As the District continues to grow as a learning centered, multi-campus community college, it is essential for the District to continue our assessment and evaluation practices as we focus our efforts for continued accreditation with Higher Learning Commission in 2010. Most importantly, we must continue to learn and improve the quality of services for student learning and success district-wide.

As a result, The District-Wide Holistic Assessment Plan is driven by the college’s mission, vision, and strategic plan. Its’ purpose is to provide the foundation and framework for all-inclusive participation in assessment across the District by all faculty and staff.

The division of Institutional Effectiveness provides leadership and support to the entire District to strengthen the culture of evidence. These efforts encourage comprehensive participation in assessment, data-driven decisions, and effective planning to measure overall student success and continuous improvement of services. The following is a description of WCCCD’s Assessment Model:

1. The holistic assessment model is driven by the college’s mission: WCCCD’s mission is to empower individuals, businesses, and communities to achieve their goals through excellent and accessible services, culturally diverse experiences, and high education and career advancement programs.

2. The core indicators of effectiveness are district-level standards or benchmarks that detail the components of the mission statement in tangible and measurable terms, thus making it possible to assess the degree to which the college’s mission is being achieved.

3. The division of Institutional Effectiveness is charged with providing overall leadership of the implementation of the District-Wide Assessment Plan.

4. Members of the faculty and staff in all of the dimensions of the college such as Educational Affairs, Workforce Development and Continuing Education, Student Services, and General Administration are involved in the gathering, analyzing, and implementing aspects of the district-wide assessment plan.

5. A major component of the assessment model is the assessment of student learning outcomes and success at the institutional classroom, course, program/department, and discipline levels.
OUTLOOK TIPS & TRICKS

Outlook Shortcuts

To OPEN INBOX/OUTBOX (Versions 2000 and above)
Jumping to the Outlook INBOX or OUTBOX is a shortcut away
• CTRL/Shift+ i - Jump to Inbox
• CTRL/Shift+ o - Jump to Outbox

SHORTCUT TO 'CREATE', 'REPLY', AND 'FORWARD' MESSAGES (Versions 2000 and above)
• CTRL/n = new message
• CTRL/r = reply to a message
• CTRL/f = forward a message

KEYBOARD SHORTCUTS (Versions 2000 and above)
To send an email message, make a new appointment, new task, create a new contact, manually record an entry in the journal or a new note:
• Click NEW MESSAGE or CTRL/n
• Click NEW APPOINTMENT or CTRL/SHIFT/a
• Click NEW TASK or CTRL/SHIFT/k
• Click NEW CONTACT or CTRL/SHIFT/c
• Click NEW JOURNAL or CTRL/SHIFT/j
• Click NEW NOTE or CTRL/SHIFT/n

For versions 2002 & 2003:
• Click NEW/MAIL MESSAGE or CTRL/n
• Click NEW/APPOINTMENT or CTRL/SHIFT/a
• Click NEW/TASK or CTRL/SHIFT/k
• Click NEW/CONTACT or CTRL/SHIFT/c
• Click NEW/JOURNAL ENTRY or CTRL/SHIFT/j
• Click NEW/NOTE or CTRL/SHIFT/n

OUTLOOK NAVIGATION SHORTCUT KEYS (All Versions)
• Ctrl+1 - Switch to Mail
• Ctrl+2 - Switch to Calendar
• Ctrl+3 - Switch to Contacts
• Ctrl+4 - Switch to Tasks
• Ctrl+5 - Switch to Notes
• Ctrl+Shift+I - Switch to Inbox

From Where Do "Spammers" Get Your Email Address? (All Versions)
A "Dictionary Attack" is a common method for spammers to use in an attempt to obtain email addresses. When using this method, spammers use programs that try many combinations of email addresses, with the goal of identifying valid email addresses to "spam". Once an email system accepts a message, the email address is identified as valid. Large email systems/providers protect themselves from dictionary attacks by blocking computers that attempt to send many messages. However, sometimes it is difficult for these systems to differentiate these systems from legitimate, high-volume mailings such as email newsletters.

