




**THOMAS
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MEMORANDUM

March 11, 1994

TO: Members, Board of Trustees
FROM: George A. Pruitt 
SUBJ: Report to the Board of Trustees

Public Bidding Threshold

At the September 6, 1991 Board of Trustees meeting, the Board amended the Purchasing Policies to reflect a general bid threshold statement which provides that the College's bid threshold will be maximally equivalent to the bid threshold established by the Governor. Since the bid threshold periodically changes, this change in the policy allows the College to raise the bid threshold in conformance with that of the Governor without requiring Board action each time.

The College has been advised that the state has increased the bid threshold from \$10,300 to \$11,100 effective February 14, 1994. Therefore, the College has adjusted its bid threshold accordingly.

Bid Waiver Updates

HINT Health Care Survey

At the March 1993 Board of Trustees meeting, the College was granted a bid waiver not to exceed \$100,000 to hire a firm to conduct a healthcare survey as part of the Healthcare Information Networks and Technologies (HINT) project. The survey firm that was engaged was Response Analysis at a cost of \$64,825.

The Response Analysis proposal was reviewed by representatives of both New Jersey Institute of Technology and Thomas Edison State College.

Program Planning Handbooks

At the June 1992 meeting, the Board of Trustees authorized a bid waiver to reprint 12,000 copies of the Program Planning Handbooks at a cost not to exceed \$35,000. This was a one-year supply. The job was awarded to Graphic Reproductions for \$31,073. The books were delivered in January 1994.

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Institutional Quality and Integrity

Reappointment

Secretary of Education Richard W. Riley has reappointed me to the National Advisory Committee on ~~Accreditation and Institutional Eligibility~~, US Department of Education.

Honorary Degree

Illinois State University will confer upon me the honorary degree, Doctor of Humane Letters, at their May commencement ceremonies. As you may recall, ISU is my undergraduate and masters degree alma mater.

Guided Study Courses

Enrollment for the College's Guided Study courses offered during the winter semester is 1438 course-equivalent enrollments. This represents a 9% increase over the winter semester 1993. A total of 114 sections in 72 courses were available to students during the winter semester. If the enrollment in the Computer Assisted Lifelong Learning courses is added to the above, the total enrollment is 1489 and represents a 13% increase.

Seven new courses have been prepared for presentation to the Academic Council for their review and approval: Introduction to Financial Accounting; Introduction to Managerial Accounting; Substance Abuse: Current Concepts; The Renaissance: The Origins of the Modern West; Elementary Spanish I; Elementary Spanish II; and Elementary Spanish III.

On Line Computer Classroom

Four courses were offered over the College's Computer Assisted Lifelong Learning Network as part of the Center for DIAL's Revolving On-Line Computer Classroom. These courses were Managing in Organizations, Computers and Society, Introduction to Psychology, and Marriage and the Family. Total course equivalent enrollment was 51.

The College has initiated contact with America On Line, a national computer information service, to pursue the possibility of offering On Line Computer Courses.

Award Submissions

The College nominated the Guided Study on CALL Network (now On Line Computer Classroom) to the National University Continuing Education Associate (NUCEA) Educational Telecommunications Division for a 1993 Program of Excellence Award.

LASSI Instrument Research Project

The College continues its collaboration with Regents College in a review of the Learning and Study Strategies Inventory (LASSI). Under these arrangements, Regents College was provided with rosters of student names and addresses for approximately 1,000 students, and a memorandum of invitation to participate. Approximately 275 usable responses were provided by students, a significant response rate for an inquiry such as this, and one that reflects strong student interest in the areas covered.

The LASSI, as originally developed, was a 77-element questionnaire yielding assessments in 10 different areas descriptive of an individual's approach to learning situations, including attitudinal and motivational aspects. In the present study, about one-third of these questions were modified to use language that better reflected adult learners and their situations. An additional 6 questions were added, and the modified instrument has been subjected to new statistical analysis. This new analysis suggests a reduction in the number of descriptive areas from 10 to 7, as follows:

- self-discipline routines/time management
- anxiety
- studying techniques
- preparation techniques
- comprehension skills
- attitude toward college
- social/peer support

Special supplementary analyses will be conducted, using only the populations of students at Thomas Edison. If the research is successful, it may be possible to offer access to the instrument to Thomas Edison students.

