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UPDATE is edited by
 Lila Guillet
 Commencement Coordinator
 and Assistant to the
 Provost



From the Desk of the Provost

There are lots of exciting things happening at Charter Oak. We were approved by the Board of Regents to begin offering a master's degree in Organizational Effectiveness and Leadership. The next step in the approval process is a "substantive change" approval by our regional accrediting association—New England Association of Schools and Colleges. Hopefully that will take place in the fall. Moving to a new degree level impacts all departments and processes in the college so we are busily making changes to our student information system, business office processes, admission requirements, etc. We will be hiring a director and faculty to implement the program with a target start date of fall 2016.

Our Business and Psychology concentrations were approved as majors. This fall all of the courses for both majors are available from Charter Oak. Anyone who was already in the concentration had the option to complete the concentration or switch to the major. New admits have to enroll in the major. The move to majors was in response to our students' requests and to data that clearly showed that these two concentrations were among the most often selected by our students. We will selectively continue to move some of our concentrations to majors in response to student and workforce needs.

Last month, the accrediting team from the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) reviewed our Health Information Management (HIM) major. We will not know until later this fall if we received accreditation. Cindy Edgerton, HIM program director, did an excellent job preparing the material for the visit and, as a result, we all felt the visit was positive. For those of you not familiar with CAHIIM accreditation—it is the "gold standard" for HIM programs.

This year is a busy year for us as we prepare for a number of NEASC accreditation visits. In November, we have a visit centered on the program we have with College Unbound in Rhode Island. In the fall of 2016, we have our 10 year accreditation visit so we have to have our self-study done by the end of spring 2016. That visit will also include a separate review of our cybersecurity major.

In previous issues, we mentioned that we had received a grant from the Gate's Foundation which included monies for scholarships for students doing prior learning assessment activities. That funding has ended; however, because it had such a positive impact on student retention, Linda Wilder, PLA coordinator, was able to secure funding from the Charter Oak State College Foundation to continue the program. Additionally, we will be participating in the Federal Department of Education's experimental sites program on prior learning assessment which allows students to include some of the costs of prior learning assessment in the Cost of Attendance (COA) calculation for PELL financial aid. As we learn more about how this program is going to work, we will let you know.

Charter Oak is in the process of renovating its conference rooms, outfitting them with new technology and furniture. This will allow us to communicate more effectively with our students and staff at a distance.

I hope you have had a great summer. It is hard to believe that classes are about to begin. Hopefully, you have all registered!!!!

Sincerely,
 Shirley M. Adams, Ph.D.



**From the Desk of the
Academic Dean**

Emily G. Lewis, Ph.D.

NEW COURSE PARTICIPATION REQUIREMENTS



Welcome Back!

This is the start of a new academic year, Fall 2015. For some of you, this year brings you closer to accomplishing your academic goal and for others it is a time to begin again working on that goal. For this academic year, there is a new addition to the College's Attendance Policy. I also want to remind you about the Student Orientation course.

The new Academic Course Participation Requirement below is an extension to the Attendance Policy. You now are required to post your first discussion response by Wednesday and finalize your discussion post by Sunday for each week. It is important that you adhere to any additional discussion participation requirements posted in the Course Policy section of your course as well.

Attendance Policy

Attendance Policy for Determining Last Day of Attendance in a Course

Students attendance in courses is defined as active participation in the course. Faculty will report to the Registrar's Office any student who is not participating. Active participation may vary depending on the individual course. Just logging-in is not considered "active participation". "Active Participation" includes:

1. Completion of tests/quizzes;
2. Submission/completion of formal assignments;
3. Participation in threaded discussions

Students who do not participate through the Learning Platform (Blackboard) by the end of the first week will be administratively withdrawn from the course. **Students who fail to maintain active participation in a course for two consecutive weeks will be administratively withdrawn from the course. An administrative withdrawal will not relieve a student of responsibility for the fees related to the course.**

The last date of attendance for a student who is administratively withdrawn is the last day the student actively participated in the course. That includes contact with the instructor regarding the content or expectations of the course, if done through Blackboard, so it is verifiable.

