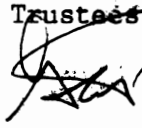


Thomas A. Edison State College  
101 West State Street  
CN 545  
Trenton, New Jersey 08625

Office Of The President  
(609) 984-1105

MEMORANDUM  
March 10, 1989

TO: Members, Board of Trustees  
FROM: George A. Pruitt   
SUBJ: President's Report

FY 1990 Budget

The Governor's FY 1990 Budget request provides for a budget totalling \$5,663,000. It includes funding for the Challenge Grant and places the College's 32 new positions in the College's base. The budget does not address \$524,000 in priority funding needs and cuts \$78,000 from the College's salary accounts. The state budget for higher education for the remainder of FY 1990 is extremely austere. At the end of this report, I have attached a memorandum from the Chancellor to the Board of Higher Education entitled "Impact of Proposed Budget Reductions in FY 1990 Budget for Higher Education." Grey Dimenna will be adding to our discussion the statewide context within which our budget is being considered.

Trustee Selection Process

For over a year now, the Board of Higher Education has had under consideration a revision in its process by which state college Trustees are appointed. This spring, BHE adopted a revised selection process, a copy of which is attached to this report. The document is the result of prolonged discussions between the Chancellor's staff, members of the Board of Higher Education, the Governing Boards Association, and the Governor's Office. While the revised document considerably enhances the input of local boards in the identification and selection of Trustees, its complexity suggests that it was written by a committee. The essential element in making this work is good - open communication between the leadership of the college and the leadership of the Department and Board of Higher Education.

I am confident that if we are responsible in identifying good Trustee candidates, the Board of Higher Education will be responsive to our nominees. I would like to suggest a process by which all of us assist in the identification of individuals who might make outstanding Trustees. Procedurally, I would suggest that you provide my office with the names of such individuals, and that the Board Chair, Vice Chair, and Committee Chairs join me in a consideration and review of likely candidates. Nominees would be forwarded by the Chairman, on behalf of the Board, for consideration by the Board of Higher Education. In my judgment, the criteria for evaluating prospective Trustees ought include the following:

- I. An empathy and commitment to the special mission and character of Thomas A. Edison State College.
- II. A willingness to commit appropriate time and attention to fulfill Trustee responsibilities.
- III. An understanding and commitment to the governance philosophy of the College.
- IV. An appropriate experiential base from which to contribute effectively to the Board of Trustees.

#### Bid Waiver Update

Following approval of a resolution by the Board of Trustees at the December 16, 1988 meeting, the College sought survey proposals for the Outcomes Assessment Survey.

Four firms responded, and the Gallup Organization, Inc. was secured for the project at a cost of \$46,200.

#### Wang Partnership

As part of its partnership with Wang, the College is undergoing a college-wide needs analysis to develop a master plan for image processing and has met with Wang educational representative and management to pursue Wang's needs for management training and educational services to Wang employees. Wang has been instrumental in the College's effort to establish the CALL network; in part, they have donated \$65,000 in cash and equipment, 40 hours of technical consulting time, and technical assistance in preparing specs for the College's original grant proposal.

#### Space

The College continues to be on target in its space renovation and new space efforts. The Historical Commission has approved the architect's plans for renovating the exterior of the Kelsey Building. The design study for the Kelsey Building, brownstones, and 167-169 West Hanover Street has been developed.

### Telephone Upgrade

The College installed at no cost an ATT Spirit system valued at \$16,813 at 28 West State Street and an automatic call distribution system at 101 West State Street valued at \$21,400. Upgrades for the Kelsey Building will be made after the renovations are completed in the brownstones.

### MIS

The College's Management Information Systems unit completed a significant number of undertakings including:

- \* Migrating all system users from the VS85 to the VS300 and relocating the VS85 at 28 West State Street.
- \* Installing a UPS system, and 32 workstations and peripherals at 28 West State Street.
- \* Installing a lease phone line for CPU connection to the VS 300 system.
- \* Completing the SimPC package for the CALL network, a telecommunication survey, and selecting a nationwide communications vendor, N. J. Bell/Globenet, as part of the Challenge Grant.
- \* Up-grading system software for all CPU's, VS300, VS85, VS65, VS6; developing extensive backup procedures; and completing revisions to the Methods for Earning Credit Data Base.

### Personnel Office

The College held a Health Fair for all employees on January 26 with representatives from six health care agencies.

Carron Albert, Director of Personnel, was sworn in as a board member of the Mercer County Commission on the Status of Women.