Test Revisions

The College continues to develop alternate forms for existing TECEP tests, and to modify test content to ensure continued relevance. "Introduction to Transactional Analysis" was modified in this manner during the fall. The "Introduction to Shakespeare" TECEP was prepared in a variant format after evidence of student efforts to exchange information concerning it was uncovered. An entirely new version of the "Industrial Psychology" examination was prepared, using the services of cooperating faculty, also in response to evidence of student exchanges of information. Finally, the examination in "Word Processing Fundamentals" was reviewed and revised in an effort to maintain currency in this rapidly-changing area.

Test Preparation

The College has modified the format of its test preparation workshops, introducing a new workshop facilitator, and broadening the emphasis somewhat to incorporate learning and study skills, using a model of the "habits of highly effective people." The workshops have also been made more interactive, beginning with a student-based question-and-answer period that enables the facilitator to identify areas of interest early.

The questions asked by students in the course of the workshop will be reviewed for their implications for the information materials provided by the TECEP program, particularly those centering on preparation. The use of audio and video formats for delivery of preparation services continues to be of interest to the College, in view of the geographical dispersion of the students, and the difficulty of offering workshop access to any significant proportion of them. Students have come from as far away as Massachusetts and Maryland to participate in the half-day programs, indicating the strength of the needs in this area.

Item Banking

College staff have begun training in the use of Wordperfect word processing programs, which are the foundation for the item-level text entry and modification routines in the test and item banking programs that the College is evaluating. It is increasingly evident that for optimal service to students in the future, the College will need to consider an assessment model that proceeds from the model of an item or question "bank" (a sizable collection of relevant material) from which the assessment of an individual student is drawn, essentially on an ad hoc basis. The present model of a set of prescribed forms will continue to be useful, but can become difficult to maintain in an era when there is increasing interaction among students via computer-based information networks. The College has also proposed the use of electronic scanning devices, and Optical Character Recognition, as the basis for inputting material, as a cost efficient method of securing the larger volume of material that the banks require.

The National Institute on the Assessment of Experiential Learning

Brochures announcing the National Institute on the Assessment of Experiential Learning were mailed out to select educators and others in January. Interest in the June 11-14, 1994 conference appears to be gaining in intensity, as is evidenced by the telephone calls requesting additional information or a copy of the publication from last year's Institute. Now available for distribution is In Support of Prior Learning Assessment and Outcomes Assessment of Prior Learning Assessment Programs: The Proceedings of the National Institute on the Assessment of Experiential Learning, 1993, edited and coauthored by Dr. Debra Dagavarian, Director of Testing and Assessment.

Nursing Program - New Initiatives

The College has developed an alternative testing method to the Nursing Program's Clinical Performance in Nursing Examination based on input from graduates. Students will be given the opportunity to demonstrate their competencies using a paper and pen instrument only, rather than taking the hospital based examination which combines the use of a narrative and giving care to patients. Those students who desire to take the regular Clinical Performance in Nursing Examination will still have the opportunity to do so.

Applied Science and Technology Degrees

The two grant projects funded by the National Registry of Radiation Protection Technologists (NRRPT) are progressing well. The faculty consultants working on the ALARA Test Construction Project continue to work on refining the course outline and on compiling study materials for examination candidates. Ohio University has submitted an outline and the first lesson for the Radiation Biophysics Course Construction Project. One of our faculty consultants, Dr. Frank Haughey, and Degree Coordinator Dr. Susan Friedman, are working with the Ohio University faculty to ensure that the course meets the needs of the NRRPT.

Human Services Degrees

Thomas Edison offers the only nontraditional baccalaureate and associate degrees in emergency disaster management. The College has continued to work closely with the National Coordinating Council on Emergency Management (NCCEM) in order to increase contact with the emergency management profession.

