

GENERAL FACULTY REPORT – MARCH 2006
DIVISION OF STUDENT DEVELOPMENT AND ENROLLMENT MANAGEMENT

The Division of Student Development and Enrollment Services continues to offer an array of support services for our student community while also engaging in collaborative endeavors with our colleagues in Academic Affairs to address such issues as student academic integrity, and more effective ways to structure the freshman seminar program for first semester freshman. In addition our division organized and participated in a new outreach initiative that resulted in a high degree of Baruch College presence and visibility at the recent (February 2006) Black and Hispanic Caucus sponsored by the New York State Legislature in Albany, New York. The division is also in the midst of developing a program initiative to increase the recruitment and retention of black males within Baruch College. This program will have direct ties to the "Black Male Initiative" program that CINY is undertaking. A summary of the activities within the units of our division is noted below.

CAREER DEVELOPMENT CENTER

Recruiting activity in the Career Development Center (CDC) has increased for the second straight year as the economy has re-bounded from its slump in 2002. During 04-05 there were almost 6000 jobs and internships posted on our website and this year we have set up over 300 more interviews on campus than during the same period last year. The last three campus-wide career events were sold out with 83 companies attending the Fall '05 Career Day (up from 74 in 04), 54 companies attending the Diversity Job Fair in November (up from 21 in 04), and 58 companies registered for Internship Fair in February (up from 49 in 04). During the last two years, the number of internships and full-time job offers in investment banking, asset management, equity research, and sales and trading have reached a new high for Baruch students. In '04-'05, 6 students received full-time offers and 12 students had summer internships. This year, full-time offers already number 17 and internship recruiting is in process. As a result of increased opportunities in these revenue generating positions, the CDC sponsored several events to provide information and training in areas related to investment banking to sophomores and juniors, including an advanced Excel program during January intercession for finance students. With the help of David Shulman, Executive On Campus and Baruch Alumnus '64, the CDC hosted two brown bag lunches, a panel on Careers on Wall Street, and individual interview preparation for students interested in investment banking. In addition, a panel presentation on Wall Street Interviews was organized by 5 students with offers in revenue generating positions. It was facilitated by the CDC and the Investment Banking Club and is now the most frequently viewed video on Baruch's Digital Media Archive.

Other exciting new initiatives for this year include a Dale Carnegie Training Program generously funded through the Baruch College Fund and offered this spring exclusively for Baruch students, a Write Yourself a Job collaboration with the Academic Advising Center and the Schwartz Communications Institute, and planned Power Networking and mentoring events co-sponsored with the Executives On Campus program. The CDC has also launched an Online Mentoring program which connects current students with Baruch alumni online.

Technology continues to provide an abundance of information and opportunities to students and employers. In 04-05 7841 students logged on to eRecruiting, our online career management database, 261,258 times and submitted almost 87,000 online applications for internships and jobs. The CDC received over 6000 visits from students for career consultations, resume reviews, and mock interviews.

Six graduate counseling externs from NYU, Columbia, and Fordham, and Seton Hall are working in a collaborative training program in the CDC and the Counseling Center to provide counseling to Baruch students. Seventeen undergraduate students were trained to be Peers for Careers in the fall semester and have joined other Peers to work in the CDC to provide resume reviews and mock interviews to fellow students. The Career Discovery Program is being offered (a collaboration between the CDC and the Orientation and Advisement Center) for the fourth year in a row to freshmen and sophomore students. This program allows undecided students to take the Strong Interest Inventory online and to attend

workshops to get assistance with career and major decision-making. Finally, the CDC is in the final stages of revising the descriptions of all Baruch majors and will distribute them to Department chairs for final changes.

The CDC is hoping to launch a Finance Fast Track in the Fall of 2006 in order to capitalize on the increasing numbers of students gaining positions at the highest levels of the corporate world. Plans to involve well placed industry alumni, faculty, and young alums in the planning and execution of the program will go forward in the spring and summer with a projected start date for recruiting students in September 2006.

OFFICE OF STUDENT LIFE

"Leaderquest," the 23rd annual Student Leadership Training Weekend was held from November 4 through 6th at the Edith Macy Conference Center in Briarcliff Manor, New York. Eighty-five student leaders from student government, clubs and media attended the retreat together with staff from the Office of Student Life, the Career Development Center, the Student Services Accounting Unit and the Office of the VP for Student Development. President Waldron Vice President Ben Corpus and Vice Chancellor Ernesto Malave attended as well.