### Office of the Vice President

Michael J. Scheiring, Vice President for Administration and Finance, has been elected to a three year term to the National Council of the American Society for Public Administrators, which has over 16,000 members nationwide. Mike is the first New Jersey representative to be elected in over 15 years.

### Videotape

The Edison videotape, "Opening Doors," has been completed and has received very positive early response. As a reminder, the videotape was made possible in part by the generous contribution of our Foundation Board Chairman, Dick Gillespie. The Public Affairs Committee has previewed the film, and we look forward to its premiere at the luncheon following the Board meeting. A copy of the videotape will be made available to you at that time.

### Office of Development

The year 1988 was a high-water mark for the Development Office and the Thomas A. Edison State College Foundation. New plateaus in numbers of contributors and total gift dollars were reached. With the help of the Alumni Association, its Phonathon campaign, and corporate and personal friends of the institution, over \$200,000 in actual gifts were received.

New Foundation Board Member. John R. Fischer of Cranbury, New Jersey, became a new member of the Thomas A. Edison State College Foundation at the December Board meeting. Mr. Fischer is a Vice President for Digital Equipment Corporation (DEC) with headquarters in Maynard, Massachusetts. He has been with the company since 1969, and is responsible for the New York Area Field Service--a \$200 million Division responsible for delivering services for DEC products.

Mr. Fischer's Division is one of eight in the country and encompasses Greater New York, Westchester, Albany, Long Island, and the northern half of New Jersey. He is responsible for the management of all hardware, software, and spare services for the area--one that functions as a total business entity and includes the Business Support Group, Sales Support, Materials Management, Area Logistics Organization, and Service Delivery.

John is married with two children and is a United States Air Force/Vietnam Veteran.

### Office of Admissions

Currently our application picture continues to be strong with 2,122 completed applications having been received as of February 6, 1989. This represents an overall increase in application activity of better than 11% over last year at this time. In general, our demographic distribution continues to reflect past years, with approximately 60% of our applications coming from New Jersey, and the remaining 40% from out-of-state. Slightly over 59% of our applicants are male, and 15.4% belong to one of the three major minority groups (Black, Hispanic, American Indian). To date, 13,877 inquiries have been processed by the office, an increase of 13% over last year. The admissions staff has conducted 115 external and pre-enrollment sessions throughout the state and region.

Application Days. On January 27, 1989, the office held the first Application Day for the year. These events are designed to provide prospective students with the assistance and facilities to complete their application process. This activity was held in Cranford, New Jersey, and was attended by over 60 prospective students who responded to our invitation. Of these, 35 submitted paid applications during the program. The office will continue to sponsor a series of these activities throughout the state during the year.

### Center for Corporate Partnerships

Two January activities deserve particular mention. Drs. Richard Hansen and Sonja Eveslage met with the New Jersey Bell Training Advisory Board to present the findings of an extensive review of the company's in-house continuing education program. The Board has asked for assistance in determining whether their program is academically sound, and whether they could improve their effectiveness in reaching employees. A team of experts was assembled to review instructional materials and program administration. Other experts were used to collect employee perceptions of the program. This activity is significant because it is the first of what may be a new kind of consulting service available through the Center. The consultation grew from the College's institutional expertise, and clearly plays a role in extending higher education access to adults.

One of the Center's corporate partners deserves special note. Public Service Electric and Gas has been recognized by the Institute of Nuclear Power Operations (INPO). Five educational programs at the Hope Creek Nuclear Power Station were reviewed by INPO, the industry's independent accrediting agency. INPO sets high standards of educational excellence as a strategy to help the industry's credibility with the public. PSE&G's Salem plant was among the first to receive accreditation for its programs in 1986, and, because all Salem programs were successfully accredited, PSE&G has status as an Academy member. When all 10 Hope Creek educational programs are accredited, PSE&G will be among the first companies operating more than one plant to receive accreditation for all nuclear training programs. By pursuing this accreditation, PSE&G is maintaining its leadership role in the industry.

### Office of Financial Aid and Veteran's Affairs

As of January 23, 1989, 26 students received \$6,233 in institutional aid. A new financial aid brochure has been designed and will be mailed monthly to all Edison applicants in order to make new students more aware of financial aid opportunities at the College. An article will appear in the next issue of Invention in order to inform current students about financial aid.