Degree Brochures

Brochures highlighting degree programs in Criminal Justice, Emergency Disaster Management, Aviation and Air Traffic Control, Fire Protection Science, and Nuclear Engineering Technology and Radiation Protection have been developed and printed. These are now being distributed to the National Emergency Management Institute, military sites, fire academies, community colleges, airports, and professional associations. Enrollment of students submitting coupons from these brochures are being tabulated for follow-up.

Americans With Disabilities

Thomas Eklund, Assistant Dean for Academic Advisement, is the College's designated liaison and point person for issues regarding the Americans with Disabilities Act. The College does not anticipate a large enrollment of students with disabilities; however, it is essential that policies and procedures are in place.

New Jersey Baccalaureate Degree Completion Program

The College has moved forward with the New Jersey Baccalaureate Degree Completion Program. Agreements with Cumberland County College and Gloucester County College will be signed in March. Major work has also been done with Atlantic Community College, Burlington County College, Camden County College, County College of Morris, Mercer County Community College, Ocean County College, and Salem County College.

Discussions are underway with several of the community colleges as part of the NJ Baccalaureate Degree Completion program to provide upper division On Line Computer Courses to their campuses. This would allow students completing an associates degree through the local community college to continue working towards a baccalaureate degree without having to leave their local community.

Statewide Testing and Assessment Center (STAC)

STAC, established in 1980, has grown to include 41 member institutions. One of the primary purposes of STAC is to provide greater nontraditional credit-bearing opportunities to adult students regardless of the institution in which they are enrolled. Another purpose of STAC is to help colleges formulate their policies to award credit for testing programs, American Council on Education credit recommendations, portfolio assessment, and independent Guided Study programs. Two new institutions have joined STAC: Berkeley Colleges--Dr. Tia DeLouise, Vice

President of Academic Support Services, designated representative, and the New Jersey Institute of Technology--Ms. Fran Goode, Assistant Director of the Counseling Center, designated representative.

Letters of Understanding

Letters of Understanding have been signed with:

- Catholic Home Study Institute
- Dick Hill International Flight School, Inc.
- Texas Tech University
- Thomas Jefferson University, College of Allied Health Sciences; Associate in Arts and Associate in Science degrees

Staff Activities

Dr. Dolores Brown Hall, Director of Nursing, has been appointed as a Trustee to the Mid-State Health Advisory Corporation. Under the Health Care Cost Reduction Act enacted into Public Law on July 1, 1991, Local Advisory Boards were created to represent Regional Health Planning Areas (RHPAs) in New Jersey. The overall function of the boards is to assist the state with local health planning.

Dr. Debra Dagavarian, Director of Testing and Assessment, served on an institutional evaluation team for the State of Louisiana Board of Regents review of Louisiana Baptist University. She was also interviewed by the Chicago Tribune for an article on earning college credit for experiential learning.

In addition, Dr. Dagavarian was cited in the acknowledgements of the recently published baseball biography, Matty, An American Hero: Christy Mathewson of the New York Giants by Ray Robinson. She had provided the author with portions of a firsthand interview with Joe Wood, a contemporary of Christy Mathewson.

William Seaton, Director, Center for DIAL, and Associate Director Charlene Glascock attended the American Association of Collegiate Independent Study annual conference hosted by the University of Missouri. The Director made a presentation entitled "Planning for the Future: The Impact of Technology on Higher Education in Three States." Additionally, he has been elected to the Administrative Committee of the National University Continuing Education (NUCEA) Division of Independent Study.

Dr. Susan Friedman, Coordinator of Degree Programs, was selected to review grant proposals for the Advanced Technology Education Program of the National Science Foundation.

Ronald Sukovich, Coordinator of Degree Programs, assisted the Maryland Higher Education Commission as a consultant to review the curricula of a nontraditional college, Potomac College.

