

# Sussex County Community College

## Annual Institutional Profile Report

October 15, 2010

## Preface

We are pleased to submit the 2010 Annual Institutional Profile for Sussex County Community College. Sussex County Community College continues to be a strong academic and cultural presence in the community.

In keeping with the trends of recent years, SCCC has continued its extraordinary growth in the 2009-2010 academic year. From 2004 through 2009, Sussex County Community College's fall semester headcount has increased by 33 percent.

Throughout this sustained period of growth, it has been an active goal of the Institution to keep the focus on the students that we are here to serve.

Sussex County Community College continues its quest to improve itself. It seeks to accomplish this through the continuous evaluation of its goals within the context of the needs of the students, the institution, and the larger community that it serves.

At the core of this endeavor is the implementation of the Sussex County Community College five year Strategic Plan, adopted in 2008. Every aspect of the plan is being addressed creatively and collaboratively and the goals of the plan are becoming a reality.

A handwritten signature in cursive script, reading "Harold H. Damato". The signature is fluid and stylized, with a large initial "H" and "D".

Harold H. Damato  
Interim President

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## **II. Data By Category**

### **II.A. Accreditation Status**

#### ***II.A.1. Institutional Accreditation***

Sussex County Community College is licensed by the State of New Jersey. It is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools. The college was initially awarded accreditation in 1993. The college was visited again by the Middle States accreditation team five years later, in 1998. Following this visit the college was granted accreditation for the standard ten year period. Sussex County Community College was granted reaccreditation by the Middle States Commission on Higher Education again in 2008.

#### ***II.A.2. Professional Accreditation***

The Medical Assistant, Respiratory Therapy Program and the Surgical Technology Programs in the Department of Health Science at Sussex County Community College are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The Medical Office Assistant Program in the Department of Health Science is accredited by the American Medical Technologists (AMT). The Medical Administrative Assistant Program is approved by the National Health Career Association. The Medical Coding and Billing Program is approved by the American Health Information Management Association (AHIMA). The Emergency Medical Technician course is approved by the New Jersey Department of Health and Senior Services Office of EMS. The Home Health Aide Training Course has been approved by the New Jersey Board of Nursing.

## II.B. Number of Students Served

### II.B.1. Undergraduate Enrollment by Attendance Status, Fall 2009

<b>Table II.B.1: Sussex County Community College</b>		
<b>Attendance Status</b>	<b>Number Enrolled</b>	<b>Percentage of Enrollment</b>
<b>Full-Time</b>	<b>2,461</b>	<b>58.5%</b>
<b>Part-Time</b>	<b>1,747</b>	<b>41.5%</b>
<b>Total</b>	<b>4,208</b>	<b>100.0%</b>
Data provided by the NJ Commission on Higher Education Office of Research and Policy Analysis. Data Source: IPEDS Fall Enrollment Survey		

### II.B.2. Number of Graduate and First-Professional Students by Attendance Status, Fall 2009

At Sussex County Community College there are currently no graduate or First-Professional Students.

### II.B.3. Non-Credit Enrollment, FY 2008 – 2009

<b>Table II.B.3: Sussex County Community College</b>		
	<b>Open Enrollment</b>	<b>Customized Training</b>
<b>Total Number of Registrations <sup>1</sup></b>	<b>3,458</b>	<b>39</b>
<b>Unduplicated Headcount</b>	<b>1,856</b>	<b>--</b>
<b>Total Clock Hours (1 Clock Hour = 60 Minutes)</b>	<b>77,601</b>	<b>224</b>
<b>Total FTEs <sup>2</sup></b>	<b>172</b>	<b>0</b>
Data provided by the NJ Commission on Higher Education Office of Research and Policy Analysis. Data Source: SURE Non-credit Open Enrollment file and NJ IPEDS Form #31, Customized Training. <sup>1</sup> Includes all registrations in any course that started on July 1, 2008 through June 30, 2009 <sup>2</sup> FTEs were computed by converting clock hours to credit hours (by dividing by 15), then converting credit hours to FTEs (dividing by 30).		

***II.B.4. Unduplicated Enrollment, FY 2008 – 2009***

<b>Table II.B.4: Sussex County Community College</b>	
<b>Headcount Enrollment</b>	<b>5,053</b>
<b>Credit Hours</b>	<b>72,670</b>
<b>FTE</b>	<b>2,422</b>
Data provided by the NJ Commission on Higher Education Office of Research and Policy Analysis. Data Source: IPEDS 12-Month Enrollment Survey	

## II.C. Characteristics of Undergraduate Students

### II.C.1. Mean Math, Reading and Writing SAT Scores

Sussex County Community College does not require students to take the SAT Exam for admission.

### II.C.2.a. Basic Skills Placement Tests Administered At Sussex County Community College

At Sussex County Community College Accuplacer Online is used to determine remediation need. There are five subtests administered through Accuplacer Online: Reading Comprehension, WritePlacer, Sentence Skills, Arithmetic, and Elementary Algebra. All students are required to take the basic skills placement test unless: they qualify for exemption based on their SAT scores, transfer credits, an approved basic skills test taken at another college or university, or, they have already earned a college degree. Students taking SCCC courses approved for personal enrichment or meeting a special program standard or exception can also satisfy a waiver condition. In addition to the four Basic Skills sub-tests, students intending to take Pre-calculus and Calculus courses at SCCC are required to take an additional College Level Mathematics section of the Accuplacer test which is used to gauge readiness for these courses.

