

# Institutional Characteristics

Date: **June 25, 2006**

1. Corporate name of institution: **Capital Community College**
2. Address (city, state, zip code): **950 Main Street, Hartford, CT 06103**  
Phone: **(860) 906-5100** URL of institutional webpage: **www.ccc.commnet.edu**
3. Date institution was chartered or authorized: **Hartford State Technical College -1946**  
**Greater Hartford Community College – 1967**
4. Date institution enrolled first students in degree programs: **HSTC 1946; GHCC 1967**
5. Date institution awarded first degrees: **HSTC 1948; GHCC 1969**
6. Type of control: (check)
 

|   |  |
|---|--|
| <u>Public</u>                             | <u>Private</u>                                       |
| <input checked="" type="checkbox"/> State | <input type="checkbox"/> Independent, not-for-profit |
| <input type="checkbox"/> City             | <input type="checkbox"/> Religious Group             |
| <input type="checkbox"/> Other            | (Name of Church)                                     |
| (Specify)                                 | <input type="checkbox"/> Proprietary                 |
| <input type="checkbox"/> Other:           |  |
| (Specify) _____                           |  |
7. By what agency is the institution legally authorized to provide a program of education beyond high school, and what degrees is it authorized to grant? **Connecticut State Legislature and Board of Governors of Connecticut Department of Higher Education** (See attached copy of the by-laws, enabling legislation, and/or other appropriate documentation to establish the legal authority of the institution to award degrees in accordance with applicable requirements.)
8. Level of postsecondary offering (check all that apply)
 

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Less than one year of work  | <input type="checkbox"/> First professional degree                                    |
| <input checked="" type="checkbox"/> At least one but less than two years  | <input type="checkbox"/> Master’s and/or work beyond the first professional degree    |
| <input type="checkbox"/> Diploma or certificate programs of at least two but less than four years (e.g., Specialist in Education) | <input type="checkbox"/> Work beyond the master’s level but not at the doctoral level |
| <input checked="" type="checkbox"/> Associate degree granting program of at least two years                                       | <input type="checkbox"/> A doctor of philosophy or equivalent degree                  |
| <input type="checkbox"/> Four or five-year baccalaureate  | <input type="checkbox"/> Other  |

9. Type of undergraduate programs (check all that apply)

Occupational training at the crafts/clerical level (certificate or diploma)  Liberal arts and general

Occupational training at the technical or semi-professional level (degree)  Teacher preparatory

Two-year programs designed for full transfer to a baccalaureate degree  Professional  Other

10. The calendar system at the institution is:

Semester  Quarter  Trimester  Other \_\_\_\_\_

11. What constitutes the credit hour load for a full-time equivalent (FTE) student each semester?

- a) Undergraduate 12 credit hours
- b) Graduate N/A credit hours
- c) Professional N/A credit hours

12. Student population:

a) Degree-seeking students:

|                             | Undergraduate | Graduate   | Total       |
|-----------------------------|---------------|------------|-------------|
| Full-time student headcount | <b>927</b>    | <b>N/A</b> | <b>927</b>  |
| Part-time student headcount | <b>2646</b>   | <b>N/A</b> | <b>2646</b> |
| FTE                         | <b>1999</b>   | <b>N/A</b> | <b>1999</b> |

b) Number of students (headcount) in non-credit, short-term courses: **1517**

13. List all programs accredited by a nationally recognized, specialized accrediting agency. List the name of the appropriate agency for each accredited program:

- Medical Assisting Program – American Association of Medical Assisting**
- Nursing Program – The National League for Nursing Accrediting Commission**
- Paramedic Program – Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions**
- Radiologic Technology Program – Joint Review Committee on Education in Radiologic Technology**

14. Off-campus Locations. List all instructional locations other than the main campus. For each site, indicate whether the location offers full-degree programs, 50% or more of one or more degree programs, or courses only. Record the FTE enrollment for the most recent fall semester.