NEW - Academic Course Participation Requirements

Faculty are required to have students respond to at least two assignments each week. That can include test/quizzes, formal assignments, threaded discussions, etc.



If faculty are using threaded discussions as one of the assignments, students must

1. Post the first threaded discussion response by Wednesday at 11:59 p.m. EDT, and
2. Post all other responses to your peers by Sunday at 11:59 p.m. EDT

Note: Students must adhere to any discussion posting requirements provided in the Course Policies section that requires more than the minimum of two (2) responses to their peers. Students should review the Course Policies section for any additional grading requirements.

Take a Look at the Student Orientation Course

I also want to remind you that the Student Orientation course is available to all Charter Oak Students. The Student Orientation Course is designed to help you become familiar with Charter Oak's online courses. It will allow you to learn how to navigate Blackboard or refresh your technology skills by working through the various modules (or tutorials) in the orientation. You can return to the orientation course as many times as you want as long as you are a Charter Oak student. To access the course:

1. Visit <https://learn.ct.edu/>

Username: cosc101

Password: student

OR

2. Go to "My Courses" in Blackboard and click on the link below.



ALUMNI NEWS

Rebecca Wareing, a 2007 graduate and COSC Foundation member, has been named by Hartford Business Journal's "Forty under Forty for 2015". She works as a search consultant and operations manager with Management Search Inc. in East Hartford. She recruits professionals for manufacturing and non-profit clients and leads a team of five, overseeing their training and development for the company. Wareing is a consistent top performer for MSI, winning Rookie of the Year in 2009 and increasing her sales by 29 percent in 2014.

Prior to joining MSI, Wareing was enlisted for eight years in the Army National Guard as a broadcast journalist, and she worked as a stand-up comic, performing at clubs, colleges and military bases around the world.

Wareing was appointed by Gov. Dannel P. Malloy as a member of the board of trustees for the Connecticut Department of Veterans Affairs, serves as the chair of the Financial Development Committee for the Charter Oak State College Foundation, and is in her third term as an elected member of the Hartford Democratic Town Committee. Wareing is passionate about improving access to education and careers for veterans and single moms and helping to improve quality of life for Hartford residents.

She lives in downtown Hartford, with her husband of nine years, Richard Wareing, and her two cats, Mikey and Trixi.



Undergraduate Program News



Enroll in Your Fall 2015 Courses Now!

Classes begin on Monday, August 24th

Fall registration is currently open. The last day to register for Full Semester, Term 1 and Session 1 courses is **Wednesday, August 19, 2015 at 4 p.m.**

Only payment at time of registration will secure a “seat” in your course.

To view a listing of fall courses, click on <https://acorn.charteroak.edu/ics/>

Please check the academic calendar for other important dates!

https://acorn.charteroak.edu/ICS/Home_Page.jnz?portlet=Calendar



Graduate Program News

Our first Master’s degree has been approved by the Connecticut Board of Regents and will go to our regional accrediting agency, the New England Association of Schools and Colleges (NEASC), in the fall for approval. It’s not official quite yet, but the College’s Master of Science in Organizational Effectiveness and Leadership is well on its way! If you’d like to be put on a contact list when we’re ready to officially launch the program, go to www.CharterOak.edu/Masters.



**Check your
E-Mail**



Please check your Charter Oak e-mail even in terms when you are not taking courses with us. This is how we communicate with you about ALL Charter Oak events and announcements, including registration and billing.



Two hundred graduates participated in the commencement ceremony this year and Welte Auditorium was filled to the brim with their proud families and friends.. Charter Oak alum and bagpipe player, Tara Keating, led the procession into the auditorium. She has graciously continued this tradition for the past three years. Her joyful and soulful music lent even more pomp and circumstance to the ceremony.

Many of our faculty and staff were on hand to meet our graduates and their very proud families at the brunch preceding the ceremony and at the reception following it. If you will be graduating between August 31, 2015 and May 31, 2016, we hope to meet you and your families at the June 5, 2016 ceremony!

A few facts about this year’s class. . .