Students who achieve a score of 530 or more in the Mathematics section of the SAT are exempt from the math subtest of the placement test. Students who achieve a score of 540 or more in the Critical Reading section of the SAT are exempt from the reading comprehension subtest.

### II.C.2.b. Total Number of Remedial Students Enrolled in Remediation in Fall 2009

<b>Table II.C.2.b: Sussex County Community College</b>		
<b>Total Fall 2009 Undergraduate Enrollment</b>	<b>Number of Students Enrolled in 1+ Remedial Courses</b>	<b>Percent of Total Enrolled in 1+ Remedial Courses</b>
<b>4,208</b>	<b>1,128</b>	<b>26.8%</b>
<small>Data provided by the NJ Commission on Higher Education Office of Research and Policy Analysis.                      Data Source: SURE Fall Enrollment file</small>		

***II.C.2.c. Total Number of First-Time, Full-Time, Degree-Seeking Students Enrolled in Remediation in Fall 2009***

<b>Table II.C.2.c: Sussex County Community College</b>		
<b>Total Fall 2009 First-Time, Full-Time, Degree-Seeking Students</b>	<b>Number of FTFTDS Enrolled in 1(+) Remedial Courses</b>	<b>Percent of Total FTFTDS Enrolled in 1(+) Remedial Courses</b>
<b>821</b>	<b>465</b>	<b>56.6%</b>
<small>Data provided by the NJ Commission on Higher Education Office of Research and Policy Analysis.                      Data Source: SURE Fall Enrollment file</small>		

***II.C.2.d. First-Time, Full-Time, Degree-Seeking Students Enrolled in Remediation in Fall 2009 by Subject Area***

<b>Table II.C.2.d: Sussex County Community College</b>		
<b>Subject Area</b>	<b>Number of FTFTDS Enrolled In</b>	<b>Percent of Total FTFTDS Enrolled In</b>
<b>Computation</b>	<b>246</b>	<b>30.0%</b>
<b>Algebra</b>	<b>155</b>	<b>18.9%</b>
<b>Reading</b>	<b>273</b>	<b>33.3%</b>
<b>Writing</b>	<b>167</b>	<b>20.3%</b>
<b>English</b>	<b>0</b>	<b>0.0%</b>
<small>Data provided by the NJ Commission on Higher Education Office of Research and Policy Analysis.                      Data Source: SURE Fall Enrollment file</small>		

**II.C.3.a. Enrollment by Status and Race/Ethnicity, Fall 2009**

Legend of Race/Ethnic Categories

W = White, Non-Hispanic    AI/AN = American Indian/ Alaskan Native  
 B = Black    NRA = Non-Resident Alien  
 H = Hispanic    U = Unknown  
 A/PI = Asian/ Pacific Islander

<b>Table II.C.3.a: Sussex County Community College</b>								
<b>Undergraduate</b>	<b>W</b>	<b>B</b>	<b>H</b>	<b>A/PI</b>	<b>AI/AN</b>	<b>NRA</b>	<b>U*</b>	<b>Total</b>
<b>Full-Time</b>	2,210	48	118	23	22	26	14	2,461
<b>Percent Full-Time</b>	89.8%	2.0%	4.8%	0.9%	0.9%	1.1%	0.6%	100.0%
<b>Part-Time</b>	1,529	25	119	41	11	6	16	1,747
<b>Percent Part-Time</b>	87.5%	1.4%	6.8%	2.3%	0.6%	0.3%	0.9%	100.0%
<b>Total</b>	3,739	73	237	64	33	32	30	4,208
<b>Percent of Total</b>	88.9%	1.7%	5.6%	1.5%	0.8%	0.8%	0.7%	100.0%

Data provided by the NJ Commission on Higher Education Office of Research and Policy Analysis.  
 \*Note: Unknown includes 2 or More Races.  
 Data Source: IPEDS Fall Enrollment Survey

**II.C.3.b. Enrollment by Status and Sex, Fall 2009**

<b>Table II.C.3.b: Sussex County Community College</b>						
<b>Undergraduate</b>	<b>Full-Time</b>	<b>Percent Full-Time</b>	<b>Part-Time</b>	<b>Percent Part-Time</b>	<b>Total</b>	<b>Percent Total</b>
<b>Male</b>	1,281	52.1%	625	35.8%	1,906	45.3%
<b>Female</b>	1,180	47.9%	1,122	64.2%	2,302	54.7%
<b>Total</b>	2,461	100.0%	1,747	100.0%	4,208	100.0%

Data provided by the NJ Commission on Higher Education Office of Research and Policy Analysis.  
 Data Source: IPEDS Fall Enrollment Survey