Three major Auditorium events will be presented this Spring beginning March 31 through May 5th. These include the African Students Association, the Asian Students Union, the Caribbean Students Association. OSL staff will support these large scale events.

The 28th annual Spring Fling Street Fair will return to E. 25th street again this year, weather permitting, on Thursday, May 4. This annual rite of spring is sponsored by the OSL. Approval of our street closing permit is pending before Manhattan Community Board #6. Free food, games, music will be provided from noon until 4 PM.

The 41st Commencement Exercises of Baruch College will be held on Wednesday, May 31, 2006 at Madison Square Garden. OSL will again coordinate academic regalia, commencement tickets and ceremony logistics for either one arena or two theater ceremonies, depending on the fortunes of the Rangers for the balance of the season.

Undergraduate Student Government Elections, are scheduled to take place on April 4th through 6th 2006. The Graduate Student Government Elections will take place from March 31st through April 4, 2006

Senior Yearbook. Lexicon 2006 has completed principal production on this year's book and plans are to distribute the book prior to Commencement 2006 to the students who have pre-ordered the book. This is the fifth yearbook completed prior to commencement in a row and the fourth to be published in full-color, the third that is fully digitally produced.

Early Learning Center. The ELC, located at 104 E. 19th St. is currently serving 34 children.

Freshman Seminar Program. There are 11 sections of Freshman Seminar running this Spring. Additionally, one hundred students are currently in training to become student peer leaders for the Fall Freshman Seminar program.

Helpline. Eightenn new students are undergoing training to be a part of the peer counseling program.

Cultural Programming. The OSL coordinated efforts of student organizations and faculty to put together an extensive schedule of programs for Hispanic Heritage Month in September, Black History Month in February and Women's History Month in March.

Community Service Projects.

Blood Drives. OSL sponsored its annual Blood Drives on November 9th and 10th and again on March 7th and 8th.

Hurricane Katrina Relief. The OSL coordinated the efforts to raise money for the American Red Cross and the United Negro College Fund to aid the victims of the hurricane in the Gulf Coast. Approximately \$7,500 was contributed to these causes.

American Cancer Society Fundraisers. OSL also organized a team of walkers in the annual Making Strides Against Breast Cancer fundraiser for the American Cancer Society on October 16, 2005. The Baruch College team once again raised close to \$5,000. Following up on last year's highly successful Relay For Life which raised more than \$47,000, Baruch College will host the 2nd Annual Relay on March 31, 2006 together with students from Hunter and City College. This 16 hour, overnight fundraiser will be hosted by Baruch College in the main gym and is open to students, faculty and staff of all CUNY Manhattan colleges. The program is being coordinated by the Golden Key Honor Society and the Office of Student Life.

COUNSELING CENTER

The Counseling Center remains under the leadership of Dr. David Cheng, Director and Dr. Caroline Kasnakian, Assistant Director. Returning as adjunct faculty to supervise our graduate student trainee and to provide direct student contact are Dr. Michelle Berniker, Dr. Jairo Fuertes, Dr. Toni Heris, Dr. Elizabeth Merrick, and Mr. Anthony Liotta, C.S.W. Our psychiatrists, Avivit Fuchs, M.D., and David Woo, M.D., have been instrumental in providing psychiatric consultations and prescribing medication to students already being treated in the center. We also continue to have Dr. Nancy Ziehler from the Calandra Institute/Queens College as part of our staff.

Our training programs both, pre-doctoral internship and graduate student externship continue to attract excellent doctoral and masters level psychology students from both the tri-state area as well as nationwide. We have doubled the number of applicants to our internship program since last year and continue to expect a competitive group of applicants in the upcoming internship year. Our recent externs and interns have come from Columbia University, Fordham University, Yeshiva University, New York University, Seton Hall University, University of Hartford, George Washington University, and The Florida School of Professional Psychology at Argosy. Our interns and externs are present full time and part time to work with our students in the Counseling Center as well as provide consultations to other student service centers such as, Freshman Orientation Seminar, Helpline, Peers for Careers, the Early Childhood Learning Center and the Career Development Center. Our interns continue to excel in our training program. They have consistently handled potentially anxiety-provoking crisis situations with competence and professionalism. Our interns' commitment to their training and to serve the college is evident in both their ability to carry a challenging caseload and to provide care in individual as well as group psychotherapy modalities.

