Results of the Personal Assessment of the College Environment (PACE) survey are now available on the Gateway Intranet site (http://intranet.gtc.edu/?q=node/95). All employees were encouraged to respond to the web-based survey last October. Our response rate was 73.5%, meaning 442 of the college’s 601 employees took advantage of that opportunity.

The PACE survey measures colleges’ working climate based on four factors: Institutional Structure, Supervisory Relationships, Teamwork, and Student Focus. Gateway’s overall mean score and the mean scores in each of the four categories increased slightly compared to 2010. Student Focus remained the highest rated category and Institutional Structure remained the lowest rated category.

Gateway's overall mean score (3.69 on a scale of 1 to 5) is slightly below the national average (3.79) for two-year colleges. Mean scores for Institutional Structure and Student Focus were very close to the national averages while Supervisory Relationships and Teamwork were rated lower than the national averages.

According to the National Initiative for Leadership and Institutional Effectiveness (NILIE), the organization that conducts the survey and analyzes the data, Gateway’s scores indicate “that the institution has a relatively high level of perceived productivity and satisfaction.”
Service Learning on the Rise!

Service learning at Gateway is on the rise! During the fall semester of 2012, a total of 74 students completed 950 hours at over a dozen community sites in Kenosha, Racine, and Walworth Counties. Spring 2013 is looking up with over 30 students already completing more than 1400 hours.

Starting in March 2013, the Service Learning Center will be offering a workshop designed to develop components of service learning into existing curriculum. The Service Learning Course Design Workshop will be held in May 2013 as well. Please keep an eye open for it!

If you have not yet registered your class’s service project for the spring semester, please contact Madeline Carrera to do so. Any questions regarding service learning can be directed to Madeline via email: carreram@gtc.edu

Tips for Keeping Students On Track with Blackboard

Below and on the following pages you will find Blackboard features you can incorporate into your courses to help keep your students on track.

- **Have a calendar with clear deadlines and benchmarks.** You can use a Word table to create a semester calendar so students know when assignments are due. Consider color coding the calendar if you have larger projects so students know when the project starts and ends.

- **Use the Bb 9.1 review status feature** for students to mark when they have read something. This is a great way to track if your students have reviewed the syllabus or other important documents.
New Offerings for 2013-14!

In addition to the program modifications that were processed for the 2013-14 academic year, faculty were also focused on creating several new and exciting offerings for our students based on industry need and advances in technology. We are pleased to highlight these new offerings:

- A new Marketing Communications concentration area added to the 10-104-3 Marketing program (10-104-3D)
- Horticulture Therapy internal certificate (90-001-6)
- Administrative Professional Basics internal certificate (90-106-6)
- Administrative Professional Intermediate internal certificate (90-106-7)
- Administrative Professional Advanced internal certificate (90-106-8)
- Administrative Professional Growth internal certificate (90-106-9)
- Customer Service internal certificate (90-106-10)
- Entrepreneurship internal certificate (90-145-1)
- Human Resources Management internal certificate (90-196-10)
- Project Manager internal certificate (90-196-11)
- Supervisory Management internal certificate (90-196-12)
- Technical Supervisor internal certificate (90-196-13)
- Fundamentals of Interior Design internal certificate (90-304-1)
- History of Design and the Decorative Arts internal certificate (90-304-2)
- Introduction to Home Décor for the Beginner internal certificate (90-304-3)
- Sustainable Design internal certificate (90-304-4)
- Technology for Interior Design internal certificate (90-304-5)
- Nail Technician internal certificate (90-502-1)
- Dual Admission (1 + 3) General Studies Transfer certificate with UW-Parkside (90-800-2z)

If you would like to learn more about these new offerings, you can locate the curriculum sheets in the following locations:

On the W Drive: W:\Curriculum\Curriculum Sheets\2013-2014

OR

On Blackboard in the IE Organization (must be self-enrolled in the IE group):
Find a Document\Curriculum Sheets\2013-2014

OR

On the website: http://www.gtc.edu/programs

A special thank-you to all of our faculty and staff who worked diligently to create these new learning opportunities for our students!
Looking Ahead to 2014-2015...

It's never too late to start focusing on your program's curriculum modifications for the 2014-15 academic year!

As all modifications must be submitted to our office by October 31, 2013, to take effect for 2014-15, we are encouraging faculty to begin discussing their curriculum modification plans this spring. Now is the perfect time to present modifications to your Program Curriculum Committee and Advisory Committee during your upcoming meetings this semester, since we often find that fall meetings are scheduled to occur after the modification deadline has passed. Modifications for the 2014-15 academic year can be submitted at any time now through October 31st. Please contact Jaime Spaciel, Program Effectiveness Specialist, to determine the forms and levels of approval that are required and for support during the modification process.

