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Caleidoscope

Collin County Community College Employee Newsletter

Jan. 9, 1995

No. 301

TENTH ANNUAL COLLEGE DAY & NIGHT PROGRAM

College Day/Night Program Coming February 6

CCCC will host representatives from more than 40 state, private and church-affiliated colleges and universities during the annual College Day/Night Program, to be held Monday, Feb. 6.

College Day/Night is open to CCCC students, prospective students and high school students who plan to attend college. The college representatives will be available during the *day* portion at CPC from 9:30-11:30 a.m. and during the *night* portion at SCC from 6-8 p.m.

The representatives will answer questions concerning class transfer, degree requirements, admission policies, housing and much more.

Seminars offered for students are as follows:

Financial Aid Opportunities

CPC 9:30-9:55 a.m. SCC 6:30-7 p.m.

How to Succeed in Your First Year of College

CPC 10-10:25 a.m. SCC 6:30-7 p.m.

CCCC: Studies, Services and Preston Ridge Campus

(Not offered at *day* portion) SCC 7:15-7:45 p.m.

For more information, call Rebecca Crowell at ext. 5711.

Caleidoscope Info

Caleidoscope is published every two weeks.

Because of the volume of information received for *Caleidoscope*, lengthy items **must** be submitted on diskette in WordPerfect.

Brief items may be faxed to the editor. For more information, please contact Lisa Tanner at ext. 5615 (F102/SCC.)

Publications Fax Number:
881-5971

Submission Deadline

Monday, Jan. 16 by 5 p.m.
Next issue—Jan. 23

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College Rep on Campus

Paula Johnson, a representative from Austin College, will visit with CCCC students from 9 to 11 a.m. Monday, Jan. 30 at the SCC Atrium.

Staff/Faculty News

Campus Administrators Named

Spring Evening/Saturday Administrators are:

Central Park Campus

Monday:

Cathy Donald-Whitney

Tuesday:

Sylvia Kelley

Wednesday:

Suzie Armstrong

Thursday:

Nelson Rich

Saturday:

Dee Roessler

Spring Creek Campus

Monday:

Chris Groom

Tuesday:

David McCulloch

Wednesday:

Mary McRae

Thursday:

Joan Kennedy

Saturday:

Brendan Quigley

Holiday Thanks

Thanks to everyone who generously donated money and gifts to the Human Relations Task Force Holiday Assistance Program. We were able to raise more than \$900, which enabled us to provide clothes and toys for more than 20 children.

Thanks to the Faculty Senate and the Chili Cook-Off Task Force for their donations.

And we promise not to let Larry Stern and Steve Ellis on stage next year!

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Records Management Series

(This is the final in a series of articles on the college's records management program.)

A well-designed records management program will help the College reduce recordkeeping nightmares. The process of identifying the records kept in different offices will uncover several areas in need of improvement. The practice of making and keeping copies of every memo may not be necessary. Copying information front and back or routing a single copy to all personnel in one office saves money, time, and filing space. Using e-Mail is an effective, efficient and paperless mode of communication among all college staff.

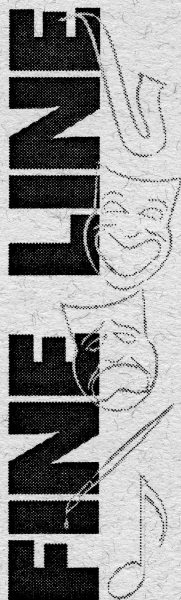
Implementing records control schedules allows staff to clearly understand what action to take and when with office records. The records control schedule can also answer questions about why

your office has disposed of certain records. If involved in a lawsuit, it will not appear that information needed by the plaintiff has been randomly purged.

Disposing of obsolete records will save time and money. Staff will not have to search through records back to the beginning of the district to find records for a lawsuit or audit. Also, by destroying records that have met the retention period, the need to buy more file cabinets is eliminated.

Meeting the requirements of the Local Government Records Act will help the district prove we are responsibly managing the county's fiscal and historical resources.

Any questions? Call Betty Connatser at ext. 6613.

