230 into WebStudy; served as secretary of the safety committee; represented the college and member LEPC for 15 years; provided support to the chemistry lab aides; set up new organic chemistry equipment; completed the Leadership Academy; identified organisms for community members; served as vice president, and now president, of the Friends of the Library; served as docent for the Friends of the San Pedro River, helped with grade school field trips
- Developed online natural history site for student projects
- Organized and stored department biology specimens in new biology rooms; made instructional video on reptiles with colleague at Sierra Vista public schools
- Faculty also volunteered for ‘Get Out the Vote’ effort; served on Honors committee; served on Bisbee Mining Museum Advisory Group; served on biology hiring committee; served on the college senate; attended National Science Teacher’s Annual Conference
- Continued work on geology website - over 1 million hits per year
- Developed master schedule for the science department

Social and Behavioral Sciences

- Faculty presented Tinto’s Theory and Hispanic Student Success at Convocation; had a paper accepted for presentation at the 2009 annual Conference of American Psychological Association; served as captain of a Relay for Life team
- Collectively, members served as advisor/mentor to the Prescott College Master’s Program in Counseling Psychology, consultant to the Pima County Attorney’s Office, board member of Tucson Prep Charter High School, presenter on Classroom Management to Bisbee public schools, leader in Sierra Vista Optimist Club activities (Coat and Book drives), coordinator of

a college student presentation at the Stevenson Elementary School Parent Academy, and chair of a judging panel for the regional History Day competition.

- Members gave faculty-oriented presentations on Critical Thinking, Classroom Management, Hispanic Student Success, the Honors Program, and Integrating Service Learning into the Curriculum; faculty also presented workshops/seminars to campus community; coordinated therapeutic services in Sierra Vista with Veterans Administration
- Reestablished Psychology Club, meshing club with Social Concerns Club
- Administrated PSY 101 Exit exam
- Initiated assessment for US History class changes
- Maintained position, although now part-time, of the Community Health Worker/Social Work coordinator position upon the cessation of external grant funding
- Developed or modified the following courses and programs to broaden the scope of the social and behavioral sciences curriculum and/or meet an identified community need: AJS 103 (Basic Public Safety Communication Officer Academy), Borderland Studies Certificate, Certificate in Student Leadership Development, Community Health Worker Certificate, CPD 150, HIS 192R (The Holocaust), HIS 201 (History of Women in America), HIS 240, HIS 241, HIS 242, HIS 260, SLE 256, SLE 257, SLE 258, SLE 220, SLE 292, and SOC 107 (Conflict Resolution)
- Completed revision of the entire core HIS curriculum
- Hosted the first Basic Public Safety Communication Officer Academy in coordination with the Cochise County Sheriff's Office and other district law enforcement agencies
- Initiated discussions with area law enforcement agencies to design and implement a fall 2009 Technical Report Writing Academy held at the Sierra Vista campus
- Completed the first successful offering of the entire Political Science core curriculum
- Maintained existing course collaborations/learning communities: ENG 101/HIS 240, RDG 110/SOC 101, and RDG 122/POS 110 (ENG/HIS and RDG/SOC)
- Maintained existing innovative teaching collaborations: POS 230 and POS 110, and expanded to include SOC 160
- Preliminary groundwork laid for expansion of the Sierra Vista campus HIS 240/ENG 101 collaboration to include HIS 241/ENG 102
- Refined the S/BS master schedule which was used as the model for the college-wide master schedule
- Assisted with the development of the AJS-focused Running Start Academy
- Held meetings of the Social Services/Community Health and the Administration of Justice advisory boards
- Held the district-wide annual social and behavioral sciences department meeting in September (25+ faculty) with focus on course content, learning outcomes, assessment, grading policies/inflation, and matters of faculty interest/concern
- Involved discipline faculty from across the district in scoring the HIS and POS essay assessments
- Revised the PSY, AJS and HIS (now HIS 110/111 instead of 240) assessment programs to more effectively evaluate student learning outcomes, including general education, in all instructional formats (to include dual-credit), while continuing POS and SOC assessments unchanged
- Members served on the online, faculty workload, assessment, curriculum, Honors (in leadership positions), VPI/Provost search, service learning and numerous ad hoc committees, task forces and employment screening committees
- Faculty and administrative assistant completed the 2009 Leadership Academy

