

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	927	N/A	927
Part-time student headcount	2646	N/A	2646
FTE	1999	N/A	1999

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				
Newington High School, Newington	No	No	Yes	13
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
Computer Information Systems: Web Publishing Option	Associate	100	n/a
Computer Information Systems: Network Administrator Assistant Option	Associate	100	n/a
Computer and Information Systems: Network Administrator Assistant	Certificate	100	n/a
Computer and Information Systems: Web Publishing	Certificate	100	n/a
Computer Support Specialist	Associate	100	n/a
Computer Software Support Specialist	Certificate	100	n/a

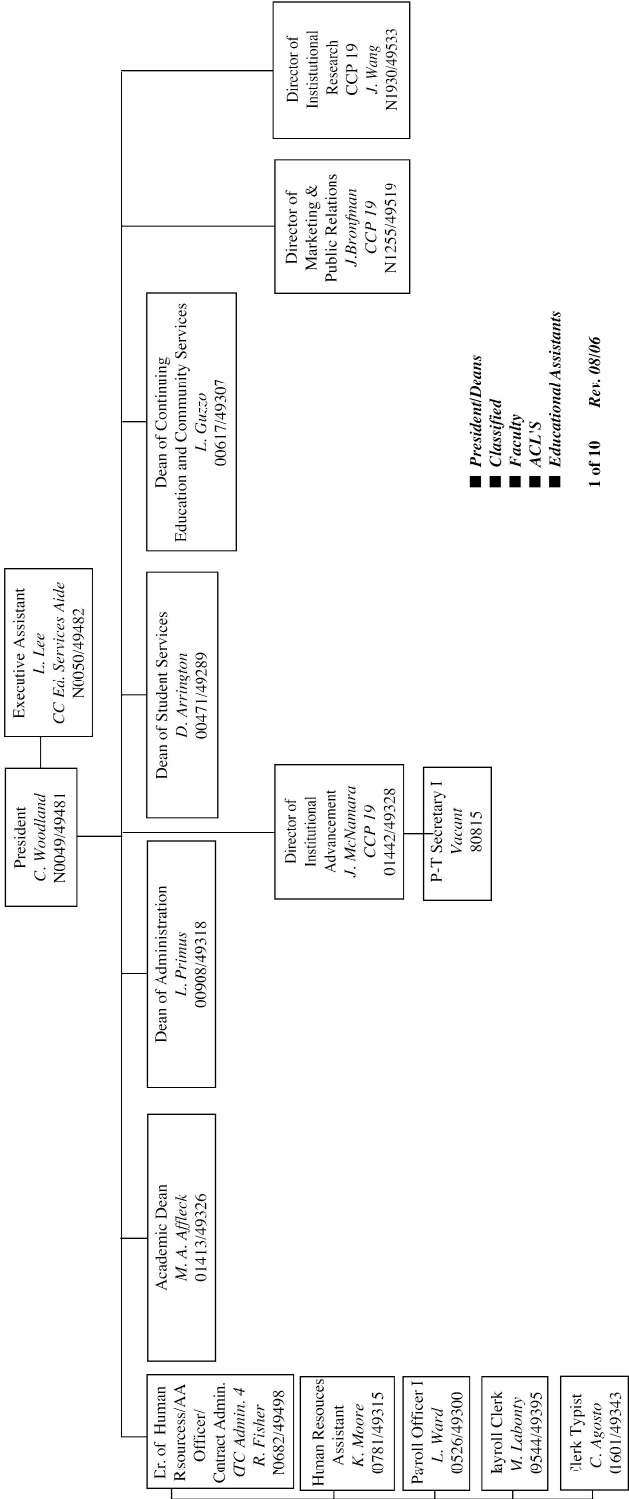
16. Instruction offered through contractual relationships: For each contractual relationship through which instruction is offered, indicate the name of the contractor, the location of instruction, the program name and degree level, and the percent of the degree that may be completed through the contractual 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.**