The increase in psychopathology among college students nation-wide is also seen at our center. A significant percentage of the patients our center services present with severe psychiatric disorders that require urgent care. The Counseling Center also continues to treat a noticeably higher volume of students, an increase of 30% from last year. To address the increasing demand for our service, we have attempted to secure funding from private foundations. We are pleased that with the guidance and support of Kelly Moody and Erica Goodman at the Office of College Advancement, we have been awarded three grants. We received \$50,000 from the Van Ameringen Foundation, \$5000 from the city council, and an additional \$5000 from the Herman Goldmann Foundation. Funds for the Herman Goldmann foundation will be used for the 06-07 fiscal year and we are in process of renewing the Van Ameringen foundation grant for an additional year. Using the Van Ameringen and city council funds, we have been able to secure additional psychiatric coverage from Dr. Fuchs and to hire Dr. Drob, a licensed psychologist to provide direct student care as well as supervise and teach seminars for our training staff. We are also continuing our commitment to secure additional funding from both private and public sources.

In addition to individual counseling and psychiatric consultations, the Center provides psychological/neuropsychological assessments and counseling groups. These services consist of learning disability evaluations and support groups such as international students and students with disabilities. In addition, the Center staff developed a support group for the LGBT community based on survey feedback and request from the student body. Another initiative that has been developed through a review of student feedback was a walk-in counseling services program at the international students office. This initiative has broadened our outreach to international students, one of the colleges most demanded upon students.

Recent campus-wide screenings addressing issues such as depression, alcohol, eating disorders and upcoming workshops including Time Management, Stress Management and Test Anxiety are other examples of our continued outreach efforts. To provide continuity of care, screenings are also available throughout the year at the Counseling Center. Our campus-wide Open House successfully brought together students, faculty, and staff as they learned about our services. The Open House was also featured in the Ticker, providing further access to information about our services to students. We are also continuing our collaboration with the Health and Wellness Committee to expand our workshop and outreach efforts to reach a large audience of students throughout the academic year.

The Counseling Center maintains a page on the Student Development Web Site. This allows students to sign-up and to request particular topics for groups and workshops on-line. We regarded our site as a work in progress, where we modify the content to best serve the changing needs of the Baruch student body. We continue to utilize interactive e-mail for students. This has proven to be especially useful for students who prefer to receive the more private e-mail message than phone message, where other household members may be privy to their participation in personal counseling. We continue to post a referral guide for faculty and staff on our website and plan to have a link to this page on the Faculty Handbook page. We also plan to continue to monitor the needs of the Baruch community and to outreach and develop opportunities for coping with the long-term effect of terrorism and continued threats to our safety.

Finally, we continue to offer in-service training for our interns and externs and for faculty and staff. Some of our recent and upcoming topics include intake interviewing, Psychopharmacology, Suicide Prevention, Diagnosis, Substance Abuse, Group Counseling, Character Disorder, Eating Disorders, Ethics, and Multicultural Issues.

OFFICE OF DISABILITY SERVICES

During this period of time routine functions have continued. 8 students have been introduced to assistive technology. The Federal Recruitment Program took place when 17 students were interviewed by the federal recruiter. Students launched a club called the Difference Makers. Its goals include voter registration, advocacy, support, and legislative issues. In collaboration with The Center for People who Are Visually Impaired, students have been introduced to the "Talking Tablet." "Murderball" which has been nominated for an academy award in the documentary category was shown at the Graduate Center on 3/28. The film was followed by a panel of actors from the film, the film's promoter and representatives from the Spinal Association who play quad rugby.

SEEK PROGRAM

During the month of January 2006, the SEEK Program ran three inter-session initiatives. The first was a mandatory math support program for SEEK freshmen who failed or dropped their math class in the fall semester. They were required to attend a nine-session program on "Developing Math Confidence" including daily math tutoring sessions. Those who needed additional help also attended individual tutoring. These tutoring sessions will continue into the spring semester. The other initiatives were offered on a voluntary basis. The second was an HTML workshop where students created their own websites. The third was a course in advanced EXCEL.