|   | Full degrees? | 50% or more? | Courses only? | FTE Enrollment |
|---|---------------|--------------|---------------|----------------|
| A. In-state Locations                   |               |              |               |                |
| <b>Newington High School, Newington</b> | <b>No</b>     | <b>No</b>    | <b>Yes</b>    | <b>13</b>      |
|   |               |              |               |                |
| B. Out-of-state Locations               | N/A           |              |               |                |
|   |               |              |               |                |
| C. International Locations              | N/A           |              |               |                |

15. Degrees and certificates offered 50% or more electronically: For each degree or certificate, indicate the level (certificate, associate's, baccalaureate, master's, professional, doctoral), the percent that may be completed on-line, and the number of matriculated students for the most recent fall semester. Enter more rows as needed.

| Name of program   | Degree level       | % on-line  | Students   |
|---|--------------------|------------|------------|
| <b>Computer Information Systems: Web Publishing Option</b>                  | <b>Associate</b>   | <b>100</b> | <b>n/a</b> |
| <b>Computer Information Systems: Network Administrator Assistant Option</b> | <b>Associate</b>   | <b>100</b> | <b>n/a</b> |
| <b>Computer and Information Systems: Network Administrator Assistant</b>    | <b>Certificate</b> | <b>100</b> | <b>n/a</b> |
| <b>Computer and Information Systems: Web Publishing</b>                     | <b>Certificate</b> | <b>100</b> | <b>n/a</b> |
| <b>Computer Support Specialist</b>  | <b>Associate</b>   | <b>100</b> | <b>n/a</b> |
| <b>Computer Software Support Specialist</b>                                 | <b>Certificate</b> | <b>100</b> | <b>n/a</b> |

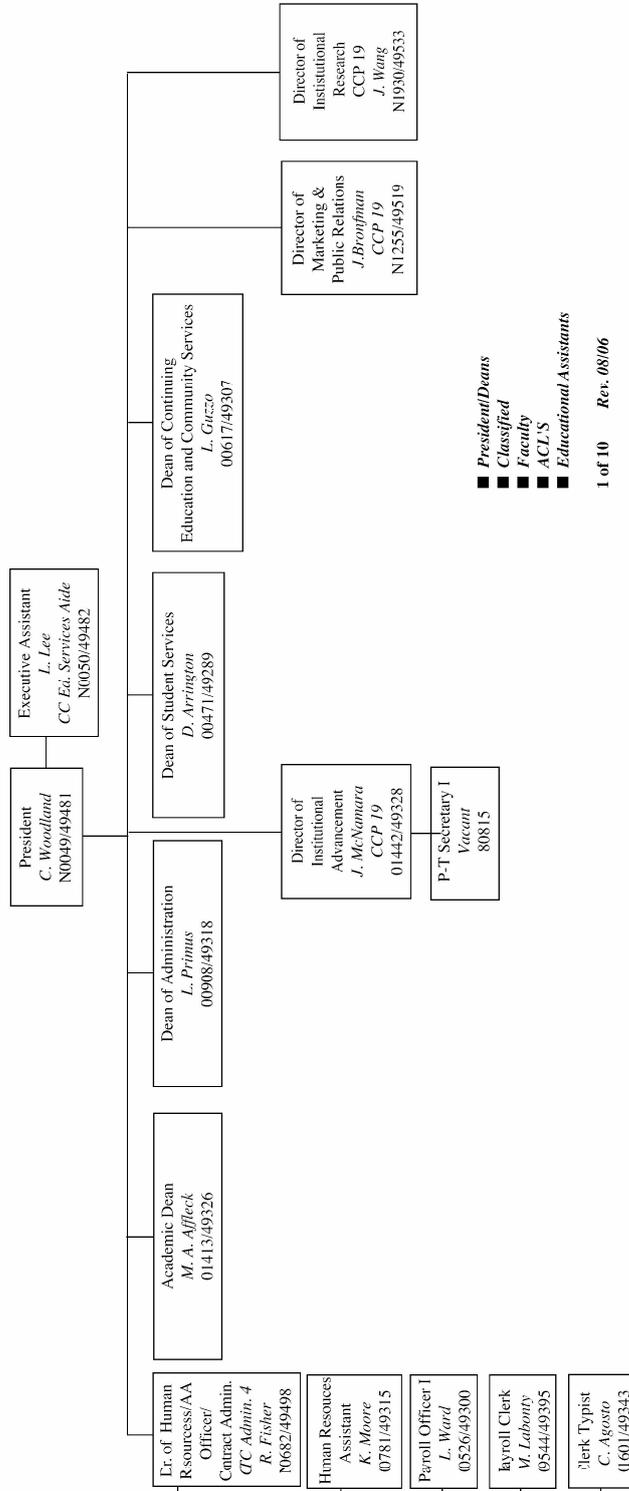
16. Instruction offered through contractual relationships: For each contractual relationship through which instruction is offered, indicate the name of the contractor, the location of instruction, the program name and degree level, and the percent of the degree that may be completed through the contractual relationship. **None**

