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From the Desk of Shirley Adams, Provost

I hope that you, your families, and your friends are safe. “Sandy” made for a challenging start to term two. Fortunately for us, it was not as bad as the major snow storm that came through last year and wreaked havoc with long term power outages. The College did not lose power in this year’s storm and we had enough staff at home with internet access that we could continue to process student registrations and payments. As a result, when we returned on Wednesday, most of the registrations had been processed and we only had a few storm-related student issues to solve.

In spite of the storm, 2012 has been good to Charter Oak. Enrollment this fall is up 4% over last fall. We received regional accreditation for our Health Information Management program. We gained approval to offer online courses to students in all 50 states. We received \$300,000 to offer a program to assist Connecticut early child care workers in earning their Early Childhood Teaching Certificate. And we received \$460,000 from the Connecticut Health and Life Sciences Career Initiative Grant to conduct evaluations of prior learning assessment. Both of these grants have allowed us to hire additional staff. (There is a brief bio on Jo-Ann Williams-Stabler, coordinator for the ECTC grant, in the Update.)

As part of the Board of Regents initiatives, state-wide committees on general education, remedial education, and articulation agreements are in place and active. The goal of the general education initiative is to allow for 30 credits of general education to transfer seamlessly from the Connecticut two-year to the Connecticut four-year state institutions. The goal for the remedial/developmental education initiative is to have only one semester of remedial education and one semester of embedded remediation before entry into 100 level college courses. The goal for the articulation agreement is to develop a seamless transfer process from the two-year colleges to the four-year state colleges/universities in business, psychology, nursing, communication, and biology.

This past summer and fall, as part of the College’s strategic plan to ensure that all student data is kept secure, all of our staff and faculty went through computer security training and now we are in the process of “sweeping” all of our computers to make sure that there is no personally identifiable information on them. If there is, that information is either shredded or quarantined.

I hope your semester is going well. Study hard and achieve good grades, but also take time to relax and reflect on the positive things in your life.

UPDATE is edited by
 Gale Terrill, Commencement
 Coordinator & Assistant to
 the Provost and Dean of Un-
 dergraduate Studies



Undergraduate Program News



From the Desk of the Dean of Undergraduate Studies

Course Evaluation Survey

Students' overall ratings of their courses and instructors were positive this past year – 81% of students rated the overall effectiveness of their instructor as “High” or “Very High,” and 81% of students rated the overall effectiveness of their course as “High” or “Very High.”

The staff of the Office of Institutional Effectiveness and I would like to thank you 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 sub-term.

If you have any questions about the course evaluation system, please contact Cris Dittrich, Research Associate for the office of Institutional Effectiveness at cdittrich@charteroak.edu



Select your Spring 2013 courses NOW!

Thinking about taking an on line course this spring? Registration is currently open. Deadline to register for full semester and term 1 and session 1 courses is January 16. Deadline for Term 2 courses is March 20, 2013. **Only payment at time of registration will secure a “seat” in your course.** We recommend that you register early to avoid being closed out of the course you want.

To view a listing of spring courses, click on <http://acorn.charteroak.edu>. On the right side of the screen, click on the Course Search option and choose Spring .





Spring 2013 Course

The following new course will be offered in the spring. For additional courses, visit our web site at <https://acorn.charteroak.edu/ics/>

Bio 212: Anatomy & Physiology:

Pre-req: BIO 130: Human Biology

This course teaches students the structure and functions of cells, tissues, organs and organ systems of human body. The human body organ systems covered in the course are integumentary, skeletal, muscular, respiratory, endocrine, nervous, lymphatic, immune, cardiovascular, digestive, urinary, and reproductive systems. Diseases and disorders of the organ systems and their treatments are also emphasized.



Meet Our New Instructor

Bio 212: Anatomy & Physiology

Dr. Mohammad Bajwa holds a PhD in Biology (Univ. of Wales, UK), an MS and a BS in Biology (UAF) and a Post-graduate Certificate in Biochemistry (Bangor, UK), in addition to an MS in Information Technology (Strayer Univ.) and a graduate certificate in Health Informatics from College of St. Scholastica.