Spring PE Process Submissions

As spring approaches, so does the reporting phase of our annual Program Effectiveness processes! The spring submissions of your program's Student Learning Plan and Annual Work Plan are due to Institutional Effectiveness by or before April 15, 2013. This submission phase provides you with an opportunity to report your efforts in the areas of program effectiveness and student learning for the academic year and to utilize the results for continuous improvement. While we recognize that some of the data you are asked to provide may not be available until after the April 15th reporting deadline, an update of your progress through that point is needed, to be followed by the full submission of the plans when the remainder of your data is available. As the April 15th submission deadline draws near, opportunities for one-on-one assistance will be provided.

As a friendly reminder, the process for submitting your finalized plans is:

- Complete all required information in the Student Learning Plan and Annual Work Plan in your program's Google Doc version of the plan (please access through your program's portfolio in Blackboard)
- Share the finalized plans with your Program Curriculum Committee (in person or via e-mail) and record all discussion and approvals
- Submit your Program Curriculum Committee meeting minutes via e-mail to Jaime Spaciel with an indication that the plans have been finalized and are ready for review

For further assistance with the Student Learning and Program Effectiveness processes, please contact Jaime Spaciel, Program Effectiveness Specialist, or Nancy Chapko, Instructional Designer/Student Learning Coordinator.

Use Bb 9.1 adaptive release feature to control when students see content. You can set adaptive release rules for folders, assignments and other content. An adaptive release rule allows an instructor to set criteria that a student has to meet to see the contents of another folder or move on to the next assignment. You can set up rules that release content by date, grade and user.
Federal Grants Require New Accountability Measures

Past articles from Gateway’s Grants Office have described how grant funds support programs to help students at the college, such as Gateway’s Health Professions Opportunity Program (HPOP), which helps low-income students access and advance in healthcare career pathways, or the College’s Multicultural Student Support Programs that offers case management, support and other services to minority students to promote retention, persistence, and graduation. While student success is always central to the college’s pursuit of external resources, Gateway’s faculty and staff are crucial to delivering instruction, tutoring, and other activities to make programs possible. At Gateway, there are nearly ninety faculty and staff who are paid one hundred percent in grant funds, or have a portion of their time supported by special revenue funds. All play a vital role in achieving grant objectives and outcomes.

For example, each year Gateway seeks Perkins IV funding to support student services. These services are designed to meet the needs of “at-risk” students who are enrolled in a postsecondary program and who have completed at least six or more credits. Funds support academic advising, counseling, case management services, tutoring, disability support services, student development workshops, and career/employment services. These services are intended to help at-risk students overcome barriers to academic and personal success so they complete courses, stay in school, graduate, and enter employment in their career field of choice. In the 2012-13 academic year, over 2,000 students will receive services from Gateway’s Student Support Counselors, Career Counselors, Academic Advisors, Student Support Specialists, and Disability Support Services Instructors because of Perkins federal funds.

As federal and state budgets tighten, the expectations for accountability and transparency for grant dollars are rising, especially for federal funds. It is vital that Gateway properly stewards federal funding and also communicates the time and effort dedicated to federal grant programs. Within this context, the College’s Executive Leadership Council (ELC) recently adopted new policies and procedures to standardize how staff document time and effort on work related to federal grant funded programs. Personnel Activity Reports (PARs) will be required for any staff compensated with federal grant dollars.

In the near future, if your salary is paid in part by federal grant funds, you will need to complete a PAR on a monthly basis. If one hundred percent of your time is paid with federal grant funds, then you will need to document your time and effort on a semi-annual basis. The Grants Office will be responsible for the distribution, collection, and retention of PARs. You will hear more as we begin to implement this new process.

We appreciate your understanding and commitment to our students and to taking steps to improve our time and effort reporting process. The federal government can impose severe penalties if this paperwork is missing, inaccurate, incomplete, or untimely so it is very important that you complete and return your PAR in a timely manner.

Use the early warning system to let students know when they are in danger of not being successful in your course. The early warning system is connected to the grade center and allows you to set up rules to create a report for every student who got less than 60% on a test or hasn’t been in your course for 4 days. As the instructor you can run that report and send out an automated message to all your students who meet the criteria.
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### IE Newsletter Archives
We are in the process of relocating our archived newsletters. We will make this link available once that process is complete. Thank you for your patience.

### That's it!
Questions about this newsletter? Comments? Criticisms? Compliments? We'd like to hear them all. Please email your thoughts to John Thibodeau at thibodeauj@gtc.edu