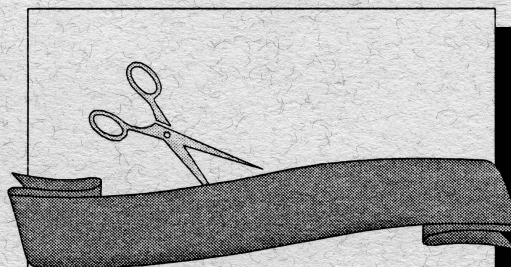


The Fine Arts faculty will exhibit their works in a display opening Jan. 23 and running through Feb. 10 in the SCC Art Gallery, K208.

A reception honoring the artists will be 6:30-8 p.m. Monday, Jan. 23. All are welcome.

Gallery hours are 9 a.m.-noon, Mondays and Wednesdays; 9 a.m.-6 p.m. Tuesdays and Thursdays and 10 a.m.-3 p.m. Fridays.

For more information, call ext. 5873.



Wylie Storefront Festivities Planned

Join the Board of Trustees and others at an open house and ribbon cutting for the Wylie Storefront at 5 p.m. Tuesday, Jan. 24. The board will hold its regular meeting in Wylie after the event.

New Employee Info

The next new employee orientation is scheduled for Feb. 17. Invitations will be mailed in a few weeks. For more information, call Mary Wright at ext. 6605.

CELEBRATION OF CULTURES!

Celebration of Cultures Week will be April 17-22, 1995

Adopt a Flag

Please help the flag building efforts at CPC. Twelve flags have been adopted and many others are waiting to be adopted, at a cost of \$7.50-\$10, to join the display during Celebration of Cultures, April 17-22.

Recent adoptees are:

Rosemary Karr, Bahamas

Carol Jenkins, Canada, France

Marti Miles-Rosenfield, Costa Rica,
Israel

Ruth Dunlop, England

Stephanie Hanson & Judy Godwin,
Finland

Vicki Harris, Germany

Sandra Marton, Hungary

Peggy Breedlove, Japan

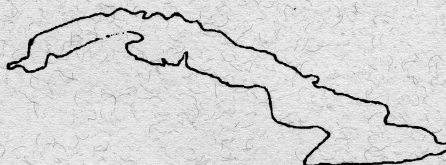
Kim Russell, Peru

Tricia Nagorski, Poland

To adopt a flag, call Peggy Breedlove at ext. 5703. Flags still are available to adopt at SCC as well.

Geography Quiz

With a rich history since it was discovered in the late 1400's, this country exports nickel, manganese, sugar and tobacco. Call ext. 5961 and name this country.



Recruitment Center in Operation

Did you know that CCCC has a specialized department devoted to recruitment and retention? Formerly part of the Admissions Office, the Recruitment and Retention Center (RRC) has been in operation since fall 1994. As spring 1995 begins, we are pleased to announce that our area is fully staffed. If you have special programs, events, or outreach projects in your area, or you would like to plan some, please contact us at ext. 5853.

RRC Staff

Thomas Stearns, Coordinator of Recruitment and Retention:

Community Programs, Rural Outreach,
High School Recruitment, Corporate
Industry

Rebecca Crowell, Coordinator of Special Admissions:

Internationals, High School Concurrent
Program, Home School, GED, other
special admits

Susan Farley, Recruiting Specialist:

Middle School programs, CCCC
Student Ambassador programs

Lois Duncan, Secretary

Joel Klump, Information Center

We've been concerned to hear that quite a few folks out there have no idea what programs we have, or the scope of our recruitment efforts—come see us and we'll show you!

Thanks to ARO

From the Recruitment and Retention Center staff, a sincere **thank you** is in order to the Admissions and Records Office staff at CPC and SCC, as well as the Student Development staff at both campuses. In a pre-semester panic, over 2,000 Spring Schedules were delivered throughout Collin County. Without the support and participation of these folks, this distribution would have been impossible. Thanks to Vicki Harris and Mary McRae for pitching in and rescuing us.