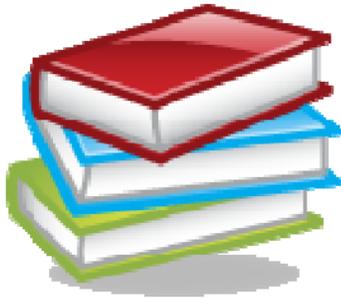
His professional certifications include CPHIMS (Certified Professional in Health Information and Management Systems), CHPHIT (Certified Professional in Health Information Technology), and MCSE (Microsoft Certified Systems Engineer).

Dr. Bajwa has over 20 years of both onsite and online teaching experience in health sciences in several countries, namely United Kingdom, Philippines, Iraq, and Pakistan. In the U.S. he has headed health sciences departments at ASA College, Interboro College, and Metropolitan College, all in New York City. He has also taught health science courses as an adjunct professor at Phoenix University and South University online.

Dr. Bajwa is an active member of several professional societies, notably AHIMA (American Health Information Management Association), HIMSS (Health Information Management and Systems Society), AMT (American Medical Technologists), and ACHE (American College of Healthcare Executives).

He has authored over 50 publications and has been a guest speaker at more than 15 national/international conferences, symposia, and workshops.





Textbook Rentals!

In an effort to help our students save money, the College has signed an agreement with MBS Direct for students to rent some textbooks. In addition to new, used and e-book texts, students can check to see if a rental text is available for their courses. Rental texts are not available to students using vouchers. However, voucher students have the option of paying directly for rentals, and request reimbursement. Please contact

Peggy Intravia at mintravia@charteroak.edu for further information. The bookstore is now open for spring at www.charteroak.edu/bookstore.

Student News and Services



Hello COSC students AND prospective December graduates!

In September the COSC Student Association and COSC Alumni Association Boards met to collaborate in enhancing COSC student networking opportunities through the use of social media. The Alumni Association discussed plans to provide a mentorship program for students seeking a mentor in their field of study or an area of expertise.

Students graduating in December 2012, the Alumni Association invites you to attend the January 15, 2012 Alumni Association Board meeting in person or via teleconference to learn more about your Alma Mater and share ideas on how we continue to provide educational services for you and the COSC student body.

Please visit the COSC Alumni Association Facebook webpage <http://www.facebook.com/CharterOak> to be connected with our latest activities and meeting times. Upcoming Alumni activities will include group bonding and satellite events.





Reminder!

Graduation Dates and Your Diploma!

Charter Oak awards degrees three times a year (on May 31, August 31, and December 31) Diplomas will also be 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 pmorganti@charteroak.edu.

The next commencement ceremony will be June 2, 2013.



Criteria for Letters Confirming Your Graduation

We receive a number of requests from students asking that a letter be sent to a college or to an employer verifying the date of their graduation. We are more than happy to honor this request. However, you should **not** make the request unless the following criteria have **ALL** been met:

1. Your academic autobiography or your concentration and essay has been **approved**.
2. You have submitted your graduation application and survey (see deadlines for submission).
3. You have completed **all** academic requirements (contact your academic counselor).
4. **All** of your transcripts have been **received** by Charter Oak.
5. **All** fees have been paid (including the graduation fee).
6. **All financial aid requirements** have been completed.

When you have met the above criteria, requests should be made in writing to the Associate Registrar, Paul Morganti, 55 Paul J. Manafort Drive, New Britain, CT 06053, or email pmorganti@charteroak.edu. The request should include the name, title and address of the recipient.





New Staff at Charter Oak!

Michael Broderick is our new Director of Institutional Effectiveness. Michael joined our staff on Aug. 24. Michael holds a master's degree in sociology from the University of Delaware. He began working in the field of institutional research at Naugatuck Valley Community College in 2004. He was director of Institutional Research at Saint Joseph College from 2006-12.