This spring SEEK will implement a planning proposal that was funded by the Office of Special Programs for \$25,000. The focus of the grant is to investigate the stumbling blocks that hinder students who are

trying to get into Zicklin. Surveys and focus groups will be initiated to help us understand the students' perspectives.

The spring semester of SEEK's yearlong freshmen seminar (FRO 2000S) will focus on career exploration, counseling and technology. In addition, special tutorials were included to assist students with Economics 1001, Economics 1002 and Business 1000. Student will also be given classes in basic EXCEL to support their passing the SimNet test.

A program to lend graphic calculators to SEEK and non-SEEK students enrolled in math 2001, 2006 and 2010 remains in place this semester as well as out laptop lending program.

SEEK will work host monthly corporate luncheons (March 16, April 6 and May 11th). Students will learn fine dining etiquette and how to be an effective player at a corporate lunch. In addition to SEEK students, this initiative is open to all Baruch upperclassmen.

SEEK will be conducting a workshop/open house for perspective SEEK students for Fall 2006 during early April.

A SEEK counselor is a planning committee member and presenter at a CUNY wide SEEK/CD student conference scheduled for April 18, 19, 20. Three SEEK students will be selected to attend the conference.

SEEK will cosponsor with the Dean of Students Office, the Student Center and the Financial Aid Office a workshop on "Savvy Money-Management: Investment and Benefits" on April 27th. The presenters are Baruch alumni,

The Academic Survival Program for probationary students continues this semester. Meetings are scheduled for Feb 9, March 2, 30 and May 4th.

A SEEK counselor who is trained as a facilitator for the 7 Habits of Highly Effective College Students will present at the national Chi Alpha Epsilon conference on March 30th. SEEK students who are members of Baruch's Beta Alpha chapter will also attend the conference. The Chi Alpha Epsilon National Honor Society was founded in 1989 at West Chester University of Pennsylvania to recognize the academic achievements of students admitted to colleges and universities through nontraditional criteria. Its purposes are to promote continued high academic standards, to foster increased communication among its members, and academic excellence.

CPE workshops for SEEK students are scheduled for February 23,25, 27, 28th and March 2nd .

The SEEK transfer division is scheduled to participate in a virtual meeting with BMCC students and staff regarding transfer issues and concerns in April.

We are continuing with our on going communications workshops to empower students to have effective speaking and presentation skills every Tuesday.

The Study Abroad workshop for SEEK students this semester is scheduled for March 1.

This year's SEEK Awards Ceremony is scheduled for May 5th and will be dedicated to the memory Fr. Paul Pilson who for over 25 years served as the program's master math tutor and math coordinator.

ATHLETICS AND RECREATION

The Athletic Department is having a "Record Breaking" year so far. Two teams so far, have won CUNYAC Championships (Women's Volleyball, Women's Basketball), while many others have also finished a close second. We have won 3 regular season Conference championships and will look to add 2-3 more this coming spring. Three of the teams qualified for NCAA Championships (the most in Baruch

history). The combined CUNY Conference record of 25 wins and one loss by the Men's & Women's basketball teams is a new Baruch record. The Women's team went undefeated in conference play which is also a new Baruch record. Three of our coaches were honored by being named CUNYAC Coach of the Year in their respective sports (Men's & Women's Basketball, Men's Swim)

The Athletics program sponsored the "Battle of Lexington" (Feb. 8th - Double header basketball game versus Hunter) which engaged the student population in a "community building activity." We attracted over 1,200 students, faculty, staff, alumni, as well as some "VIP's." In addition to free t-shirts, prizes, \$5,000 shooting contest, and 60 piece marching band, we also "fed" most of the students at half-time! It was a "collaborative effort" with coordination and support from various units within the Student Development & Enrollment Management division.

STUDENT HEALTHCARE CENTER

The Baruch College Healthcare Center, administered by Beth Israel Medical Center and Continuum Health Partners Inc., via a service contract provides primary care for coughs, colds and flu; strains and sprains; vaccinations; STI/HIV; physical exams and women's health issues including gynecological exams, contraception and pregnancy testing. Appointments are preferred but walk-ins are seen on urgency and/or availability. Throughout the year, there are mini health fairs covering specific topics of interest to college students. Health information, brochures, pamphlets and books are also available at the center and in Student Development. The center is located at 138 E. 26th Street and can be reached at 646 312-2040.