Staff/Faculty News

(continued from page 2)

New Arrivals

Congratulations to these proud parents:

Marti Miles-Rosenfield on the birth of a son;
John Joshua on the birth of a daughter, and
Beverly Tremain on the birth of a son.

English Faculty Present Workshop

Three CCCC faculty members, Meg Tarafdar and Ted McFerrin of the English Department and Lynne Meyer, Coordinator of Tutoring, presented a workshop at the National Peer Tutoring in Writing Conference in Birmingham, Ala. on Nov. 12. The theme of the conference was "Building Life Skills Through Collaboration/Communication." Tarafdar presented "A Workshop Approach to Collaboration" and the three presented a workshop "The Psychology of Collaborative Writing."

Farrar Explains Internet

CCCC's Susan Farrar is making a special appearance at the Barnes & Noble bookstore at 801 W. 15th St.

Farrar will discuss "Introduction to the Internet" at 7 p.m. Thursday, Jan. 26. Everyone is welcome to attend.

For more information, call 422-3372.

Sympathies

Our deepest sympathy to Tom Martin on the recent loss of his son.

O P P O R T U N I T I E S

Staff Development

Evelyn Wood Reading Dynamics

Jan. 26 (Denton, Holiday Inn)

Fee: \$195

Learn the four basic concepts to increase your reading speed and develop better memory, note taking and listening skills.

"Workforce 2000"

Feb. 8-11, 1995 (San Diego, CA)

Fee: \$295

Annual conference designed to convene a broad base of leaders engaged in work force training initiatives.

For more information on the above opportunities, please contact Martha Ellis at ext. 6606.

Tech Prep Conference Planned

Representatives from CCCC's Global EDGE Tech Prep program and others will gather for the 1995 State Conference, held March 27-29 in Austin. Conference registration material will be mailed this month. For more information, call (800) 375-7363.

Board Members Needed

The Boy Scouts of America (Region 10) is seeking individuals to serve on their District Council. If interested, please contact Dr. Anthony at ext. 6601.

We're Expecting

The Child Development Center at Spring Creek Campus will open its doors for the youngest students of CCCC beginning spring 1995. The tentative opening date is set for Monday, Jan. 30. The center is remodeling space to care for three infants.

Everyone is invited to make a small investment in this grand adventure. There will be a "shower" from 5-6:30 p.m. Thursday, Jan. 19. Come visit the infant room and meet the newest members of our CCCC family. Call the center, ext. 5945, if you need suggestions.

Teleconferences Slated

Title: *Institutional Effectiveness and the Classroom*
Time: 2-3:30 p.m.
Date: Thursday, Jan. 19
Place: SCC/LRC
Info: The workshop will demonstrate how to use "hard" statistical data generated by the institutional research office to enhance classroom learning and improve curricula. See examples from around the country of how such data is being used in innovative ways. Also learn classroom assessment techniques which, when added to the research information, give faculty tremendous tools to improve programs and increase student retention.

Title: *The IS Tour*
Time: 10 a.m.-noon
Date: Tuesday, Jan. 24
Place: Pike Hall CPC
Info: First of eight teleconferences sponsored by the Microsoft Corp. Learn what it takes to implement and administer a rollout of Windows 95. Call Wendy Burton at ext. 5828 for additional information.

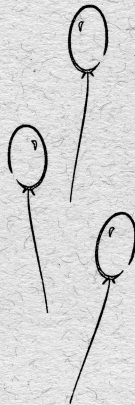
Title: *Equity Model Projects*
Time: 2-3:30 p.m.
Date: Tuesday, Jan. 24
Place: SCC/LRC
Info: This teleconference will identify factors and strategies that drive successful Equity Programs by examining four separate programs at three Texas community and technical colleges.

Title: *To See With Soft Eyes: Strategies for Teaching and Learning in Cultural Diversity*
Time: 2-3:30 p.m.
Date: Wednesday Feb. 8.
Info: This teleconference will be led by nationally known educators who understand and embrace cultural diversity in education today. They will share their expertise to assist others in helping students face a global society.