***II.C.3.c. Enrollment by Status and Age, Fall 2009***

<b>Table II.C.3.c: Sussex County Community College</b>						
<b>Age Category</b>	<b>Full-Time</b>	<b>Percent Full-Time</b>	<b>Part-Time</b>	<b>Percent Part-Time</b>	<b>Total</b>	<b>Percent Total</b>
<b>Less Than 18</b>	<b>10</b>	<b>0.4%</b>	<b>240</b>	<b>13.7%</b>	<b>250</b>	<b>5.9%</b>
<b>18-19</b>	<b>1,243</b>	<b>50.5%</b>	<b>152</b>	<b>8.7%</b>	<b>1,395</b>	<b>33.2%</b>
<b>20-21</b>	<b>773</b>	<b>31.4%</b>	<b>192</b>	<b>11.0%</b>	<b>965</b>	<b>22.9%</b>
<b>22-24</b>	<b>226</b>	<b>9.2%</b>	<b>275</b>	<b>15.7%</b>	<b>501</b>	<b>11.9%</b>
<b>25-29</b>	<b>92</b>	<b>3.7%</b>	<b>235</b>	<b>13.5%</b>	<b>327</b>	<b>7.8%</b>
<b>30-34</b>	<b>26</b>	<b>1.1%</b>	<b>145</b>	<b>8.3%</b>	<b>171</b>	<b>4.1%</b>
<b>35-39</b>	<b>26</b>	<b>1.1%</b>	<b>97</b>	<b>5.6%</b>	<b>123</b>	<b>2.9%</b>
<b>40-49</b>	<b>42</b>	<b>1.7%</b>	<b>250</b>	<b>14.3%</b>	<b>292</b>	<b>6.9%</b>
<b>50-64</b>	<b>22</b>	<b>0.9%</b>	<b>137</b>	<b>7.8%</b>	<b>159</b>	<b>3.8%</b>
<b>More Than 65</b>	<b>0</b>	<b>0.0%</b>	<b>11</b>	<b>0.6%</b>	<b>11</b>	<b>0.3%</b>
<b>Unknown</b>	<b>1</b>	<b>0.0%</b>	<b>13</b>	<b>0.7%</b>	<b>14</b>	<b>0.3%</b>
<b>Total</b>	<b>2,461</b>	<b>100.0%</b>	<b>1,747</b>	<b>100.0%</b>	<b>4,208</b>	<b>100.0%</b>
Data provided by the NJ Commission on Higher Education Office of Research and Policy Analysis. Data Source: IPEDS Fall Enrollment Survey						

*II.C.4. Financial Aid from State, Federal, and Institution-Funded Programs, FY 2008 – 2009*

<b>Table II.C.4: Sussex County Community College</b>			
<b>State Programs</b>			
<b>Award</b>	<b>Recipients</b>	<b>Dollars</b>	<b>\$/Recipient</b>
Tuition Aid Grants (TAG)	428	\$570,158	\$1,332.14
Educational Opportunity Fund (EOF)	0	\$0	--
Outstanding Scholars (OSRP)	0	\$0	--
Distinguished Scholars	7	\$6,045	\$863.57
Urban Scholars	0	\$0	--
NJ STARS	160	\$460,127	\$2,875.79
NJCLASS Loans	8	\$47,982	\$5,997.74
<b>Federal Programs</b>			
<b>Award</b>	<b>Recipients</b>	<b>Dollars</b>	<b>\$/Recipient</b>
Pell Grants	812	\$2,167,566	\$2,669.42
College Work Study	30	\$37,723	\$1,257.45
Perkins Loans	0	\$0	--
SEOG	211	\$37,221	\$176.40
PLUS Loans	7	\$26,352	\$3,764.57
Stafford Loans (Subsidized)	346	\$856,991	\$2,476.85
Stafford Loans (Unsubsidized)	402	\$1,098,201	\$2,731.84
SMART & ACG or other	55	\$43,875	\$797.73
<b>Institutional Programs</b>			
<b>Award</b>	<b>Recipients</b>	<b>Dollars</b>	<b>\$/Recipient</b>
Grants/Scholarships	321	\$347,348	\$1,082.08
Loans	0	\$0	--
Data provided by the NJ Commission on Higher Education Office of Research and Policy Analysis. Data Source: NJIPEDS Form #41 Student Financial Aid Report			

**II.C.5. First-Time Undergraduates Enrollment by State of Residence, Fall 2009**

<b>Table II.C.5: Sussex County Community College</b>				
<b>Enrollment Cohort</b>	<b>State Residents</b>	<b>Non-State Residents</b>	<b>Total</b>	<b>Percent State Residents</b>
<b>First-Time Undergraduates</b>	<b>877</b>	<b>112</b>	<b>989</b>	<b>88.7%</b>
Data provided by the NJ Commission on Higher Education Office of Research and Policy Analysis. Data Source: IPEDS Fall Enrollment Survey				

**II.D. Student Outcomes**

***II.D.1.a. Four-, Five-, and Six-Year Graduation Rate by Race/Ethnicity***

This section is only required of senior public institutions, therefore is not applicable to Sussex County Community College.

***II.D.1.b. Two-Year Graduation Rate of Fall 2006 First-Time, Full-Time, Degree/Certificate-Seeking Students***

<b>Table II.D.1.b: Sussex County Community College</b>	
<b>Fall 2006 Cohort</b>	<b>543</b>
<b>Number Graduated After 2 Years</b>	<b>2</b>
<b>Percent Graduated After 2 Years</b>	<b>0.4%</b>
Data provided by the NJ Commission on Higher Education Office of Research and Policy Analysis. Data Source: IPEDS Graduation Rate Survey	

***II.D.1.c Three Year Graduation and Transfer Rates of Fall 2006 First-Time, Full-Time, Degree/Certificate-Seeking Students by Race/Ethnicity***