Additional Clinical Staff

A Licensed Practical Nurse (LPN) has been added to the clinical staff at the Student HealthCare Center in response to the increased number of student visits to the center. The LPN will be onsite three days per week, Monday and Wednesday from 9:00AM to 5:00PM and Thursday from 1:00PM to 8:00PM.

HEALTH & WELLNESS PROGRAMMING

We are collaborating with members of student government and CUNY Health Services to develop and implement a smoking cessation program that will provide students with nicotine patches and nicotine gum.

Collaborations with the Graduate and undergraduate student government to develop and implement programming responsive to student health concerns has become a priority as it is the basis of our programming.

We are also collaborating with CUNY Health Services and the NYDOH to develop a protocol that would respond to an AVIAN Flu outbreak in the city.

Programs held for Fall 2005

September: health screenings, i.e., vision, hearing, weight, height, body composition analysis, collaborations with Seek, Hispanic clubs for Hispanic Heritage

October: Breast Cancer Awareness Month, reproductive and responsible sexual behavior

November: Great American Smoke out, smoking cessation, addictions

December: World AIDS DAY, Stress Busters

Programs held for Spring 2006

In recognition of Black History Month, February, Health Services held programming that covered health and behavioral issues most relevant to the Black community, i.e. HIV/AIDS, Diabetes, weight management, high blood pressure, cholesterol, and stress.

ADVISEMENT AND ORIENTATION

Advisement activities:

The advisement staff finished Spring Registration (November 14, 2005 - through February 3, 2006) with 6,354 student advisement contacts. This included 4,222 students who received advisement during our walk-in hours.

Special Programs:

We began the Spring 2006 semester with the start of our Student Towards Success Program. This program target 2nd semester freshman with overall grade point averages of a 2.0 or below. This year we sent out a record number of letters. Two hundred and eighty students were sent letters advising them of their mandated participation in this program. The advisors conducted the first group sessions in February. Individual sessions will take place throughout the Spring semester.

On March 30, 2006, the Center will host its 3rd Annual Information Fair. Freshmen are invited to meet representatives from 15 different student service areas and departments. The fair allows students to find out information and speak to department representatives in a "one-stop deal".

One of the goals set for this year, is to improve communication with the academic departments. In late March the advisement staff will visit each department with our presentation: Bringing the Gap - Forming Faculty and Advisement Partnerships.

Staff Development:

This year the Center staff held its first annual winter retreat. The agenda included developing learning goals for advisement, revising our mission statement and assessment. The staff developed a syllabus for academic advisement that will be posted on our website later this month.

Other:

In the Fall 2005 - the Center had available to students a "Student Satisfaction Survey". The survey included 10 questions about the services at the Center and the overall satisfaction with the advisement. The Center collected 373 surveys from October - December 2005. Overall the results of the survey were positive. Collection of the survey will continue through the Spring 2006 semester.

Student Orientation and Freshman Programs

The Center for Advisement & Orientation generated or collaborated on numerous projects in the area of student orientation and freshman year programs.

Fall/Winter activities included orientation sessions for incoming freshmen and transfer students.

Approximately 110 freshmen attended a half-day orientation and advisement, while approximately 700 transfer students attended one of eight optional orientation programs. For the first time, advisement took place using DegreeWorks. Version 5 of the electronic orientation CD-ROM was sent to all entering freshmen and transfer students; version 6 of the orientation cd-roms are currently in production for the fall 2006 entering class. The fall 2005 issue of Parenthesis, the parents newsletter, was sent to the parents of all freshmen and the spring 2006 issue is currently in production.

Efforts are currently under way to develop the targeted 25 freshman Learning Communities for fall 2006. Fall 2006 orientations, Freshman Learning Communities orientation, and Convocation/Baruch Beginnings are currently in the planning stages. A freshman text selection is imminent from the English department. The CPE Tutorial cd-rom that debuted in March 2005 was just revised and volume 2 should be on campus in time for this spring's CPE.