The Veteran's Administration approved the College's Guided Study program for veteran's benefits. While eligible Edison veterans have always been able to receive benefits for courses at a traditional college, this is the first time that an Edison independent study mode has been approved by the Veteran's Administration. This will allow veterans who cannot take formal classroom instruction the opportunity to complete their degrees through Edison's own independent study program.

### Office of Alumni Affairs

The College sponsored an all-day Alumni Leader's Conference in December at Scanticon-Princeton. Five College staff members joined 23 key alumni at the workshop. Morning sessions focused on current developments at Edison and

included staff presentations on Edison's long-range plans, financial aid, development efforts, and public relations. In the afternoon, alumni concentrated on Association issues including the distribution of the first alumni Board manual prepared by the Alumni Office. The highlight of the day was the first formal installation of officers, directors, and associate directors, now totaling 23.

The 1989 Edison Weekend is scheduled for April 28-30, 1989, at Kutshers Country Club in Monticello, New York. The past two weekends were so successful that we expanded the event to a full weekend at a resort. Registration announcements have been mailed to students and alumni.

The Annual Alumni Phonathon will be held on Sunday, April 2, 1989, through Tuesday, April 4, 1989, and Sunday, April 9, 1989, through Tuesday, April 11, 1989. The Alumni Board recommended a goal of \$55,000 (a 10% increase over last year) to the newly created Phonathon Committee. The Committee accepted the Board's recommendations, and will work closely with the Alumni Office to plan and manage the Phonathon. This increased and active involvement represents the Board's commitment to support the College's fund raising efforts. The Alumni Leadership Circle (the Board) under the leadership of Association President Norma L. Horton ('83) will once again launch the Phonathon with their early pledges. One hundred percent (100%) participation is anticipated.

The Alumni Association peer counseling project is now one year old. As of January, 1989, 58 students have been referred to alumni peer counselors. Contact sheets from the peer counselors and student letters indicate that this project is highly successful.

### Challenge Grant

The College has made a request to the Department of Higher Education for a six month extension to December 31, 1989. As you may recall, the funding of the grant did not begin until December, 1986 - nearly a six month delay at the start. A great deal has been accomplished in the two and one-half years of the grant. However, a number of important tasks remain to be completed to meet our programmatic objectives. Among them are:

- Establishing PDN service through New Jersey Bell and Globenet.
- Faculty electronic mail conversion to Simware.
- Computer conferencing for the Guided Study on CALL.
- Creation of an instructional video for students using CALL, especially Guided Study.
- Development and distribution of software packages to individual users.
- Leasing arrangements and preparation of 29 courses, and/or 147 credit hours of courses for Guided Study on the CALL Network.

- Implementation of a computerized registration system for students accessing CALL for Guided Study, testing, assessment options, and admission/enrollment information.
- Informational literature for accessing the CALL Network.
- Item analysis, test question validity, etc. for the remaining five diagnostic exams scheduled for the CALL Network. Revision and refinement of the exams delivered on diskettes.
- Connectivity of the WANG VS300 to the mainframe at New Jersey Educational Network.
- Purchase of additional personal computers for faculty who are mentoring the Guided Study courses.
- Purchase of demonstration equipment for the CALL Network: LCD (overhead projection equipment), laptop computers, etc.
- Purchase of additional PC/Printers for staff involved with implementing the CALL Network through the College.
- Distribution of the final report by the College and the report by the external Evaluation/Advisory Panel.

Another factor affecting the completion schedule has been the state-mandated freeze on positions at the College. Critical shortages exist in the College's Department of Management Information Services due to the vacant/unable to fill positions. The CALL Network is dependent on the staff within the College's telecommunications environment. I am confident that an extension to June 30, 1990 will enable us to conclude the grant. This extension was suggested by the Department of Higher Education, and we have agreed with the recommendation.

On February 27 and February 28, the Challenge Grant Evaluation Advisory Panel will visit the College for a comprehensive review of our progress to date and consult with us on our remaining objectives.

### Center for Learning through Telecommunication

Guided Study. The spring semester of the Guided Study Program began on January 9, 1989 with a course-equivalent enrollment of 332 in nineteen courses. Courses offered included six humanities, seven social science, four business and management, and two science/mathematics courses. The enrollment figure for this spring semester represents a 41% increase over the previous spring semester.