Dr. Barbara Losty, Coordinator of Degree Programs, addressed a meeting of Arkansas police chiefs, fire chiefs, and emergency disaster managers at the invitation of Arkansas State Senator Charlie Cole Chaffin. Dr. Losty is also beginning a second year as a member of the National Coordinating Council on Emergency Management NCCEM's Commission to select those to be designated "Certified Emergency Managers" (CEMs) and chairs the credentials committee. She is co-chair of NCCEM's Training and Education Committee and a member of the editorial board of Bridges, a magazine for NCCEM members.

In conjunction with the Office of Communications, Janice Toliver, Director of Admissions Services, was the featured guest on two radio programs: "Creative Entrepreneur," which targets small business owners in Trenton, and "In the Public Interest," one in a series of community educational programs in Atlantic City.

Iris Saltiel, Director of Corporate Programs, completed the requirements for the doctor of education degree from Fordham University. Dr. Saltiel's dissertation, "Support Systems: A Comparison of Factors that Influence Adult Doctoral and Undergraduate Students who are Employed Full-Time" investigated how graduate and undergraduate adult students use support systems in seeking their degrees. The degree will be officially awarded in May 1994.

Alumni Office

The Alumni Annual Fund Committee recommended and the Alumni Board of Directors approved an Alumni Annual Fund Goal of \$68,000 for 1994. The Annual Fund Committee has increased its efforts to recruit alumni, students and staff.

Plans are underway to continue with the highly successful regional meetings begun in 1993. RJR Nabisco Corporate Headquarters in Florham Park (North Jersey) is the next site. New Board member Patricia Slaymaker '90, senior manager at Nabisco, is making the arrangements. The event is co-chaired by Paula Vaughan '90, vice president, Information Systems, Prudential.

In an attempt to help promote the College, the Board of the Alumni Association established a Souvenir Committee. At its first meeting, the Committee recommended the sale of a College watch to go along with the College ring. Proceeds from sales will be advanced to the Thomas Edison State College Foundation.

Communications and College Relations

Since its report in December, the Office of Communications and College Relations has been the subject of several major articles in regional media, including a feature in **The Woodbridge News Tribune** on the College's emerging campus in Trenton, and a major story on the CALL Network in the (Trenton) **Times** and the **New York Times** in February. Additionally, talk shows in Trenton and Atlantic City recently focused on the College, with scheduled interviews on other stations in South and Central New Jersey, and a Spanish language station in the Meadowlands.

A major story by Barbara Eklund on the Trenton Office of Policy Studies appeared in the January edition of the **New Jersey League of Municipalities** magazine. Linda Holt had an article on distance learning technologies published in **Liberal Education**, the journal of the Association of American Colleges (AAC) this winter.

Events activities have included working with the Foundation Special Events Committee on 1994 strategies; hosting a visit by students affiliated with the Princeton Center for Leadership Training; and working with Development and staff of the David Sarnoff Research Center on a possible joint event to be held later this year.

Policy Studies

The Health Information Network Technologies (HINT) project has been identified as a national demonstration project by the Workgroup for Electronic Data Interchange (WEDI), a voluntary public-private task force industry group created to streamline health care administration by standardizing electronic communications. HINT was one of six projects chosen as a 1993 national demonstration project.

The Trenton Office of Policy Studies (TOPS) has completed a mortgage lending policy study. Prior to their public distribution, the recommendations are circulating for review by TOPS Advisory Council members and key members of the banking community. In addition, TOPS has been facilitating a series of focus groups. Participants from local business will help inform the planning for a proposed Trenton economic development planning initiative.

Corporate Programs

The Office of Corporate Programs has solidified continuing partnerships with two long-term partners: the Nuclear Training Center at Public Service Electric and Gas (PSE&G) and the Network Education & Training Group of AT&T.

A new service has been developed in partnership with AT&T's School of Business. Although PONSI and the AT&T School of Business have worked in partnership for several years, this new venture is a first for the Office of Corporate Programs. The tailored workshop will provide participants the decision-making tools they need to plan and manage their own continued education. The first workshop is scheduled for March 21, 1993, and subsequent workshops are scheduled in April and May.