Can "Spammers" Get My Email Address From the BCC Field? (All Versions)
No they cannot. This is because the list of email addresses is stripped out by the sending SMTP server before email is sent to addresses contained in a BCC (blind carbon copy) field.

What is Podcasting?

Have you heard the term 'podcast' and wondered what on Earth are they talking about? Just what is a 'podcast'? Well, take note. Podcasting is the delivery of audio content to iPods and other portable media players. The main benefit of podcasting is that the listener can sync content to their media player for listening on demand.

It works like this: publishers create audio content, and post it to a web server, usually in MP3 format. They publish an RSS file (newsfeed). End-users check for new versions of the newsfeed. Users listen to the 'podcasted' audio file when convenient. Podcasts have been described as TiVo for Internet audio.

The popularity of podcasting is spreading because of the rapid adoption of MP3 players, and the desire of owners to have fresh content.

Podcasts are available in many genres and categories: politics, health, religion, science, music, and sports. Many of the major media outlets make their shows available for downloads. Among these are '60 Minutes', CNN, PBS, The Discovery Networks, NPR, Comedy Central, BBC, and ESPN. Higher education is not forgotten. Among the numerous schools posting educational content are: Yale, Duke, Stanford, Texas A&M University, and MIT. Are you a jazz fanatic? Opera lover? You'll find podcasts solely dedicated to your musical tastes.

One of the most popular sites for podcasting content is Apple's iTunes website. You can simply download the podcast and listen to it on your PC or sync it to your portable device. Most podcasts are free of charge for downloading.

Partial source: www.podcastingnews.com
Banner Update

Crystal Reports is a business intelligence application used to design and generate reports from a wide range of data sources. The data source we use at Wayne County Community College District is Banner. Although Banner generates many useful reports, it became necessary to supplement other tools to service the various inquiries that come from our faculty and staff, throughout the District.

There are several reports that exist on our internet based enterprise system called Business Objects. Campus Presidents and Administrators have access to a site where these reports are published. There are reports generated in Crystal, then converted to PDF format and emailed to Campus Administrators on a weekly or monthly basis. Most however, are requested as needed. If the report does not exist on the server, the process to request a report is as follows:

1. Complete the Banner Request Form located in the Outlook Public Folder 'Information Technology' Data Request Form (see left)
2. Email the form by clicking on "Submit by Email"
3. Once the request is received, it will be directed to the appropriate report writer
4. When the report is completed, it will be sent to the requester for auditing
5. Report is published on Citereports

If you have access to Business Objects you may log on with the user name and password provided to you from IT and access the reports that are available online. Click on the Module the report belongs to: for example, if it is an Enrollment Report it will be under Banner Students.

Can you guess the original titles?

1. Move Hither The Entire Assembly Of Those Who Are Loyal In Their Belief
2. Embellish Interior Passageways
3. Vertically Challenged Adolescent Percussionist
4. First Person Singular Experiencing An Hallucinatory Phenomenon Of A Natal Celebration Devoid Of Color
5. Soundless Nocturnal Period
6. Majestic Triplet Referred To In The First Person Plural
7. The Yuletide Occurrence Preceding All Others
8. Precious Metal Musical Devices
9. Omnipotent Supreme Being Elicit Respite To Ecstatic Distinguished Males
10. Caribou With Vermillion Olfactory Appendage
11. Allow Crystalline Formations To Descend
12. Jovial Yuletide Desired For The Second Person Singular Or Plural By The First Person Plural
13. Commence Auditory Reception The Announcing Cherubs Vocalize
14. Kris Kringle Will Be Arriving In The City In The Not Too Distant Future
15. Bipedal Traveling Through An Amazing Acreage During The Period Between December 21st And March 21st In The Northern Hemisphere
16. Its Arrival Occurred At Twelve O’Clock During A Clement Nocturnal Period
17. Exclamatory Remark Concerning A Diminutive Municipality In Judea Southwest Of Jerusalem

Tech Effect’s Gifts, Gadgets, and Toys...OH MY!