Legend of Race/Ethnic Categories

- W = White, Non-Hispanic    A/PI = Asian/ Pacific Islander
- B = Black    NRA = Non-Resident Alien
- H = Hispanic    O = American Indian & Unknown

<b>Table II.D.1.c: Sussex County Community College</b>							
	<b>W</b>	<b>B</b>	<b>H</b>	<b>A/PI</b>	<b>NRA</b>	<b>O*</b>	<b>Total</b>
<b>Fall 2006 Cohort</b>	<b>469</b>	<b>12</b>	<b>48</b>	<b>4</b>	<b>1</b>	<b>9</b>	<b>543</b>
<b>Number Graduated After 3 Years</b>	<b>138</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>147</b>
<b>Percent Graduated After 3 Years</b>	<b>29.4%</b>	<b>8.3%</b>	<b>8.3%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>44.4%</b>	<b>27.1%</b>
<b>Number Transferred</b>	<b>77</b>	<b>4</b>	<b>10</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>94</b>
<b>Percent Transferred</b>	<b>16.4%</b>	<b>33.3%</b>	<b>20.8%</b>	<b>75.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>17.3%</b>
Data provided by the NJ Commission on Higher Education Office of Research and Policy Analysis. *Other includes American Indian and Unknown Race. Data Source: IPEDS Graduation Rate Survey							

***II.D.2. Third Semester Retention of First-Time Undergraduates, Fall 2008-Fall 2009***

<b>Table II.D.2: Sussex County Community College</b>			
<b>Attendance Status</b>	<b>Fall 2008 First-Time Undergraduates</b>	<b>Retained in Fall 2009</b>	<b>Retention Rate</b>
<b>Full-Time</b>	<b>780</b>	<b>515</b>	<b>66.0%</b>
<b>Part-Time</b>	<b>188</b>	<b>70</b>	<b>37.2%</b>
<small>Data provided by the NJ Commission on Higher Education Office of Research and Policy Analysis.                      Data Source: IPEDS Fall Enrollment Survey, Part E</small>			

## II.E. Faculty Characteristics

### II.E.1. Full-Time Faculty by Race/Ethnicity, Sex, Tenure Status, and Academic Rank Simultaneously, Fall 2009

Legend of Race/Ethnic Categories

W = White, Non-Hispanic      AI/AN = American Indian/ Alaskan Native  
 B = Black                              NRA = Non-Resident Alien  
 H = Hispanic                              U = Unknown  
 A/PI =Asian/ Pacific Islander

<b>Table II.E.1: Sussex County Community College</b>									
<b>Tenured</b>		<b>W</b>	<b>B</b>	<b>H</b>	<b>A/PI</b>	<b>AI/AN</b>	<b>NRA</b>	<b>U</b>	<b>Total</b>
<b>Professors</b>	<b>M</b>	2	0	0	0	0	0	0	2
	<b>F</b>	4	0	0	0	0	0	0	4
<b>Associate Professors</b>	<b>M</b>	5	0	0	0	0	0	0	5
	<b>F</b>	5	0	0	0	0	0	0	5
<b>Assistant Professors</b>	<b>M</b>	4	0	0	0	0	0	0	4
	<b>F</b>	15	0	0	0	0	0	0	15
<b>All Others</b>	<b>M</b>	0	0	0	0	0	0	0	0
	<b>F</b>	0	0	0	0	0	0	0	0
<b>Total</b>	<b>M</b>	11	0	0	0	0	0	0	11
	<b>F</b>	24	0	0	0	0	0	0	24
<b>Without Tenure</b>									
<b>Professors</b>	<b>M</b>	0	0	0	0	0	0	0	0
	<b>F</b>	0	0	0	0	0	0	0	0
<b>Associate Professors</b>	<b>M</b>	0	0	0	0	0	0	0	0
	<b>F</b>	0	0	0	0	0	0	0	0
<b>Assistant Professors</b>	<b>M</b>	2	0	1	0	0	0	0	3
	<b>F</b>	4	0	0	0	0	0	0	4
<b>All Others</b>	<b>M</b>	5	0	0	0	0	0	0	5
	<b>F</b>	4	0	0	0	0	0	0	4
<b>Total</b>	<b>M</b>	7	0	1	0	0	0	0	8
	<b>F</b>	8	0	0	0	0	0	0	8
<b>Total</b>									
<b>Professors</b>	<b>M</b>	2	0	0	0	0	0	0	2
	<b>F</b>	4	0	0	0	0	0	0	4
<b>Associate Professors</b>	<b>M</b>	5	0	0	0	0	0	0	5
	<b>F</b>	5	0	0	0	0	0	0	5
<b>Assistant Professors</b>	<b>M</b>	6	0	1	0	0	0	0	7
	<b>F</b>	19	0	0	0	0	0	0	19
<b>All Others</b>	<b>M</b>	5	0	0	0	0	0	0	5
	<b>F</b>	4	0	0	0	0	0	0	4
<b>Total</b>	<b>M</b>	18	0	1	0	0	0	0	19
	<b>F</b>	32	0	0	0	0	0	0	32

Data provided by the NJ Commission on Higher Education Office of Research and Policy Analysis  
 Data Source: IPEDS Human Resources Survey

