V: Faculty

1. **Discuss the adequacy of staffing levels to teach and advise students in the program. Is the ratio of full-time to adjunct faculty appropriate?**

   Of the approximately 40 to 45 sections of IT courses taught per semester, one-third are taught by full-time faculty, two-thirds by adjunct faculty. According to a study published in the November/December 2006 issue of the *Journal of Higher Education* by Daniel Jacoby of the University of Washington, nationally 67 percent of courses at community colleges are taught by adjunct faculty. Jacoby correlates this overuse of adjunct faculty with low persistence and graduation rates for community college students who are often inadequately advised and fail to be integrated socially or academically. The ratio of full-time to adjunct faculty in the IT program at Cape Cod Community College is typical but inadequate. I want to emphasize the point that the ratio of full-time to adjunct faculty in the IT program at Cape Cod Community College is inadequate. More full-time faculty are needed to serve as advisors and role models to IT students. If no additional full-time IT faculty can be made available, the college should consider allowing full-time IT faculty to take on additional IT advisees and reduce their instructional workload accordingly.

2. **List any professional development activities participated in by program faculty. Describe any unmet professional needs.**

   Recently, full-time and adjunct faculty have participated in the following professional development activities:

   **Full-Time Faculty**
   **Victor E. Smith**

<table>
<thead>
<tr>
<th>Date</th>
<th>Certification-Course-Exam</th>
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</thead>
<tbody>
<tr>
<td>8/17/1999</td>
<td>Microsoft Networking Essentials (578) course</td>
</tr>
<tr>
<td>8/20/1999</td>
<td>Administering Microsoft Windows NT 4.0 (803) course</td>
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<tr>
<td>1/14/2000</td>
<td>Supporting Microsoft Windows NT4.0 - Core Technologies (922) course</td>
</tr>
<tr>
<td>1/15/2001</td>
<td>Microsoft Windows 2000 Network and Operating System Essentials (2151) course</td>
</tr>
<tr>
<td>3/30/2001</td>
<td>A+ Certified Professional certification</td>
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<tr>
<td>8/9/2001</td>
<td>Advanced Access 2000 course</td>
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<tr>
<td>8/31/2001</td>
<td>Implementing Microsoft Windows 2000 Professional and Server (2152) course</td>
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<tr>
<td>6/19/2002</td>
<td>Introduction to SQL (915) course</td>
</tr>
<tr>
<td>6/28/2002</td>
<td>Administering a Microsoft SQL Server 2000 Database (2072) course</td>
</tr>
<tr>
<td>8/1/2003</td>
<td>Installing, Configuring, and Administering Microsoft Windows 2000 Professional (210) certification</td>
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<tr>
<td>1/1/2004</td>
<td>Certified Computing Professional Core IT Skills/Systems Development certification</td>
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<tr>
<td>7/26/2004</td>
<td>Network+ Certified Professional certification</td>
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<tr>
<td>8/1/2004</td>
<td>Installing, Configuring, and Administering Microsoft Windows 2000 Server (215) certification</td>
</tr>
<tr>
<td>8/26/2004</td>
<td>Microsoft Access version 2002 certification</td>
</tr>
<tr>
<td>1/19/2005</td>
<td>Managing a Windows 2000 Network Environment (218) certification</td>
</tr>
<tr>
<td>1/19/2005</td>
<td>Microsoft Certified Systems Administrator certification</td>
</tr>
</tbody>
</table>
Gail Guarino
May 2004, Microsoft Office Specialist Certification, Word Expert, Outlook, Access
March 2005, course.com Conference, Orlando, FL
March 2005, IC3 Certification
March 2006, course.com Conference, San Francisco, CA
The extensive PD activities presented for Victor Smith and Gail Guarino are very impressive and show their commitment to staying technically current.

Adjunct Faculty

Marion Santos RN, BS
May 24, 25, & 26, 2004
12th Annual Conference for Nurse Educators in Practice Settings & Schools of Nursing
Clinicians and Educators: Partners in Developing Tomorrow's Nurses
Sponsored by St. Anselm College and Dartmouth-Hitchcock Medical Center

May 23, 24, & 25, 2005
13th Annual Conference for Nurse Educators in Practice Settings & Schools of Nursing
Critical Thinking & Decision-Making: Competencies Essential in Practice
Sponsored by St. Anselm College and Dartmouth-Hitchcock Medical Center

May 22, 23, & 24, 2006
14th Annual Conference for Nurse Educators in Practice Settings & Schools of Nursing
Clinicians and Educators: Partners in Developing Tomorrow's Nurses
Sponsored by St. Anselm College and Dartmouth-Hitchcock Medical Center

Oct. 27, 2006
Martha's Vineyard Community Services Fall Training Conference for Island Health and Human Service Providers
Integrating Services for Substance Abuse, Domestic Violence and Mental Health

Marsha Sylvia
Member of NCBI (National Coalition Building Institute) and attended a 3-day workshop in Haverhill in June and the National Conference at Columbia University, NYC, in November. Co-conducted part of the May Professional Day in May 2006, and will be co-conducting a day-long workshop at the Hyannis Center in January 2007.

Susan Tibbetts
Certified Coder Boot Camp Training, HRAI Coding Specialists, 4198 Cox Road, Suite 104, Glen Allen, VA 23060. Earned 30 CEU credits for completing a five-day training seminar. July/August 2006.

Faculty Externship, Medical Coding and Billing, PMG Associates, Plymouth, MA 02360. Ninety hours total—forty-five hours spent onsite and forty-five hours preparing externship report. July/August 2006.

Training Seminar, Southcoast Homecare, Medical Interpretation for Bilingual Healthcare Staff, May 2006.

Training sessions, Study Smart, Boston, MA. Seminars to prepare teachers to provide in-home, one-on-one tutoring in academic subjects, study skills and PSAT, SAT, SAT IIs, SSAT, ACT exams. August 2005.

Zara Kilmurray
06/06 One-day seminar: "A Colloquium on the Scholarship of Teaching and Learning," Middlesex Carnegie/NEFDC Colloquium, Middlesex Community College at Lowell Massachusetts

Barnstable Bar Association Conferences, including the following during 2001 and 2004: Superior Court Litigation, Speakers were Barnstable County Superior Court Judges; Registry of Motor Vehicle Issues/Immigration, by RMV officials; Conciliation in the Courts Training.

Training Needs: All IT faculty, adjunct and full-time, need training in Windows Vista and Microsoft Office 2007 before the new operating system and software are installed. This training should take place no later than the Fall 2007 semester. It is my understanding that most texts will move to VISTA by fall, 2008, but that the hardware upgrade required to support VISTA can be daunting.

3. Provide evidence that faculty who are teaching in this program have the proper credentials and preparation. Include resumes of all faculty (adjuncts and full-time) who are teaching in the program. (Transcripts of all faculty must be on file in the Human Resources office.) (See Appendix E for full-time and adjunct faculty resumes)

4. Is there a plan for professional development for faculty who lack current credentials? If so, describe any recent examples of how professional development arrangements have been made.

The College provides $700 per year for faculty to pursue professional development activities. Individual faculty members make their own professional development arrangements. The IT program currently has no overall professional development plan. Four years ago, the IT program, with grant money from the Cape Cod Economic Development Council, provided funds for IT faculty to pursue training and testing for both CompTIA and Microsoft certifications. At that time, all IT faculty were required to be certified in their areas. Since that time, there has been an effort to hire adjunct faculty who are certified in the appropriate areas. Is there a way to coordinate the PD arrangements of individual faculty members in IT so that all activities move toward a common vision? If not a formal plan, shouldn’t there at least be an informal one?