You may find yourself pondering over the perfect gift for family and friends this holiday season. Tech Effect would like to offer you a few gift ideas. Here are some suggestions:

1. THE APPLE IPHONE - Apple has produced an iPod device that works as a cell phone, music and video player...all in one! All device menus and features are controlled by the touch of a finger. The iPhone is available through the ATT carrier. Way cool indeed.

2. THE BLACKBERRY (8830/8820/8320) - Need to take the office on the road? No problem. The BlackBerry device can duplicate practically everything you do at the office. You can send/ receive your email through your MS Office account. View your calendar for appointments, even take your calls on the road. The BlackBerry 8830 is offered through Verizon, the 8820 through ATT, and the 8320 is a T-Mobile exclusive.

3. THE ENERGIZER ’ENERGI TO GO’ CELL PHONE CHARGER - This is one gadget you don’t want to leave home without. The Energizer is a portable cell phone charger that works without the need for a power outlet. It runs on two lithium batteries, and gives you instant power anywhere, any time. The Energizer is available for Motorola, Nokia, Sprint and Samsung handsets. Check your local CVS store. Can you hear me now?

4. THE ZUNE DIGITAL MUSIC PLAYER - iPod move over, there’s another playa’ in town! The Zune has features not found on any iPod: FM radio, Zone-to-Zune wireless ability allows you to share your music and pictures with friends. Choose from 4, 8, 30, or 80 GB models. The 30 GB stores up to 7,500 songs and 25,000 pictures. That’s enough for the grandkid’s photos, right?

5. THE ALIPH ’JAWBONE’ BLUETOOTH HEADSET - This headset features the sound technology ’Noise Shield’ that was developed by the U.S. Department of Defense. This separation of user voice from background noise is far superior to other headsets on the market. Jawbone offers 6 hours of talk time and can be charged using the USB on your laptop. Want color? Choose from red, black, or silver.

6. THE NINTENDO WII/MICROSOFT XBOX GAME CONSOLE - We all need a little fun in our lives, and these systems will certainly bring it. Both consoles were released in 2006 and still remain at the top of everyone’s wish list. Thinking about a purchase? Don’t wait too long; these systems can sell out rather quick! Game on.
IE Staff “Telling Her Story”

XUEFEI (FAYE) QI

I began my professional journey at Wayne County Community College District in July 2007. I am very excited to become a team member of the Institutional Effectiveness and Information Technology Departments under the leadership of Vice Chancellor Dr. Bernadette Spencer.

Before joining WCCCD, I had the opportunity to develop my technical skills and expertise as a Web Designer/Analysis Specialist for the City of Ann Arbor; as Webmaster/Database Administrator for Eisenbahn Model Trains, Inc., and as Web Programmer and Database Administrator for the Detroit Public Schools. I received my Bachelors Degree at China Textile University in Shanghai and Masters Degree in Computer Science from Eastern Michigan University.

Working at WCCCD presents exciting opportunities for me. I eagerly anticipate sharing my skills and growing personally here. I look forward to being a contributing member to the many projects and endeavors that WCCCD has to offer. As we move forward, my role of Webmaster will serve to meet the technical needs of the community college as a whole, as well as, help me to utilize my skills and grow.

IT Staff “Telling His Story”

ASHISH PATEL

I arrived in the United States in 1997 and attended Theodore Roosevelt High School in Wyandotte, MI. After high school graduation, I enrolled in a work-study program at Wayne County Community College District and was assigned to the computer labs as a Student Assistant. I found the field of information technology fascinating and made the decision to pursue this field as a career.

In 2002, I completed my Bachelors degree in Computer Information Systems at Michigan State University in East Lansing and work as a part-time PC Consultant for U of M. To support myself, I accepted a position with NYX Corporation as an Automotive Engineer and continued looking for a suitable position in the Information Technology field. After working at NYX Corporation for approximately eight months, I was hired by WCCCD as a System Support Specialist. I enjoy working in the Information Technology Department under the guidance of Solomon Asmelash and being given the opportunity to contribute my expertise and learn additional technical skills that will enhance the vision of the college from a technical perspective.