***II.E.2. Percentage of Course Sections Taught by Full-Time Faculty, Fall 2009***

<b>Table II.E.2: Sussex County Community College</b>				
	<b>Full-Time Faculty</b>	<b>Adjunct Faculty</b>	<b>Taught by Others*</b>	<b>Total</b>
<b>Number of Sections</b>	<b>265</b>	<b>558</b>	<b>10</b>	<b>833</b>
<b>Percentage of Sections</b>	<b>31.8%</b>	<b>67.0%</b>	<b>1.2%</b>	<b>100.0%</b>
Data Source: Sussex County Community College *Others include Full-time Administrators and Teaching Assistants. **Concurrent, Open Labs, & Independent Study Not Included				

***II.E.3. Ratio of Full-Time to Part-Time Faculty, Fall 2009***

<b>Table II.E.3: Sussex County Community College</b>		
<b>Faculty</b>	<b>Number</b>	<b>Percent</b>
<b>Full-Time</b>	<b>51</b>	<b>17.6%</b>
<b>Part-Time</b>	<b>238</b>	<b>82.4%</b>
<b>Total</b>	<b>289</b>	<b>100.0%</b>
Data provided by the NJ Commission on Higher Education Office of Research and Policy Analysis. Data Source: IPEDS Human Resources Survey		

## II.F. Governing Board Characteristics

### II.F.1. Characteristics of Board of Trustees by Race/Ethnicity and Sex (Simultaneously)

Legend of Race/Ethnic Categories

W = White, Non-Hispanic AI/AN = American Indian/ Alaskan Native  
 B = Black NRA = Non-Resident Alien  
 H = Hispanic U = Unknown  
 A/PI =Asian/ Pacific Islander

	W	B	H	A/PI	AI/AN	NRA	U	Total
Male	8	0	0	0	0	0	0	8
Female	4	0	0	0	0	0	0	4
<b>Total</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>

Data Source: Sussex County Community College

### II.F.2. Members of the Board of Trustees.

Name	Title	Affiliation
Jacob J. Smith	Chairman	Self-Employed Businessman
Linda E. Fountain	Secretary	Insurance Executive
Tammy Case	Treasurer	Bank Vice President
Dr. Bernard J. Andrews	Trustee	Retired Educator
Ann G. Bain	Trustee	Tennis Pro
Glenn T. Gavan	Trustee	Lawyer
Dr. Rosalie Lamonte	Trustee	Executive Superintendent of Schools
Thomas W. Long	Trustee (State Appointee)	Retired Educator
Kirk S. Perry	Trustee	Entrepreneur/Real Estate Investor
Richard Sullivan	Trustee	Architect
Glen Vetrano	Trustee (State Appointee)	Firefighter/Battalion Chief
Harold Damato	Interim President Ex-Officio Member	SCCC CEO/Interim President

Data Source: Sussex County Community College

Additional Information: <http://sussex.edu/aboutus/boardoftrustees.php>

## II.G. A Profile of the Institution

### II.G.1. Degree and Certificate Programs

Table II.G.1: Sussex County Community College	
Type of Degree	Program (CIP Code)
<u>Associate in Arts (AA)</u>	<ul style="list-style-type: none"> <li>● <b>Liberal Arts (240101)</b> <ul style="list-style-type: none"> <li>○ Anthropology Option</li> <li>○ Communication/Broadcasting Option</li> <li>○ Communication/Film Studies Option</li> <li>○ Communication/Journalism Option</li> <li>○ Dramatic Arts Option</li> <li>○ Elementary/Secondary Education Option</li> <li>○ English Option</li> <li>○ History Option</li> <li>○ Political Science</li> <li>○ Pre-Law Option</li> <li>○ Psychology Option</li> <li>○ Sociology Option</li> </ul> </li> </ul>
<u>Associate of Fine Arts (AFA)</u>	<ul style="list-style-type: none"> <li>● <b>Studio Arts (500702)</b> <ul style="list-style-type: none"> <li>○ Design Option</li> <li>○ Photography Option</li> </ul> </li> </ul>
<u>Associate in Science (AS)</u>	<ul style="list-style-type: none"> <li>● <b>Accounting (520301)</b></li> <li>● <b>Business Administration (520201)</b></li> <li>● <b>Criminal Justice (430199)</b></li> <li>● <b>Environmental Studies (030103)</b></li> <li>● <b>Human Services (440701)</b></li> <li>● <b>Science/Mathematics (300101)</b> <ul style="list-style-type: none"> <li>○ Biology Option</li> <li>○ Chemistry Option</li> <li>○ Computer Science Option</li> <li>○ Engineering/Physics Option</li> <li>○ Geology Option</li> <li>○ Information Systems Option</li> <li>○ Mathematics Option</li> <li>○ Pre-Medical/Dental Option</li> <li>○ Pre-Nutrition/Dietetic Option</li> </ul> </li> </ul>
<u>Associate in Applied Science (AAS)</u>	<ul style="list-style-type: none"> <li>● <b>Automotive Service Technology (150803)</b></li> <li>● <b>Business Management (520201)</b> <ul style="list-style-type: none"> <li>○ E-Commerce Option</li> <li>○ Food &amp; Beverage Management Option</li> <li>○ Hotel &amp; Restaurant Management Option</li> <li>○ Information Specialist Option</li> <li>○ Marketing Option</li> </ul> </li> <li>● <b>Child Developmental Specialist (131209)</b></li> <li>● <b>Computer Information Systems (110101)</b></li> <li>● <b>Fire Science Technology (430299)</b></li> <li>● <b>Graphic Design (500409)</b> <ul style="list-style-type: none"> <li>○ Computer Gaming Option</li> </ul> </li> <li>● <b>Health Science (510000)</b></li> <li>● <b>New Media Communications (110801)</b></li> <li>● <b>Nurse Education Program (None – PCCC)</b></li> <li>● <b>Paralegal Studies (220302)</b></li> <li>● <b>Respiratory Therapy (510908 – NWNJCRCE)</b></li> </ul>