Alternate Route to Certification & Early Childhood Teacher Credential Coordinator Jo-Ann Stabler holds an MAED from the University of Phoenix in Adult Learning and Distance Education and completed her undergraduate work at Sacred Heart University and Housatonic Community College. Jo-Ann has spent the last 30 years working in early childhood education as a Director/Owner of an NAEYC Accredited Child Day Care Center, Head Start/School Readiness Director for two community action agencies in CT and has worked for Connecticut-Charts-A-Course as an Accreditation Specialist for Southwest CT.

She has taught both online and face-to-face course work for several of the CT community colleges and has presented at workshops and seminars throughout CT.

Kaitlin M. Walsh joined Charter Oak as an Instructional Designer in October. Previously, Kaitlin worked as an Educational Technologist in the Faculty Center for Learning Development at the University of Hartford and an Instructional Design Specialist at the University of Connecticut's A.J. Pappanikou Center for Developmental Disabilities. In both of these positions she provided Blackboard support and designed and delivered training on a variety of instructional technologies for both face-to-face and online courses. Elsewhere in higher education, Kaitlin has been an adjunct instructor in Communication at the University of Hartford and Manchester Community College, as well as a Junior Dean at St. Catherine's College, Oxford University in England, where she is completing her doctorate in Spanish.



Leading by Example Charter Oak Secures Student Information

In 2011, Charter Oak State College, in partnership with leading corporate cyber security experts, built and deployed a first of its kind online course cyber security. The course is delivered anywhere, anytime using Charter Oak's Blackboard software and helps faculty and staff learn how to better protect student information, increase their awareness of internet threats such as spyware and malware, and provides advice on password policies. The course has been taken by almost 100% of our faculty and staff. The "security foundations" course has been so successful that other higher education institutions have executed licensing agreements to bring the course to their campus. "This is an example of how Charter Oak's leading edge pedagogical and instructional design talent brought a complex subject matter effectively to the end user community," said Ed Klonoski, President of Charter Oak State College. "Protecting information is paramount in today's information age. Charter Oak is proud to set the standard for its faculty and staff but also set an example across all higher education schools." The Security Foundations course is one component in Charter Oak's program to better secure and protect all student information.





Students Elect New Student Association Officers

Congratulations to the new 2012-2014 **Officers** of the Student Association:

President:	Lisa Wilson	(Rocky Hill, CT)
Vice President:	Keli Zabek	(Milford, CT)
Secretary:	Erin Fitch	(Hamden, CT)
Treasurer:	Melissa Greenberg	(Woodbridge, CT)

Thanks to the new **Council** members:

Whitney Christina	(Simsbury, CT)
Carmen Marrero	(East Hartford, CT)
John Thomas	(Glastonbury, CT)
Joshua Copeland	(Barksdale AFB, LA)
Omero Blake	(Tempe, AZ)
Ivy Pate	(Lawrenceville, GA)
Holly Palmer	(Bristol, CT)
Paul Chase	(Meriden, CT)

This enthusiastic group of students is looking forward to planning activities, both on ground and online to engage their fellow students in discussion, to network, and provide a forum for providing information to enhance the student experience at Charter Oak. If you would like to join the Council, we invite you to contact Student Association President, Lisa Wilson, at sapresident@charteroak.edu or Linda Larkin, Director of Academic Services, at llarkin@charteroak.edu. You do not need to live in CT to be part of this group.



 **CharterOak**
STATE COLLEGE **FOUNDATION**

55 Paul J. Manafort Drive, New Britain, CT 06053

The Charter Oak State College Foundation has its own website <http://www.coscf.org> with lots of important information for students and alumni.

We hope that all of you will take a look at the website and make recommendations. If you are ready to graduate and would like to consider purchasing a leaf on our Virtual Tree, please contact Angela Chapman at achapman@charteroak.edu.



CharterOak STATE COLLEGE



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