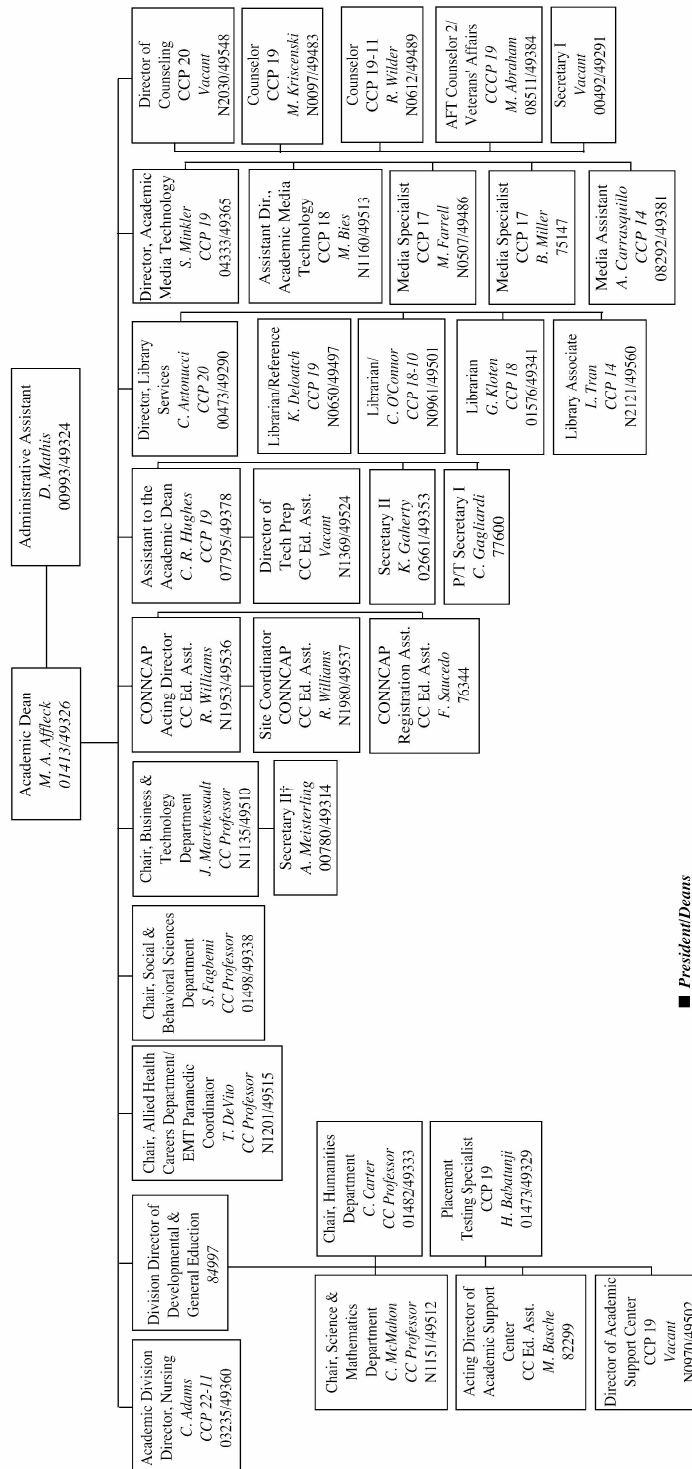
Chief Institutional Officers

Function or Office	Name	Exact Title
Chair Board of Trustees	Louise S. Berry Marc S. Herzog	Chair 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 Affirmative Action Officer
Academic Division	Cynthia Adams Connie Carter Theresa Devito Stephen O. Fagbemi Joan R. Marchessault Carol E. McMahon	Division Director, Nursing Chair, Humanities Chair, Allied Health Chair, Social & Behavioral Sciences Chair, Business & Technology Chair, Science & Mathematics

CAPITAL COMMUNITY COLLEGE
TABLE OF ORGANIZATION – PRESIDENT



CAPITAL COMMUNITY COLLEGE
TABLE OF ORGANIZATION – ACADEMIC DEAN



■ **President/Deans**
 ■ **Classified**
 ■ **Faculty**
 ■ **ACL'S**
 ■ **Educational Assistants**

‡ This Secretary II position supports the following Departments:
 Humanities, Business and Technology, Science and Mathematics,
 and Social and Behavioral Sciences

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