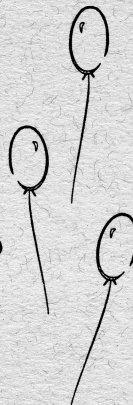
For more information on teleconferences, please contact Wendy Burton at ext. 5828.

Birthdays: January 14-31

Lynn Jones (14th)
 Martha Beth Porter (14th)
 Carolyn Perry (15th)
 Tony McRae (17th)
 Debbie Zimmerer (17th)
 Donna Lyall (18th)
 Teresa Ma (18th)
 Pamela Love (23rd)
 Kerry Tate (23rd)
 Betty Connatser (25th)
 Sandra Everett (25th)
 Jim Sigona (25th)



Carole Boatright (26th)
 Karen Freiman (26th)
 Vivian Lilly (26th)
 Brenda McNease (26th)
 Ralph Hall (30th)
 Pat McAuliff (30th)
 Tammy Obier (30th)
 Karla Payne-Chunn (30th)
 Lawrence Stern (30th)
 Allan Garrison (31st)
 Billy James (31st)
 Estelita Young (31st)



Banners! Banners!

Spring Creek Campus has instituted a new banner policy.

Banners to be hung in Sections B1, B3, C1, C3, D, or H can be no longer than five feet. Banners in the other sections may be up to 8 feet long.

Please make your reservations with the Student Activities Office (SCC/F129) before making your banner.



Preston Ridge Campus
 construction is
 65 percent complete!

MOSAIC Available at SCC LRC

Well on its way to becoming the world's standard interface to electronic information, MOSAIC is the fun and easy way to extract information from the World Wide Web of computers on the Internet.

MOSAIC is a graphical browser that allows a user to travel the world of electronic multimedia information on the Internet using a point and click interface. Simply put, MOSAIC brings color photographs, speech and music, video clips and hypertext links from all over the world to your desktop.

Listen to Bach while you tour the virtual Louvre, dissect a virtual frog, see a comet collide with Jupiter as photographed from the Hubble Space Telescope. Hundreds of other multimedia sites exist, and many are certain to entertain you.

Drop by the LRC and ask where to test drive the first aesthetically pleasing software power tool and find out how to get MOSAIC for your desktop.

Coming soon: MOSAIC at CPC and an entire classroom (D130) wired for the Internet. For more information, call John Mullin at ext. 5867.

GUIDE TO CCCC'S CAREER SERVICES

CPC: 548-6747

SCC: 881-5781

CYC: 881-5781

Start with Step One at Career Services!

There are four steps in career planning and job search. The following is a list of services offered through Career Services which will help you through each step. These services are free to students. The services are designed to give students what they need in each step of career planning and job search.

Step One • Self Assessment

Discover – Computerized career guidance program

Self Directed Search – Self directed assessment booklet relating interests, aptitude, and values with career areas and specific job titles

Career Assessments – Complete self assessment. Evaluating the individuals interests, values, and personality and bringing them together with career cluster areas.

1

Step Two • Know the Career Fields

Career Resources – Books, tapes, computerized career guidance programs are available to give you information on career fields and specific job titles.

- Dictionary of Occupational Titles
- Occupational Outlook Handbook
- GIS/Discover (computerized career guidance program)
- Vocational Biographies

Mentor Program – A program that links the student with a professional in the students field of interest.

Career Awareness Activities – Workshops, seminars and Career Fair

2

Step Three • Know the Job Market

Discover – Computerized career guidance program

Job Search Resources – Books and handouts are available to give you information on job possibilities, locally and nationally, in different industries and specific companies.

Student Employment –

- On-Campus Employment – Provides students with the opportunity to work on campus in various departments, such as the LRC, Student Advising, Career Services, Financial Aid, and the academic areas.
- Off-Campus Employment – Hundreds of job leads come in to Student Employment from various business industries, such as health care, computer, food service, child development, etc.

3

Step Four • Prepare and Market Yourself

Resume Checklist

Interview Coaching

Resume Computer

Interview Tips

Resume Critique

Mock Interview

4