Business, Computer Information and Technology

Computer Information Systems

- Participated in sustainability/green initiative in advance of receiving stimulus funds - involved community meetings and meetings with industry representatives to explore potential partnerships
- Hosted the Computer Challenge competition for high school and middle school students which attracted students from more than 10 schools across the county - sponsored by AFCEA (approximately 190 students in attendance)
- Conducted CIS Advisory Board with industry partners and external stakeholders
- Implemented assessment plans for the CIS programs in information security, programming, and networking
- Offered several CIS online, collaborative and blended classes (CIS116 is now offered online)
- Computer Science/Math Club on Sierra Vista campus supported Monsterfest and Casino Night
- Worked with high schools to recruit students into the new gaming degree program
- Taught first CIS115 class (Help Desk Professionals)
- Worked with AZ Tech Prep and the local high schools to boost CIS enrollments and for dual enrollment classes
- Sent representatives to the Southwestern Region CCSC conference in April 2009 held in San Diego; sent a representative to the 2009 Course Technology Conference
- Participated with the college's efforts in the WIRED Grant
- Provided scholarships for soldiers (E1 – E6) totaling \$25,000
- Provided scholarships to AFCEA subchapter members totaling over \$3,000
- Faculty served on the Southern Arizona Chapter of AFCEA Board of Directors; faculty advisor of college subchapter of AFCEA; treasurer for the Southeast Arizona ISSA Chapter (a security related non-profit organization)
- Updated the CISCO program on Fort Huachuca
- Coordinated with Career Services to place 11 CIS cooperative education students on the Sierra Vista campus
- Offered CIS 242 WWW Programming as Independent Study for the first time in several years
- Sent representatives to Buena, Bisbee, and Douglas High Schools as well as Coronado Elementary School to discuss CIS classes and opportunities at Cochise College
- Worked with UA South recruiters and advisors to promote the continuing education opportunities in Sierra Vista.
- Revised and updated five CIS courses and one degree

Business/Economics Department

- Modified/revised business curriculum - classes & degrees
- Partnered with Technology Department (welding) to develop a product for Entrepreneur Club (Bulldog clocks)
- Visited and recruited students at local Cochise County high schools, e.g., Bisbee High School, Buena High School, Douglas High School, and Omega Charter School
- Gave a presentation to all of Bisbee High School teachers on “Data Driven Decisions” and highlighted the need for academic rigor and issues related to county high school reading, writing, math, and computer levels
- Provided a marketing seminar to Sierra Vista community
- Presented at Colorado Elementary School as recruiting and service event; to abused women on finances in Sierra Vista at Catholic Community Services; and to AIIP/Administrative assistants

- Worked with Cochise County high school teachers on dual credit courses

Technology Department (Welding, Construction, Automotive, Drafting, Agriculture, Fire Science)

- Moved into new CTE building and welding lab
- Completed program review for AUT and near completion for BCT
- Visited high schools: Elfrida, Bisbee, St. David, Buena, and Douglas
- Faculty served on the enrollment management team; attended American Welding Society conference in Las Vegas; completed the 2009 Leadership Academy; toured automotive facilities at UTI in Phoenix to better understand their programs strengths and weaknesses; initiated discussions on updating drafting curriculum
- Purchased new equipment to support new associate faculty member in HVAC and offered HVAC III for the first time in years due to a committed cohort moving through the program
- Faculty also presented at Career Day in St. David; worked with students and teacher in St. David to implement WLD 105 dual credit course; worked on community service project with the Save Our Stairs organization in Bisbee to provide metal signage for the Bisbee 1000 annual event; presented F/SDD breakout session
- Hosted two MIG welding recruiting seminars prior to the start of the semester inviting the community to experience a sample of our instruction - a very successful event
- Selected new BCT associate faculty member on the Douglas campus to help build the program
- Continued to developed/support a strong partnership with the Sierra Vista Fire Department
- Hosted annual high school welding competition in April 2009 with approximately 50 students from across the state with prizes provided by industry partners (Phoenix Welding Supply, Aztec Welding Supply, Miller)
- Developed new course, WLD 114, Welding for Metal Sculpture and offered it spring (approximately 45% nontraditional enrollment)
- Purchased mobile welding lab/trailer through Carl Perkins funds to use as a county-wide recruiting tool
- Purchased new equipment to support AUT110, Basic Auto body repair class, and moved class from Buena High School to the RPM center on Ft. Huachuca