Close to 600 graduates comprised the class of 2015. Of those, 64% were female and 63% of the graduates were from Connecticut. Graduates represented 40 states and 6 countries (Canada, El Salvador, Guam, Israel, Saudi Arabia and Spain, as well as graduates serving overseas in the armed services. The average age was 38 and their ages ranged from 17 to 70.

The speakers...

The Board of Regents and the College awarded the honorary degree, Doctor of Humane Letters, to **Colin McEnroe**, an American columnist and radio personality. He currently hosts The Colin McEnroe Show on Connecticut Public Radio, writes for The Hartford Courant, and hosts a blog, To Wit, on the Courant’s website. He has also taught at Trinity College.



He graduated from Kingswood-Oxford School in West Hartford, Connecticut and then from Yale University. McEnroe starting writing newspaper columns in the 1980s and was syndicated for a while. It was also in the 1980s that he started writing for magazines. He is a contributing editor at *Best Life* and *Men’s Health* magazines and has been a heavy contributor to *Mirabella*, *Mademoiselle* and *Verge*. His writing has also appeared in *Forbes FYI*, *Cosmopolitan*, *McSweeney’s Family Fun* and *Metropolitan Home*. McEnroe is a weekly columnist for *The Hartford Courant* and has been a reporter and columnist for over 30 years. In addition, his columns have appeared in hundreds of newspapers across America and abroad; he occasionally contributes to the *New York Times* op-ed page.

In May 2003, his play “A Woman of a Certain Age,” was produced at the Ivoryton Playhouse in CT. In 2004 his third book, “My Father’s Footprints,” published by Warner Books, won the Connecticut Book Award for best biography or memoir.

William J. McGurk, from the Connecticut Board of Regents, gave the “Message to the Graduates”.

April M. Cox, who graduated with honors, was the student speaker. She graduated with a Bachelor of Science in Organizational Leadership.

Maureen H. Barton sang “God Bless America” with her daughter, Maeve., and Mario Petrella. Maureen also graduated with honors with a Bachelor of Arts in Public Administration.







Office of Disability Services

It's never too late to access the resources that are available to you as you pursue your goal! Academic accommodations and support services are available to students with disabilities or medical conditions that impact academic performance. You may request accommodations at any time during the year; however, the Office of Disability Services encourages students to contact us as early as possible in order to prepare for a strong start to the semester.

Please visit the [Office of Disability Services webpage](#) for more information on how to access accommodations and services, or contact Andrea Hojnacki at (860) 515-3846 or ods@charteroak.edu.

The Office of Institutional Effectiveness would like to thank students for continuing to make the online course evaluation system a success. The purpose of course evaluation at our institution is to provide: 1) information for the individual faculty member to use in assessing his/her instruction, 2) data that may assist in making curricular and course content decisions, 3) data that will assist in improving the online delivery system, and 4) the student body with a voice in developing and maintaining an effective faculty and curriculum.

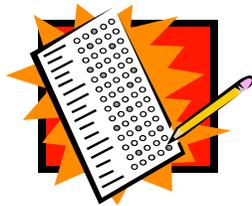
The insights that students provided played a significant role this past year in helping Charter Oak continue to enhance its courses while preserving the things that the school does best. We would like to remind students that the Office of Institutional Effectiveness will email links to the online course evaluation survey during the final week of instruction in each term.

Updated information from the New Student Survey

Charter Oak State College is interested in a student's experience going through the admissions process and becoming a student. In the survey students were asked to respond to questions regarding multiple office and online resources. Twenty-one questions are asked regarding experiences with the offices of admissions, financial aid, business, registrar, and academic counseling. Eight questions are asked regarding online resources and blackboard.

The New Student Survey was sent out in the end of May and was open for one month. A total of 445 students were contacted for the survey and 70 students responded for a response rate of 16%. When asked if taking 'Charter Oak 101: the free online Student Orientation Course in Blackboard' was helpful, 85% of respondents said 'yes'. When asked what their overall level of satisfaction with the process of becoming a Charter Oak student was, 84% of students responded in the affirmative, 4% were neutral. Email is the most frequently used form of contact between COSC students and staff.