Guided Study on CALL. Because the Guided Study program continues to grow at a rapid rate, the CALL Network takes on increasing significance as a vital component in the delivery of the program. The CALL Network should increase administrative efficiency as well as strengthen the program's pedagogy. To illustrate; during the 1987/1988 academic year, the Guided Study program's course-equivalent enrollment grew by 145% from 444 to 1,089 course-equivalent enrollments. Over a two year period (1986 - 1988) the program has shown a 365% enrollment increase from 234 to 1,089. The enrollment per course also increased from 16.5 per course to 21.4, with the fall, 1988 semester,

setting a record 25.1 enrollments per course. This growth is significant in that course completion rates continue to run above the national average for distance learning courses. The total number of course sections available to students was 51 for 1987/88 compared to 47 during 1986/87.

This growth shows a continuing increase in demand on the part of Edison students for Edison course offerings. However, this quantity has also placed a severe strain on the capacity of the Center for Learning Through Telecommunications, which administers the program. With the future addition of appropriate software installed as part of CALL, this can, hopefully, be reduced.

The Center Director developed a detailed statement of the pedagogical requirements for the Guided Study on CALL conferencing system. This statement was discussed with members of the MIS programming staff to insure their understanding of the importance of developing a conferencing system which will function for educational purposes rather than general purposes. To date, this has been the most difficult development aspect of the CALL Network. Because of these difficulties, alternative conferencing systems are being reviewed by the Center for use with the Guided Study on CALL program.

New Developments. The Center has become actively involved in the New Jersey Intercampus Network (NJIN) project with the Director appointed to the video systems taskforce. The taskforce is currently working on specifications for a statewide video network for higher education.

A number of new course acquisitions are currently under negotiation. With the successful acquisition of these courses, the total number of Guided Study courses available to students will increase by 50%.

#### Office of Prior Learning Assessment

Plans for the National Institute on the Assessment of Experiential Learning (July 16-20) are developing smoothly. The brochure/registration materials will be distributed to over 5,000 people. An ad will appear in the February 22 issue of the Chronicle of Higher Education.

Portfolio Information Sessions and Orientation Workshops are being conducted on-site, as specific needs arise. Over the past two months, staff have delivered additional workshops to the Cooperative Home Care Associates in the South Bronx, to Raritan Valley Community College, to the Trenton Urban Women's Center, and to the East Windsor Adult and Continuing Education Program.

In conjunction with the Nursing Department, the Office of Prior Learning Assessment is developing portfolio advising materials for students in the BSN program.



### Registrar's Office

During the late fall, the College finally achieved a full complement of fourteen evaluators. The new evaluators have completed their training, and all evaluations are now performed on the computer. The staff have converted 4,600 files (handwritten evaluations) to the computer. This includes new applicants as well as continuing students.

Specifications for development of software for imaging documents and the computer registration system have been completed.

### Academic Programs

Five Year Review of the BSBA and ASM. The five year review of the Business degree is being completed this year. The Review Committee has focused on the following aspects of the two programs:

- 1) Relationship of the programs to the mission statement of the College
- 2) The objectives of the degree programs
- 3) The degree requirements and standards:
  - a) General Education requirements
  - b) The business components of the degrees
    - (1) The CORE requirements
    - (2) The options/specializations
    - (3) The Demonstration of Currency Conference
- 4) How services rendered by the College assist students in completing degree requirements
- 5) Barriers impeding progress toward degree completion
- 6) Post-graduate experience

The review committee consists of the following members:

Ronald Sukovich (Chairperson)  
Edison State College

Dr. William Brant  
The American College

Dr. Robert Fishco  
Middlesex County College

Thomas Eklund  
Edison State College

Prof. Stanley Koenig  
Trenton State College

Robert Herbster  
Edison State College

Dr. Wayne Smeltz  
Rider College

Esther Taitsman  
Edison State College

An external consultant, Dr. Phyllis Herdendorf from Empire State College in New York, reviewed the report of the committee and spent one day at the College interviewing staff.

After review and approval by the Academic Council, the report will be submitted to the Board of Trustees for its review and acceptance. The final report will be submitted to the Department of Higher Education, Office of State Colleges in June.

Resignations

The following people have resigned from the College:

David DePula	-	Controller's Office
Carol Woner	-	Controller's Office
Melinda Lewis	-	Registrar's Office

Proposed Meeting Dates - FY 1990

September 8, 1989	- 10:00 a.m.
December 8, 1989	- 2:00 p.m.
March 8, 1990	- 10:00 a.m.
June 8, 1990	- 10:00 a.m.

Please check your schedules so that we may approve the final dates at the June meeting.

GAP:1mm