Did you know that Wayne County Community College District has a four-phase self-study process for re-accreditation with the Higher Learning Commission/North Central Association of Colleges and Schools (HLC/NCA)? They are:

- Phase 1: Self-Study Preparation
- Phase 2: Self Study Planning
- Phase 3: 2-Year Comprehensive Evaluation ← We Are Here
- Phase 4: Peer Consultant/Evaluator Preparation

WCCCD is currently in Phase 3: 2-Year Comprehensive Evaluation. During this phase the HLC Self-Study Steering Committee is leading the District in collecting data and evidence to prepare the self-study report and supplemental materials for the upcoming visit in Spring 2010. Some key HLC tasks include:

- Four complete concept paper drafts for the introduction section of the report
- Routine monthly criterion team meetings
- Routine monthly HLC Self-Study Steering Committee meetings
- Weekly Weekend Memo self-study tips
- Weekly HLC Cabinet meeting assignments and updates
- HLC/NCA Newsletter

For more information visit the HLC website at www.ncahigherlearningcommission.org. The District’s Institutional Self-Study website can be accessed at www.wcccd.edu/dept/HLC.htm. Our NCA website is password protected and may be accessed using that same password used to log-on.
Color Your Outlook
How to Colorize Your Outlook Email Messages

Are you tired of using the same white background and black text when creating MS Outlook messages? Do yourself a favor; add a little color to the word and the background!

Did you know that MS Outlook allows for the selection of various color and style backgrounds when composing email? MS Outlook offers numerous stationary papers that may be used for messages. By choosing a stationary paper and/or font, every message that you compose will have the same look.

The option to choose font color, size, and style, can create a look that compliments the background paper you’ve selected. If you’d like to add a little color and bring more notice to your message, here’s how:

To select a Stationary Paper:
1. Select Tools from the MS Outlook Main Menu.
2. Click Options.
3. Tab over to Mail Format.
5. Using the Scroll Bar, you can view the various stationary backgrounds available.
6. Select your stationary and click OK. All composed email will use your selected background.

To select a Font Color, Size, and Style:
1. Follow Steps 1-3 above.
2. Under Stationary and Fonts, select Fonts.
4. Make a selection of Font, Color, Size, and Style, click OK.

The selections you’ve made will be used when composing a new message. The same options exist for reply messages. To view your new stationary paper and font, create a new email message. Your chosen background and font will appear. When used, color can certainly bring notice and attention to your message.

Change Your Outlook! Color It Up!
As you may know, the Information Technology (IT) Department has been diligently working for several months on preparing the technology infrastructure to accommodate the move to the new Northwest Campus. The preparation has involved the wiring of the multi-building facility which encompasses five buildings. Many of these buildings required complete re-wiring that involved digging to lay fiber networks.

Today, IT is proud to announce that this project was completed in time for the Fall 2008 semester. The new Northwest Campus is equipped with state of the art technology infrastructure that will enable students, faculty, and staff fast access to various systems including Banner, Web-Gate, and Blackboard.

All five buildings are equipped with new Cisco switches with a gigabit of bandwidth. This will tremendously increase the speed in which information is transmitted through the network. The campus is connected directly to the administration building through Comcast fiber network similar to other existing campuses. In addition, the new Northwest Campus will have several hotspots for wireless access. Students will be able to access the network from their laptops outside of the buildings up to a hundred feet.

In addition to the new technology infrastructure that is implemented at the new Northwest Campus, 126 new desktop computers will also be deployed to various divisions. These computers are part of the one thousand computers that have been rolled out to all the campuses throughout the District. Many of the outdated PC’s that have been used in the Learning Resource Centers have been replaced.
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IE Staff

“I TELLI NG THEIR Sto RY”

KUD A W A L K ER

“I STARTED WORKING AT WAYNE CO UNTY COMMUNITY COLLEGE DISTRICT IN DECEMBER 2007 AS A STUDENT INTERN IN THE INFORMATION TECHNOLOGY DEPARTMENT AND HAVE RECENTLY BEEN HIRED AS A HELPDESK ASSOCIATE.

Working on the HelpDesk, provides the opportunity to develop problem-solving skills, learn about hardware and software application installation and gain technical experience by working on complex network systems within the college setting. My primary responsibilities are logging and maintaining HELPDESK tickets, resetting passwords, answering phones, answering Web-gate questions and completing email account requests.

In addition to my daily office duties, I was asked to join the IE/IT Newsletter Committee as an Editor in January 2008. I feel this opportunity to work on the newsletter will help to improve my researching, writing and editing skills. I am attending WCCCD and taking CIS classes to prepare for the Information Technology field. For me to be able to attend school at WCCCD and work in the information technology field is a dream come true.

I certainly am grateful for the opportunities to learn and pursue my education through a wonderful institution such as Wayne County Community College District and for that, I say “thank you for investing in me!”

IT Staff

“I TELLING THEIR STORY”

DION S O LAN

I began my career at WCCCD in December 2007. I feel very fortunate to have this opportunity to work in the Institutional Effectiveness Department as the District Director for Institutional Effectiveness. My primary responsibilities are to provide the District community with accurate and timely information to support data-driven decisions for faculty, staff, and students. Most exciting, however, are my duties related to the District’s upcoming re-accreditation visit in 2010. These duties include developing HLC/NCA self-study resources which will be used by the District community, as well as, assembling the District’s HLC/NCA Resource Room, and assisting in collecting evidence which will be presented in our self-study report to HLC.

Before joining WCCCD, I had the opportunity to work for my Alma Mater, Marygrove College, where I received my Bachelors Degree in Business Administration. I worked in the office of Institutional Research and Assessment for three years. During those three years I developed my research skills and acquired expertise in various aspects of institutional research and assessment. Most memorable and valuable, however, was the NCA/HLC accreditation experience I gained through Marygrove’s successful self-study re-accreditation process. I hope to bring those experiences to contribute to a successful re-accreditation visit for the District in 2010.

I am very excited to have been given this opportunity to work with a dynamic team in Institutional Effectiveness and I look forward to new and exciting challenges.

NEWSLETTER COMMITTEE

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