PCCC = Partnership with Passaic County Community College

NWNJCRCE = North West New Jersey Consortium for Respiratory Care Education

<b><u>Professional Certificates</u></b>	<b><u>CIP Code</u></b>
• Automotive Service Technology	(150803)
• Child Development Specialist	(190709)
• Computer Information Systems	(110101)
• Computerized Accounting	(520399)
• Fire Science Technology	(430299)
• Interactive Design	(500409)
• Paralegal	(220302)
• Web Publishing	(091001)

### ***II.G.2. Other Programs***

#### **Access Programs**

- GED/ABE Study Programs
- Academic Support Services
- Disabilities Assistance Program (DAP)
- English Speakers of Other Languages (ESOL)
- Developmental Studies Courses

#### **Health Science Training Certificates**

- Medical Assistant
  - Medical Coding and Billing
  - Professional Medical Coding
  - Medical Office Assistant
  - Medical Administrative Assistant
  - Surgical Technology
  - Home Health Aid
  - Emergency Medical Technician
-

### **Continuing Education Training Certificates**

- Alternate Route Teacher Certification - New Pathways to Teaching in New Jersey
- Building Inspector RCS, ICS, HHS
- Certified Substitute Teacher/ NPTNJ 24 hour Pre-service Program
- Child Development Associate/Certificate
- Computer Software (Microsoft Office, QuickBooks, Adobe Products)
- Computerized Accounting With QuickBooks
- Construction Official
- Emergency Medical Technician
- Firefighter 1, 2, 3
- Fire Protection Inspector HHS
- Food Safety for Food Handlers HHS
- Legal Secretary
- Modern Office Administration
- NJ Notary Preparation Course
- Personal Watercraft & Boating Safety Certificate
- Plumbing Inspector ICS, HHS
- Professional Development Program for Teachers
- Project Management - Online
- QuickBooks Pro Training
- Real Estate Broker
- Real Estate Pre-licensing
- Reki I, II, III Certification
- ServSafe® 1 Day Training
- Small Business Management
- Solar Panel Installation Technician Certificate
- Subcode Official
- Technical Assistant
- Web Design

### **Academic Initiatives**

- Early College Advantage Program (*Formerly the High School Credit Bank Program*)
  - Articulation Agreements for various majors with:
    - Centenary College
    - College of St. Elizabeth
    - East Stroudsburg University
    - Fairleigh Dickinson University
    - Felician College
    - Johnson and Wales University
    - Marywood University
    - Montclair State University
    - New Jersey Institute of Technology
    - William Paterson University of New Jersey
  - Dual Admission Agreement with Fairleigh Dickenson University
  - Partnership Agreements with:
    - Seton Hall University
  - The University Center Partnership with Felician College
-

### **Profile of Continuing Education at SCCC**

Providing a venue for life-long learning, Sussex County Community College offers a full range of programs through its Continuing Education (CE) division. These programs are dedicated to providing learning opportunities to area residents and local businesses. With a host of multi-faceted programs to enhance work and technology skills, CE provides educational possibilities in areas such as art and culture, finance, childhood development, health and wellness, computer technology, personal enrichment and professional development. CE provides local businesses with computer technology, business operations and customized employee training either on campus, or at the business site.

CE tailors its offerings for both business and individual needs based on data derived from a variety of sources. Information is obtained through student and employer input and surveys, through data collected from local government and business groups, and through personal interaction with the community. Professional Development Courses have been added to target the public school teachers and their administrators. CE's partnership with the New Jersey Department of Education allows us to be a Professional Development provider. CE offers programs to people who are seeking entry-level jobs that require specific course work or certification; those who need continuing education in order to stay competitive in their present positions.

CE works closely with the New Jersey Department of Labor, the Morris/Sussex/Warren Workforce Investment Board and the Sussex County Economic Development Partnership to retain and attract businesses as well as to develop the local labor force. CE contributes to the enhancement of business creation and development by providing quality post-secondary technical and other career education. This is provided on a continuous basis throughout the working career of local employees.

CE contributes to the enhancement of business creation and development by providing quality post-secondary technical and other career education that is accessible on a continuous basis, throughout the working career of local employees. CE provides local businesses with training in computer technology, business operations, finance, supervision, team building, ESL and other customized employee training. These trainings can occur either on campus, or at the business sites. Corporate and customized training initiatives assist area employers to retain employees through upgrading their skills to meet the ever-changing technology and business demands. Working with the local business community and the New Jersey Department of Labor, Morris / Sussex / Warren Workforce Investment Board, Sussex County Chamber of Commerce & Economic Development Partnership, and the NJSBDC of Northwest Jersey, CE seeks to identify individual businesses and workers who would benefit from this training. CE's customized training program offers specific training adapted to the individual needs of a business.