All of the data was shared with the administration and the data is being used to improve services for the students.



News from the Office of Institutional Effectiveness

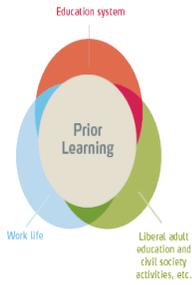
Charter Oak State College has a long history of listening to its students and revising processes and services to meet current needs. In order to help us continue this tradition, we ask current students and alumni to take a few moments to reply to confidential surveys. While the summary results are shared with the Administration and Staff, individual responses are not shared. Any personally identifiable information provided is removed prior to reporting and is only visible to the research team.

If you have any questions about survey administration at Charter Oak State College, please contact Cris Dittrich, Research Associate for the office of Institutional Effectiveness, at cdittrich@charteroak.edu.

Updated information from the Course Evaluation Survey

Students' overall ratings of their courses and instructors were positive this past Spring term – 83% of students rated the overall effectiveness of their instructor as "High" or "Very High," and 85% of students rated the overall effectiveness of their course as "High" or "Very High."





Prior Learning Assessment (PLA) is available for adults who have acquired knowledge that can be applied towards college credit without taking a course containing the same information. This can shorten your time to graduation! Go to www.CharterOak.edu/prior-learning-assessment/ccap to learn more about PLA and the programs evaluated for credit.

Volunteer for the Charter Oak State College Student Association Board



Just a few hours will get you . . .

- a chance to be a voice for the student body in shaping programs;
- an occasion to meet your fellow students;
- the opportunity to share experiences and swap tips; and
- the satisfaction that you have made a contribution.

A few hours of your time will help the College ...

- plan programs and events;
- access your creativity and good ideas;
- gain knowledge concerning student needs and interests; and
- make Charter Oak even more responsive to its adult learner population.

By volunteering for the Student Association Board, we all benefit. We ask that you attend just 2 or 3 short meetings per year. Bring your ideas and we'll provide the pizza and a forum for you to plan for the College. If you live out-of-state and would like to participate, you can do so through a conference call. Enjoy the camaraderie of other adult students seeking their degrees

through Charter Oak. We know that you will find that you have a lot in common.

Interested?

Contact Linda Larkin at llarkin@charteroak.edu or by telephone at (860) 515-3841.

Graduation Dates and Deadlines

Charter Oak awards degrees three times a year (May 31, August 31, and December 31). Diplomas are also issued three times a year, 4-6 weeks after the May, August and December conferral dates.

Please note that your degree **will not be awarded** if you have an outstanding balance on your account. To receive your diploma, you must also have completed your financial aid exit interview (if applicable). If you have any questions, please contact Paul Morganti, Associate Registrar, at pmoganti@charteroak.edu.

Financial Literacy for Students

Please visit <http://www.charteroak.edu/current/> and click on the "Financial Literacy at My-Money.gov" to view the 2015 Opportunities to Improve Finance Capability and Financial Well-Being of Postsecondary Students, published by The U.S. Financial Literacy and Education.

Meet Our New Faculty Member

Nancy Billias, Ph.D., is a new consulting faculty member. She is Associate Professor and Chair of the Philosophy Department at University of Saint Joseph, West Hartford, CT. She will serve a three-year term on the History and Humanities Committee.



Faculty News

Dr. Neil Dworkin, a core faculty member and member of our Business Committee, has written an article, "Case Study: Strategic Financial Planning in Long-Term Care" published in *Health Care Finance: Basic Tools for Nonfinancial Managers (4th Ed.)* by Judith Baker and R.W. Baker. Jones & Bartlett Learning, Burlington, MA, 2014.

Congratulations to Professor Kenneth Anthony on earning his doctorate degree in Educational Leadership from the University of Hartford. He is the Director of Professional Development for the Connecticut After School Network. He Teaches ASE 270, Supervision and Leadership in After School Education here at Charter Oak.



Meet Our New Staff Members

Kevin Gardner has joined Charter Oak State College as Assistant Director of Instructional Design. He previously worked at Goodwin College as their Multimedia Instructional Producer. Kevin has a M.A. in English and a B.A. in Media and Communication Arts. He has extensive experience in instructional media, video production, and teaching. Kevin will be working with faculty to develop online courses and media.