During Spring 2006, the department will collaborate again with the Career Development Center on the Career Discovery Project (formerly the Freshman Career Discovery Project). Sophomores as well as all second semester freshmen have been invited to take a Strong Vocational Interest Inventory followed by a mandatory workshop to review the results and advise them on how to select an appropriate major and career path.

ENROLLMENT MANAGEMENT

Enrollment

Baruch's enrollment for the Spring 2006 semester is 15,611 students. This is one student over our target. This includes 12,326 undergraduates, 2,939 graduate students and 346 non-degree students. There are 108 new freshmen, 693 new transfer and 314 new graduate students registered for this semester. Enrollment for the Spring 2005 semester was 15,428 including 12,315 undergraduates, 2,768 graduate students and 345 non-degree students. The increase from Spring 2005 is graduate students which is an institutional objective.

The College's 6 year graduation rate is now 58.7%. This is by far the highest in CUNY and is on par with the 6 year graduation rates of other area institutions. The transit strike has delayed the final certification of Fall graduates. It appears we graduated approximately 763 undergraduates and 324 graduate students. There is a concern about a student's ability to complete common core requirements and pre-requisites. This is causing an increasing backlog of students requiring the 2000 and some 1000 level courses as well as an increase in the demand for arts and sciences courses at the 3000 and 4000 level.

OFFICE OF THE REGISTRAR

The Registrar's Office continues to implement innovative registration and grading techniques continuously by improving the services offered online. All registration forms and course information may be assessed via the web resulting in less trips and traffic in the office. There is usually less than a five minute wait for service in the Registrar's Office, even at peak registration times. However, we do continue to have difficulties answering the phones despite staff being assigned to this specific for periods of times during the day. The Office will begin using "Voice-stream" system in March. This system is currently in use in the in the Financial Aid Office and has had a major impact on their ability to answer calls.

The "Web Grade" statistics are:

Fall	1855 out of 1951 submitted
Winter	44 out of 48 submitted

Even with the difficulties that the transit strike posed (disruption of exams, scheduling, make-up exams and submission of grades late), it was business as usual in the Registrar's Office due to team work, cross-training and collaboration between the Provost, BCTC and the Assistant Vice President of Enrollment Services. However, the problems the College encountered because of the strike delayed many final exams and submission of grades. This causes a backlog in the certification of graduation and the processing of forms such as transcript requests which are dependent on grades.

The Student Degree Audit system is a huge success with students and administrators. Congratulations to Stephen Andrus and his hard-working team. We recognize that our employees are the key to reaching our goals; we value their efforts, contributions and time dedicated towards our initiatives.

The College continues to have problems with establishing the last date of attendance for students who received a WU or WF grade. This is causing problems with the eligibility calculation for financial aid, which in turn is causing audit problems for the College. It is very important that faculty provide the accurate last date of attendance when submitting WU and WF grades on paper. Currently there is no field for WU or WF grade through WebGrade, also there is no field for the last date of attendance. A possible solution, removing the WU and WF as grading options on WebGrade or changing WebGrade to force professors to indicate last date of attendance in order to submit a WU or WF grade for a student.

UNDERGRADUATE ADMISSIONS

Baruch expects to admit about 4,800 new freshmen and 2,200 new transfer students for the Fall 2006 semester. These numbers should allow us to register about 1,000 new freshmen and 1,400 new transfer students. If we are able to admit and register more freshmen, we will lower our transfer goals. Our admissions counselors participated in over 150 off campus recruitment events in the during the Fall semester. This included the traditional college fairs as well as special events for high schools whose student body is composed of individuals with low incomes. At the latter events, admissions counselors as well as representatives from SEEK and the Financial Aid Office answered students questions and

assisted them in completing the admissions.

The Undergraduate Admission's Office held two "College for a Day" programs in November as part of CUNY Month. In addition, Baruch also hosted two "College for a Day" programs where over 400 students from 20 New York City High Schools attended two mock classes at Baruch. The students also received a briefing on the admissions process, college life, and financial aid. Breakfast and lunch was provided.

We are working with the BCTC to create an admitted student website. This will make it easier for us to communicate with new students.

The College is now able to provide new transfer students with their credit evaluations prior to their registration. The exception to this is when we must send a course to a Department to be evaluated. We ask the Departments to evaluate the course and return the information to us as quickly as possible.