PONSI

Evaluations were conducted at Omega Institute in November, AT&T School of Business, and Learning Tree, Inc. in December, and CoreStates New Jersey National Bank in January. In addition, special evaluations for a limited number of courses were conducted for Kepner Tregoe and Computer Learning Center in January. Learning Tree, Inc. deserves special note. The corporation is located in Virginia, and the evaluation was conducted by the College's PONSI office at the request of the American Council on Education (ACE).

A planning committee for the 1994 Corporate-Higher Education Colloquium has been constituted. The panel will have representatives from New York, New Jersey and Pennsylvania colleges as well as from corporations.

Grant Proposals

Two federal funding proposals were completed and forwarded to funding authorities in Washington. A proposal entitled, "Learning Connections: A Field Initiated Workforce Assessment Proposal," was developed by Dr. Sonja Eveslage, Associate Vice President for Public Affairs, and Dr. Thomas Donlon, Director, Research and Test Development. The proposal to the United States Office of Educational Research (OERI) requests support to assess how Thomas Edison and other adult graduates apply their collegiate learning in the workplace. If funded, the proposal will enable the Center for Corporate and Public Partnerships to expand its capacity to assess and report the impact of corporate-sponsored degree programs on the workplace.

The second federal proposal entitled "The New Pedagogies of Technology" was submitted to the Fund for the Improvement of Postsecondary Education (FIPSE). The College has been successful in the past in obtaining funding from this source. If the preliminary proposal is successful, a full proposal will be developed and submitted in the spring. Successful funding will enable the College to provide leadership in helping faculty prepare to develop and deliver courses using technological delivery strategies.

The Center for Corporate and Public Partnerships

The Center Advisory Council is active. The newly formed "Issues" committee will meet in February. This group will provide environmental scanning information and will identify issues that require more information or new services. The Business Partnerships and Membership committees will meet in March in preparation for the full Council meeting in May.

Office of Development

Norma Manigan, Director of Development, was on loan to Governor Christine Todd Whitman's Transition Team from Nov. 12, 1993 until Jan. 26, 1994, where she worked in support of the Inaugural Committee. Ms. Manigan was responsible for planning, coordinating and implementing the Inaugural Inter-faith Prayer Service, the Inaugural Ceremony, the Inaugural Parade and concurrent receptions.

The initiation of the whole life insurance opportunities, the second phase of the planned giving program, was delayed until February. Through the Savino Agency in Princeton, life insurance options from Northwestern Mutual Life Insurance will be offered to selected leadership on both boards and within alumni and staff groups.

Additions to the Thomas Edison State College Foundation Board are: Deborah Aguiar-Velez, CEO/president/owner, Sistemas Corporation; Maurice Perilli, chairman of the board, Roma Federal Savings; Clarence Lockett, vice president, corporate staff, Johnson & Johnson; Peter Longstreth, managing partner, Aegis Property Group; and Adele Ellis, president-elect of the Thomas Edison State College Alumni Association.

The Trenton Office of Policy Studies received a grant from the Hutchinson Industries in the amount of \$500. In addition, TOPS received \$5,000 from the Shumann Fund for continued support.

Financial Aid and Veterans Services

As of the beginning of the academic year, 1,278 students contacted the financial aid office seeking ways to pay their educational expenses; 1,559 financial aid applications were distributed; 291 students completed the financial aid applications process; and over \$100,000 in state and federal aid was awarded to 67 students. Recent statistics show that awards were typically made to individuals with incomes below \$24,000. Because of the increasing activity in the financial aid office, the feasibility of obtaining a computerized financial aid management system is being studied.

As of July 1, 1993, the veterans administration authorized the payment of full veterans benefits for Thomas Edison State College students who enrolled in Guided Study courses. Previously, veterans in independent study courses were paid on less than a half-time schedule. The New Jersey Department of Education recently reviewed the College's veterans' certification procedure and found no discrepancies.

Resignations

The following individual resigned from the College:

Sherry Wallace - Clerical (hourly) - Admissions Office