17. List by name and title the chief administrative officers of the institution. **Table provided on the next page.**
18. Supply a table of organization for the institution. **Charts provided on subsequent pages, including organization of academic affairs, student affairs, finances and business management, and institutional advancement.**
19. Record briefly the central elements in the history of the institution:
  - 1992 – Capital Community Technical College was formed by the merger of Hartford State Technical College (founded in 1946) and Greater Hartford Community College (founded in 1967). Conrad L. Mallett was President (1986-1996) of the merged College.**
  - 2002 – The College changed its name to Capital Community College during the tenure of Ira H. Rubenzahl (1996-2004) as President.**
  - 2002 – The College moved to its current location in downtown Hartford.**
  - 2005 – Calvin E. Woodland was appointed President of the College.**

**Chief Institutional Officers**

| <b>Function or Office</b>      | <b>Name</b>  | <b>Exact Title</b>   |
|--------------------------------|--|--|
| Chair Board of Trustees        | Louise S. Berry<br>Marc S. Herzog  | Chair<br>Chancellor  |
| President                      | Calvin E. Woodland   | President  |
| Chief Academic Officer         | Mary Ann Affleck   | Academic Dean  |
| Chief Financial Officer        | Lester Primus  | Dean of Administration   |
| Chief Student Services Officer | Doris B. Arrington   | Dean of Student Services   |
| Continuing Education           | Linda Guzzo  | Dean of Continuing Education   |
| Institutional Research         | Jenny Wang   | Director, Institutional Research   |
| Development                    | John H. McNamara   | Director of Institutional Advancement  |
| Library                        | Carl A. Antonucci  | Director of Library Services   |
| Grants/Research                | N/A  | N/A  |
| Admissions                     | Marsha Ball-Davis  | Director of Admissions   |
| Registrar                      | (Lynn Davis)   | Registrar  |
| Financial Aid                  | Margaret M. Wolf   | Director of Financial Aid Services   |
| Public Relations               | Jane Bronfman  | Director of Marketing & Public Relations   |
| Alumni Association             |  |  |
| Other                          | Rubin Fisher   | Director of Human Resources<br>Affirmative Action Officer  |
| Academic Division              | Cynthia Adams<br>Connie Carter<br>Theresa Devito<br>Stephen O. Fagbemi<br><br>Joan R. Marchessault<br>Carol E. McMahon | Division Director, Nursing<br>Chair, Humanities<br>Chair, Allied Health<br>Chair, Social & Behavioral Sciences<br>Chair, Business & Technology<br>Chair, Science & Mathematics |

**CAPITAL COMMUNITY COLLEGE**  
TABLE OF ORGANIZATION – PRESIDENT



■ President/Deans  
 ■ Classified  
 ■ Faculty  
 ■ ACLS  
 ■ Educational Assistants  
 1 of 10 Rev. 08/06