Adam Gentry has joined our instructional design team as a Course Developer. He previously worked at CCSU as an instructional designer. Adam has a M.S. in Educational Technology and a B.A. in English. His experience includes digital media and video production. Adam will be working with faculty to help them develop their online courses.

Kathryn Jensen is the Assistant Director/ Online Course Coordinator for the Manufacturing Grant. She has a M.S. in Educational Technology from Central Connecticut State University and a B.A. in Psychology from Marist College.

Previously, Kathryn worked at Goodwin College as an Instructional Designer. She has been working in Higher Education in various capacities since 1994.



Charter Oak State College

TEST SCHEDULE 2015-16

Test Administration Schedule August 2015 – March 2016

CLEP & DSST Exams are held at 85 Alumni Road in Newington, CT
 Pathways/Early Childhood Exams are held at the main office at 55 Paul Manafort Drive
All CLEP & DSST Exams are held at 85 Alumni Road in Newington, CT

Pathways/Early Childhood Exams are held at the main office at 55 Paul Manafort Drive

MONTH	CLEP	DSST/DANTES	COSC Pathways
September	(F) 4 (11:30) (S) 5 (9:00, 11:30 & 1:30) (R) 10 (10:30 & 1:00) (F) 11 (11:30) (S) 12 (9 a.m.) (S) 19 (9:00, 11:30 & 1:30)	(F) 4 (11 a.m.) (R) 10 (10 a.m. & 12:30) (F) 11 (11 a.m.)* (S) 12 (11 a.m.) (F) 18 (Public Speaking Only)	(S) 5 (2:00 p.m.) (S) 12 (2:00 p.m.)
October	(S) 3 (9:00, 11:30 & 1:30) (R) 15 (10:30 a.m. & 1:00 p.m.) (F) 16 (11:30) (S) 17 (9 a.m.) (S) 24 (9:00, 11:30 & 1:30)	(R) 15 (10 a.m. & 12:30) (F) 16 (11 a.m.)* (S) 17 (11 a.m.) (F) 23 (Public Speaking Only)	(S) 10 (2:00 p.m.) (S) 17 (2:00 p.m.)
November	(S) 7 (9 a.m., 11:30 a.m. & 1:30 p.m.) (R) 12 (10:30 a.m. & 1:00 p.m.) (F) 13 (11:30) (S) 14 (9 a.m.) (F) 20 (11:30 a.m.) (S) 21 (9 a.m., 11:30 a.m. & 1:30 p.m.)	(R) 12 (10 a.m. & 12:30 p.m.) (F) 13 (11 a.m.)* (S) 14 (11 a.m.) (F) 20 (11 a.m.)*	(S) 7 (2:00 p.m.) (S) 14 (2:00 p.m.)
December	(R) 3 (10:30 a.m. & 1:00 p.m.) (F) 4 (11:30 a.m.) (S) 5 (9 a.m., 11:30 a.m. & 1:30 p.m.)	(R) 3 (10 a.m. & 12:30 p.m.) (F) 4 (11 a.m.)*	(S) 12 (2:00 p.m.) (S) 19 (2:00 p.m.)
January 2016	S) 9 (9 a.m., 11:30 a.m. & 1:30 p.m.) (R) 14 (10:30 a.m. & 1:00 p.m.) (F) 15 (11:30 a.m.) (S) 16 (9 a.m.) (F) 22 (11:30a.m.) (S) 23 (9 a.m., 11:30 a.m. & 1:30 p.m.)	(R) 14 (10 a.m. & 12:30) (F) 15 (11 a.m.) (S) 16 (11 a.m.) (F) 22 (11:00 a.m.)*	(S) 9 (2:00) (S) 16 (2:00)

All **CLEP & DSST/DANTES** are administered at 85 Alumni Road in Newington, CT.

Pathways exams are administered at the main office, 55 Paul Manafort Drive, New Britain. (R) Thursday
(F) Friday (S) Saturday