At SCCC/CE offices, NJSBDC of Northwest Jersey counselors provide small business entrepreneurs with:

- \* Free one-on-one management consulting
  - \* Affordable training and seminars
  - \* Access to publications, reference materials, and small business resources
-

Appointments are available for anyone to meet with SBDC counselors at one of our rooms in the main campus.

Entrepreneurial courses and seminars offered by CE address issues and problems facing small businesses today. These offerings cover many topics of concern for small businesses, such as e-commerce, financing, marketing, importing & exporting, and tax implications. The NJSBDC of Northwest Jersey, also hosted by CE, provides management consulting and training Programs in partnership with the U.S. Small Business Administration and the New Jersey Commerce and Economic Growth Commission.

Thanks to a grant from the USDA/Rural Development, Sussex County Community College was able to create USDA Entrepreneurial Center.

Our Mission: To create a resource center to assist entrepreneurs in Sussex County that will be supported by technology, counseling and other assets in order to stimulate economic growth.

Our Center is enhancing the level of assistance and education to that of a limited business incubator as follows:

1. Print and electronic media available for reference to the public at the Sussex County Community College Library.
2. Free consultative services offered by the NJSBDC of Northwest Jersey and SCORE.
3. Educational programs which include the NJSBDC Entrepreneur Certificate Program, NJ Department of Labor seminars, workshops conducted by NJSBDC of Northwest Jersey, and business seminars co-sponsored by the Sussex County Chamber of Commerce.
4. Set-up for research, marketing and advertising campaigns, accounting, tutorials, and e-learning.
5. Free public resources distributed at the Center.

Businesses will have access to information and training on key areas such as setting up a corporation, taxation issues, business planning, financing, market research, recordkeeping, and human resource management.

The Center has the following equipment and resources:

- Personal Computers, phone lines, printers, copiers, and other equipment and supplies to simulate office space.
  - Internet access to public domains for U.S. Census, labor and market data, and other public and web-based economic development data.
  - Publications and subscription databases which supplement additional reference materials and trade magazines purchased with grant funds for the Sussex County Community College Library.
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- Furnishings as appropriate for individual research, client counseling services and small training groups.

Small businesses or individuals using the Center's services will be given access to the equipment and resources at the facility under the supervision and direction of Corporate and Community Education at Sussex County Community College. The Center will be open to the public by appointment, Monday to Friday from 9:00 a.m.-9:00 p.m.

Education should be a lifelong process, and adults over the age of 50 are the most rapidly increasing age group in the country. CE addresses the educational needs of this segment of the population through a variety of courses and seminars. The topics presented include computers, the Internet, money management, fitness and art. Additionally, CE sponsors a day dedicated to lifelong learning. Senior Day provides workshops, motivational speakers, and entertainment that encourage this population to come to SCCC and perhaps take a course.

Personal enrichment courses and seminars offered by CE are a wonderful opportunity for the community to explore interests and become part of a learning environment that is fun and stimulating. CE offerings such as yoga, guitar, photography, video photography, art, fly fishing, and dance can enrich the lives of members of the community and provide stress relief.

Alternate Route for Teacher Certification: New Pathways to Teaching in New Jersey. In our sixth year of this program, twenty students successfully graduated and secured employment as teachers in September 2009. By partnering with New Jersey City University, we offer students an opportunity to earn fifteen graduate level credits upon completion of this program. The program consists of two stages, one in the spring/summer semester and the second one in the fall through spring semesters. Many of our students in the program have found full-time teaching positions.

In December 2008, SCCC/CCE entered into an agreement with Seton Hall University to offer their MA/EdS program in Educational Leadership for certified teachers in this area, leading to Principal and Supervisor certification. This two year cohort program is based on a hybrid learning model and requires only two weekends per semester at the SCCC campus with the rest of the classes online. Tuition is nearly 25% less than the SHU main campus for the same program. The first cohort of the program began on September 18, 2008 with teachers from many school districts in Sussex County. CE is currently recruiting another group of teachers for the second cohort.

The Educational Technology Training Center provides educational technology professional development for Sussex County teachers. CE is partnered with the New Jersey Department of Education to serve as the Lead Educational Administrator (LEA) for Sussex County. ETTC was established in each of the state's 21 counties to prepare New Jersey teachers for the 21st century classroom. Its primary mission is to provide educators and staff with training programs and activities which will ultimately allow every student in the State equal access to technology, distance learning, and preparation for achieving New Jersey's Core Curriculum Content Standards. These unique and

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practical training programs are designed to meet the changing roles of K-12 teachers. Each course is designed so that the experience level and specific needs of each participant are accommodated.

The Public Safety Training Academy (PSTA) is located approximately 5 miles from the SCCC main campus at the Sussex County Homestead Complex on Morris Turnpike in Frankford Twp (Directly across from the Sussex County Library - Main Branch). The Academy offers relevant, quality training; educational programs and opportunities to the Fire Service, law enforcement community, emergency medical personnel, government employees and the general public in all aspects of public safety.

The facility is accredited by the Division of Fire Safety to deliver State fire service courses and is also licensed for Live burns, and various simulators by the Division. The Fire Service trains over 1500 people annually in courses such as Firefighter1, Firefighter 2, Firefighter 3, Strategies & Tactics and Incident Management, as well as other State & Federally approved courses. It is also the hub for Police service training as well as HAZMAT and Special operations training and EMT Training.