Small Business Development Center

Accomplishments:

- Held 32 events for a total of 1,983 hours of training with attendance of 339
- Increased assistance to small businesses in Cochise County that currently contribute, or have the potential to contribute, to the economic impact (job creation) of the area from 144 in 2007 to 254 in 2008 with those businesses generating revenue in the amount of \$6 million
- Conducted two 5-part series of seminars in co-sponsorship with the Arizona Department of Revenue
- Conducted seven Small Business Start-up classes and two QuickBooks classes
- Sponsored two separate events for 37 small business owners interested in doing business with the federal government: How to do Business with the Federal Government and Government Expo/JITC Tour
- Sponsored the Extreme Entrepreneur Tour which brings the country's top young entrepreneurs to college campuses to spread the entrepreneurial mindset
- Sponsored a weeklong young entrepreneur summer camp for six young students between the ages of 12 – 15 entitled "Buzz on Biz"
- Spoke at several outside events to include the Bisbee Chamber of Commerce and the Sierra Vista Chamber Women in Business Luncheon

- Hosted the Women in Business Conference with 20 attendees
- Facilitated discussions with various Cochise College business classes on topics such as business planning, entrepreneurship, and the SBDC as a business partner
- Presented a workshop on Business Planning to two classes at Tombstone High School
- Hosted a workshop with the SBA on their programs and services

Student Development Centers

Accomplishments:

Advising/Counseling

- Initiated use of AdvisorTrac, a student/advisor tracking software, to organize appointments, schedules, visitations and student paperwork; the software allows counselors/advisors to access the information stored in AdvisorTrac from any location as it is web-based
- Completed its program review; data gathered led to suggestions on improvement for our services
- Provided counseling/advising support to the Willcox, Benson, and Nogales Centers
- High School Counselors Day brought in approximately 40 counselors from around Cochise County and from Santa Cruz County to a day of workshops and networking; a separate event was also held in Santa Cruz County; this year the SDC partnered with the Arizona Department of Education and Arizona Career Information Systems (AzCIS) to bring Educational and Career Action Plan (ECAP) training to secondary counselors
- Completed an assessment review of the effectiveness of meeting with students to go over degree plans and college resources
- Recorded over 9,500 in-person student contacts at the Sierra Vista campus and over 2,800 in-person student contacts at the Douglas One Stop during the fall 2008 and spring 2009 semesters; online and telephone inquiries continued to increase
- Continued outreach to area secondary school students and their parents by offering junior placement testing for college readiness to students at Buena High School and Benson High School with offers to other schools made and accepted for the 2009-10 school year
- Realized the importance in student transition from the secondary school environment to the post-secondary environment and participated in development of the Freshman Year Experience program (FYE) to be piloted during FY2010; counselors will be participating fully in the implementation of the CPD 150 course that will be a part of the FYE experience
- Participated as one of the main organizers of student records in graduation; during the year, 939 individuals received Associate Degrees and 629 students received 981 Certificates of Completion.
- Participated in the Student Health Fair and Alternative Pathways to Four Year Degrees at the Douglas campus, increased counseling support for the Benson Center, increased support for Adult Education in Douglas, developed and implemented a student retention project (FAST-A) aimed at students enrolled in at least two developmental courses and who were receiving financial aid with the goal of retaining those students at the college
- Coordinated and publicized U of A visits and ASU PDS program visits, helped organize University of Arizona Study Abroad information meeting at the Cochise College Douglas and Sierra Vista campuses, participated in ESL and ABE Mini College Day, took 6 students to WNMU for a visit, 5 students to University of Arizona for information about Study Abroad, and visited 10 classes to publicize scholarship and internship opportunities

Career Technical Education Program Services (CTEPS)

- Outreach included all listed schools and agencies in the fall of 2008; in spring 2009 Buena High School was included with six presentations and establishment of a strong contact; ABE visits also impacted over 50 students

- Continued work on program assessment through the SSLASC committee to improve services
- Established four one-hour MBTI workshops on both the Douglas campus and the Sierra Vista campus in addition to providing MBTI to both CPD 150 *AvanZando* classes; creation of a career exploration site/office in cooperation with career services under discussion
- Provided at least two career search and/or MBTI workshops to Douglas campus students
- Initiated a major campaign for CTEPS-eligible Douglas students
- Provided advising to students as needed in Douglas, Willcox, or area high schools
- Provided nontraditional and career workshops for Vision Quest students.
- Administered the MBTI to at least 50 students during 2008-09