OFFICE OF FINANCIAL AID

The Financial Aid Office is expected to process approximately 49 million dollars in aid during the 2005/06 academic year. More than 70% of our fulltime undergraduates receive some type of financial assistance.

A good portion of the staff's time is used to review and correct the information student's reported on their financial aid applications. During the Fall 05 semester, the Financial Aid Office began imaging documents required to process financial aid. Imaging reduces the incidence of misfiled paperwork and allows counselors to save time by review documents without pulling files. This has allowed staff to complete the review process in a much faster timeframe than the past. Since a password is required to access the imaging system, documents are more secure and there is less chance of identity theft.

The Fall 05 semester was the first semester vouchers were issued to allow students credit to purchase books and supplies from Baruch's bookstore. In the past, a portion of the student's financial aid was disbursed, as a book advance, by either check or direct deposit. The Fall 05 voucher program tested the voucher process and did not include all students. A portion of the students received checks and some were granted credit through the voucher. The benefit of using vouchers as opposed to checks is it allows the office to extend immediate credit to students who have very recently cleared their paperwork.

Due to limited staffing and the high number of telephone inquiries the Office has instituted a "Voice-stream" message system which answers some of the more frequently asked financial aid questions. This has reduced the number of general information phone calls which need to be answered by the Office and allowed us to concentrate our phone efforts on more complex calls and problems.

INTERNATIONAL STUDENT SERVICES CENTER - (ISSC)

The ISSC began the required SEVIS Registration of all international students on June 2005 and completed the task on October 2005. For the Fall 2005 the College had the following listed in the SEVIS System:

Actively Registered in SEVIS: 1740

Attending: 1289

On Optional Practical Training: 451

(NOTE: Numbers include Graduate, Undergraduate, ESL and Certificate Students)

We received funding to hire three additional part-time staff members for front desk coverage. This has allowed the office to extend our hours. The ISSC is now open Monday - Thursday 9:15am -6:00pm and Friday 9:15am to 4:30pm.

A survey was sent out to 1235 international students via the department's listserv on November 22, 2005. The survey was closed on December 21, 2005. We received 283 valid responses and 100 incomplete or in-progress responses. The survey indicated that the ISSC has a negative image. International students

want to be provided with up-dated accurate information on immigration policies and procedures from a staff that is well trained, courteous, and demonstrates professionalism. The students also expressed a desire for extended office hours. Based on the results of the survey we have implemented the following changes in the department:

The ISSC began reviewing the informational packets as well as our website. We made some changes to several of the packets. We also created new forms for those students requesting to take a reduced course load. We feel the forms provide the students with a clear explanation of the immigration regulations.

SKILLS ASSESSMENT OFFICE

The Office of Testing and Evaluation is responsible for the preparation, administration, reporting and database maintenance of the college's Skills Assessment Program (CUNY/ACT Compass/ESL Reading, Writing, Compass Mathematics, Compass Mathematics Placement) CUNY/ACT Writing Borough Center, Skills Course Placement, CUNY Proficiency Examination, Conflict Examination, the Simnet Xpert project, and the Student Course and Faculty Evaluation.

We prepare and administer each semester's testing schedule. The schedule includes testing dates for incoming students (CUNY/ACT Compass/ESL examination), Retests for continuing students and Exit sessions, Summer and Inter-session Immersion Programs, CUNY Proficiency Examination (CPE), College Now, Compass Mathematics, Conflict Exams and Simnet Xpert. In addition to institutionalized test sessions, small group and or individual emergency sessions are also held on an as needed basis. These are usually scheduled during the final week of registration.

Academic Year	Number of Test sessions	Number of Test administered & processed
2005-2006 (July - December)	77	1910

One of our most important responsibilities is the preparation, distribution, processing, and reporting the Student Course and Faculty Evaluation. Student Course and Faculty Evaluation data is provided electronically to those departments that request the information for departmental research and analysis. During the Fall 2005 semester, the new Student Course and Faculty Evaluation form was implemented. The results of which will be available in February.

Academic Year	2005-2006 (July – December)
Number of evaluation packets prepared & distributed	2845
Number of evaluation forms scanned & processed	10711
Number of evaluation reports generated	419