In addition the Academy also trains local businesses and institutions in various types of Fire safety both at the Academy and at the employer's location. There is also a Summer Fire Academy held in July for High School Students as well as an Antique Fire Truck show (Muster) every October. Please visit our website at:  
<http://sussex.edu/ce/publicsafety/>

## **II.H. Major Research and Public Service Activities**

### ***Major Research Activities:***

Sussex County Community College does not currently participate in any major research activities.

### ***Public Service Activities:***

Public service activities take a variety of forms at Sussex County Community College. In addition to a variety of programs and events that serve the needs of the surrounding community, the faculty, staff and students at SCCC are actively involved in volunteerism throughout Sussex and Pike Counties.

### **Supporting local business**

Sussex County Community College is the host to many initiatives designed to provide resources and enhance the county's economy. From computer training, to personal finance, SCCC offers a broad range of workshops, seminars and career training programs for area residents and businesses.

SCCC's Continuing Education Division manages a resource center to assist entrepreneurs in Sussex County in order to stimulate economic growth. The Center for Entrepreneurial Studies & Development serves the needs of new businesses, business expansion, or businesses looking to redefine their objectives. This program is supported by funding from the Department of Labor Rural Development.

The Continuing Education Division also offers customized training for area businesses. Additionally, the College is an active partner in the New Jersey Community College Consortium for Workforce and Economic Development. This consortium provides one-point access to all of the vast resources of the state's 19 community colleges, including over 1,700 programs taught by highly qualified faculty with business and industry experience.

The Educational Technology Training Center of Sussex County provides workshops that integrate technology into the classroom, and provide activities to meet the New Jersey Core Curriculum Content Standards. These professional development workshops offer teaching strategies and technology that cover all grade levels and content areas.

### **Community Enrichment:**

SCCC has a long tradition of offering diverse cultural programming to the community and dozens of enrichment activities for students and the public. In January 2008, the College opened a state of the art Performing Arts Center launching a whole new era of arts and entertainment for SCCC students and the community. The Performing Arts Center at SCCC has become the flagship theater in Northwest New Jersey presenting exceptional entertainment. SCCC presents a diverse showcase of dance, comedy, opera,

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contemporary and classical music, international and supernatural shows and student performances.

*Thursdays on the Green*, a free concert series sponsored by SCCC has been a summer tradition for hundreds of Sussex County residents for eight years. In addition to fabulous music, guests enjoy a family festival with vendors, artisans, giveaways and more.

In addition to being the cultural hub for the County, the SCCC campus has become the center for dozens of community activities. An annual 911 Remembrance Ceremony takes place at the College's 911 memorial each year. The United Way and dozens of other local charities use the campus green and College facilities for various fundraisers and activities. Human Spirit awards are presented on campus each year. Area law enforcement and emergency service volunteers are honored at an annual gathering on campus. The College hosts two blood drives on campus each year. In 2010 we hosted an H1N1 immunization clinic in partnership with the Sussex County Health Department. This summer we held a Poverty Symposium on campus in collaboration with NORWESCAP. A fitness and walking trail was opened on campus in February, 2010. Last spring we co-hosted a lecture series with Sussex County Arts and Heritage Council.

Each year the Student Government Association organizes an annual community Haunted Hay Ride at the end of October.

Sussex County Community College is the home for the Betty June Silconas Poetry Center which provides poetry readings, poetry workshops and open readings for area poets. The campus also hosts the Teen Arts Festival, which gives local students a platform to display their immense creative talent in a variety of arenas.

### **Charitable Efforts:**

Sussex County Community College students, staff and faculty support dozens of charitable events throughout the year. The College is an active participant in the Sussex County United Way annual campaign, American Cancer Society Daffodil Days and many other fundraising drives. Student Clubs and SCCC athletic teams champion specific causes throughout the year including Project Self Sufficiency, Mentoring Plus, and DASI, Holiday food and toy drives and more.

For the past three years the College has hosted and coordinated the annual Relay for Life event for the American Cancer Society. More than 400 members from the community participate in this extraordinary event which raises over \$80,000.

Each month the college reports community service activities to the Board of Trustees. This report details monthly volunteer service of the SCCC faculty and staff. A survey conducted in 2009 found that 71% of SCCC employees participate regularly in some form of community service. Service areas represented include local community organizations, faith based causes, health and wellness issues; social services; arts and culture and education.

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**Volunteerism in the Classroom:**

In the Spring of 2010 SCCC partnered with United Way of Sussex County to mobilize volunteers on campus and throughout the community. Service Learning is a teaching and learning strategy that integrates community service with instruction and reflection.

## II.I. Major Capital Projects

<b>Project</b>	<b>Funding</b>	<b>Status</b>	<b>Budget</b>
Emergency Communication System	Chapter 12	Completed	\$250,000
Information Technology Upgrades	Chapter 12	Completed	\$882,000
Lighting Upgrades	Chapter 12	Completed	\$583,000
Business Learning Center	Donation/ Internal Funds	Completed	\$250,000
Parking Lot Expansion	Internal Funds	Completed	\$100,000
Boilers	Chapter 12	Pending	\$484,000
Boiler Controls	Chapter 12	Pending	\$110,000
3 <sup>rd</sup> Floor Building B Windows & HVAC	Chapter 12	Pending	\$462,000
3 <sup>rd</sup> Floor Building C Windows & HVAC	Chapter 12	Pending	\$352,000
Cafeteria Expansion	Chapter 12	Pending	\$660,000

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