Testing Center (Sierra Vista Campus)

- Established a National Test Center on Ft. Huachuca to provide CLEP and DSST testing every Wednesday morning on post
- Established Nogales Center as a CLEP testing center
- Saw increased demand for GED testing at the Nogales Center and added staffing to administer once-twice/month
- Continued to support Willcox and Benson Centers with GED testing and in the process of exploring the possibility of additional test dates
- Collaborated with Adult Basic Education GED to offer a Saturday test date in June for retesting
- Selected as one of three colleges within the state to participate on the state GED Marketing Committee
- Douglas State Prison was selected as one of three prisons within the state to receive money to continue GED tests for the remainder of the fiscal year
- Collaborated with Nursing Department to update NET from paper-based to computer-based testing
- Currently in the process of establishing the Testing Center as a Laser Grade Testing Center for the purpose of administering FCC exams
- Currently administering the college placement test on site at Buena and Benson High Schools

Math Lab

- Successfully set up and coordinated the Math Lab in the temporary location of 314A, without a service interruption for students
- Worked with Running Start to provide additional assistance for their students, and coordinated efforts for future semesters

Writing and Spanish Lab

- Successfully set up and coordinated the Writing and Spanish Labs in the temporary location (314B) without service interruption
- With other college staff members, continued coordinating the move to the new building
- Provided a writing tutor several Saturdays during the spring semester to students unable to visit the Writing Lab during regular hours
- Offered numerous orientations and workshops
- Coordinated with adult education staff to reach out to more ESL students
- Two Writing Lab tutors participated in honors conferences in Washington and Flagstaff
- The Writing Lab tutors continued to be ambassadors for the tutoring center, distributing information about the labs and reaching out to students who are struggling academically
- Tutors compiled information on APA style and placed it in a binder for student use and a handout on APA and MLA style to be uploaded to the Writing Lab website

- Continued assessment project (i.e., tutor training - review of grammar vocabulary, sentence structure, punctuation, etc.)
- Spanish Lab
- Continued to offer Mesa Espanola once a week
- Co-advised the Spanish club and helped coordinate El Sabor
- Coordinated summer tutoring for students taking conversational Spanish through continuing education
- Introduced a new service by teaching students how to create PowerPoint presentations for their Spanish courses
- Assisted students and community members with translations and homework online

Tech Prep

Accomplishments:

- Held the first Saturday Articulation Workshop with 50 of the 64 Cochise County high school Career and Technical Education programs attending; 45 high school (Tech Prep) and 23 college faculty (Basic Grant) were paid \$125 articulation stipends to attend; the 14 programs remaining will be meeting in April
- Received \$112,000 in Tech Prep grant funds for the Cochise College Compact Program (high school CTE scholarships) which included \$45,000 from The Wolslager Foundation and \$18,000 from Cochise College
- Offered 644 occupational classes with 536 unduplicated students taking 1,968 credits, including 43 dual enrollment courses (408 students) and seven reverse credit courses (62 students)
- Sponsored Tech Prep work-based learning projects for Tech Prep students at Benson, Tombstone, and Valley Union High Schools
- Sponsored Tech Prep High School Project Funding to nine schools; Benson, Bisbee, Bowie, Douglas, San Simon, St David, Tombstone, Valley Union, and Willcox
- Sponsored Tech Prep workshops for high school Tech Prep Site Coordinators, teachers, and/or counselors; topics included Counselor Roundup, CTE Skills USA Faculty Advisor Chapter Management Training, ECAP, AZ CIS and ASCA Training for high school and college Counselors; CTE 101; Tech Prep 101; Articulation 101; Dual Credit Process and Student Registration 101; and JTED 101 training for new Tech Prep High School CTE Directors and Tech Prep Site Coordinators
- Co-sponsored Cochise College Annual CTE Welding Competition for 45 students
- Co-sponsored with Cochise College Advising and Testing, the College Readiness Project for Buena and Benson High School juniors and seniors
- Worked with high school and college counselors on the CTE Program of Study documents required by Perkins IV
- Presented best practices sessions at two national conferences this year:
 - ✓ NATPL - National Association of Tech Prep Leadership: topic - YES! You're the BOSS as Best Practice
 - ✓ NCPN - National Career Pathways Network: topic - AZ Tech Prep's Assessment tools and data collection methods for Perkins 2006

TRiO SSS

Accomplishments:

- Provided services to 166 students
- The Cochise College Z-Club (TRiO SSS/*AvanZando* student club) was involved in several community related activities, including the American Cancer Society Relay for Life, a fund

raising activity to support an 8-year-old with spinal bifida, an Easter food drive and, in conjunction with several other college clubs, provided music for this year's Spring fest, and collected food and other items for the Bisbee-based Border Animal Rescue group

- Updated TRiO SSS/*AvanZando* literature (tri-folds and posters)
- Sponsored transfer day field trips to the following institutions: The University of Arizona, Northern Arizona University, Western New Mexico University, and New Mexico State University
- Sponsored Ballet Folklórico presentation, Yoga workshop, Easter Food drive, field trip to the Sierra Vista Symphony Orchestra, Mohammed Bilal (Motivational Speaker), spring break, Student Health and Safety, workshop in conjunction with SDC and local Law Enforcement Agencies, Islamic Speakers Bureau of Arizona, and Nutrition Workshop through the University of Arizona's Cooperative Extension Office
- Provided over 400 hours of tutorial instruction, loaned over 500 textbooks, loaned 39 laptop computers available to project participants, hosted the Pima Community College Upward Bound project, worked together with several other campus organizations to include SGA, Social Concerns Club, and Science Club

Willcox Center

Accomplishments:

- Increased fall enrollment by 31% and spring enrollment by 18%, serving 1,200 students
- Graduated nine students who received all or most of their classes at the Willcox Center
- 14 students completed requirements for AGEC Stamp
- Added several new classes including justice, advanced sign language, nursing assistant, and digital media
- Participated in Southeastern Arizona Fine Arts Show and Willcox High School Showcase, Willcox Art Leagues, Willcox Chamber of Commerce, and Southeastern Arizona Food Bank
- Assisted in the development of the Pest Control Course and Certificate Program in conjunction with Eurofresh Greenhouses
- Launched new partnerships with local school district in justice and digital media
- Sponsored Youth Court, Southeastern Arizona Fine Arts Show, and Tag Magazine
- Provided degree plan and AGEC plan for Willcox High School sophomores, juniors, and seniors
- Held College Goal Saturday to assist students with financial aid
- Provided GED testing and placement testing

Marketing and Creative Services

(as submitted by Rick Whipple)

Marketing/Advertising

Accomplishments:

- Advertised in international publications and web sites, Cochise County newspapers, publications, radio stations, and cable TV; continued to revise our Spanish language advertising to be more effective
- Sponsored district-wide high school athletic programs through radio, print, and specialty advertising
- Strengthened our marketing partnership with UA through display advertising at the Mall of Sierra Vista, display ads in various publications, and several TV spots
- Implemented a marketing plan and production calendar specifically for our high school recruiting efforts; increased our involvement in the HS recruiting process

- Created a new TV spot for our culinary program
- Attended the National Council for Marketing and Public Relations (NCMPR) regional conference
- Created two new roll-up display panels for our high school recruiters and the public information office
- Brought to the attention of senior administration the need for a web site redesign and the need for a marketing plan
- Participated in the SEM process
- Presented at Faculty Staff Development Day in conjunction with Print Media Services and held several workshops for staff throughout the year
- Created the position of a Marketing and Creative Services aide; this part-time position is for former DMA 260 and DMA 262 students who exhibit exceptional skill as a graphic designer. To date, these individuals have enjoyed great success as shown by favorable comments by both faculty and staff.

Publications

Accomplishments:

- Continued the process of upgrading college publications to create a more unified look
- Created mini view books, brochures, and pocket folders for an additional 10 programs
- Produced a new mini view book which has been received very well by the public
- Continued to improve upon the Center for Lifelong Learning class schedules
- Continued our support of the Benson, Nogales, and Willcox Centers by producing semester class schedules for distribution
- Produced a number of collateral pieces specifically targeting the high school market
- Conducted a two-year analysis of our ordering and usage of class schedules and catalogs; as a result, instead of spoilage in the thousands from over-ordering, we now realize a spoilage rate of a few hundred per semester

Web

Accomplishments:

- Maintained the college's web site during period of web re-design by H2M, marketing consultants