

**HILLSBOROUGH**  
Community College



**TO:** Pamela Heglar  
Student Services Director

**FROM:** Barbara Goldstein,  
Dean, Associate in Arts Programs

**DATE:** August 3, 2004

**SUBJECT:** Deborah Haynes' Sabbatical Report

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Attached is Deborah Haynes' Sabbatical Report. Professor Haynes has spent the last year developing an EAP orientation program, which we will implement beginning Fall 2004.

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## SABBATICAL LEAVE ACTIVITY REPORT

Deborah Haynes

August 1, 2004

### 1. Purpose of the sabbatical:

The purpose of this sabbatical was two-fold. First, I wanted to discover what is already being done in community colleges that is helping to acclimate first-time EAP students to the college and the EAP program. Second, with the help of HCC faculty and staff on the Dale Mabry Campus and with Power Point technology I wanted to develop a full-day orientation for our first semester EAP students.

### ➤ To review the USF orientation program for additional ideas:

Barbara Smith-Lincus, Assistant Director of USF's English Language Institute, reviewed their new student orientation program with me. Many of their components are not relevant to the community college. All new student testing, placement, and scheduling is done on the first of the two-day orientation. In addition, the law requires explanation of immigration policies, health insurance, health clinic, and safety procedures. However, many of the details of their second day will be incorporated into our one-day orientation. These include providing each new student: with a nametag, a folder of the information discussed during the day, a book list, information regarding the new scholarship program, meeting with and being assigned to a counselor and advisor, a tour of the campus, and a post-orientation evaluation.

### ➤ To create an orientation program for our EAP population:

A variety of activities were included in this sabbatical component. Much of my time in the fall was spent on reading, researching, and speaking with people at HCC and other community colleges as well as universities around the country.

- 1) I spent September at the USF Library, reading the research on this topic.
- 2) During October and November, I interviewed and brainstormed with the following people in their areas of expertise:

Dr. Frank Babcock HCC Director of Student Services

Terry Waggoner Student Counselor, Dale Mabry Campus

Larry Alvarez Testing Center Director, Dale Mabry Campus

Thomasine Banks Financial Aid Director, Dale Mabry Campus

Patricia Mills Assistant Dean of Student Services,  
Dale Mabry Campus

Michael Brennan HCC's International Advisor

Robert Yanez EAP Program Manager, Dale Mabry Campus

Cynthia Hewett	EAP Instructor, Dale Mabry Campus
April Muchmore	EAP Instructor, Dale Mabry Campus
Honora Berringer	Program Manager of Prep English, Brandon
Jean Carroll	EAP Instructor Fresno State Community College
Jerry Gamel	EAP Professor University of Houston
Adrienne Garcia	Executive Director of the HCC Foundation
Barbara Goldstein	Dean of Communications, Dale Mabry Campus
Arleen Jantz	Director of the Tutoring Center, Dale Mabry Campus
Marcella Sherman	Director of the Writing Center, Dale Mabry Campus

3) During the Spring Term:

Peggy Armstrong EAP Professor, North Florida Community College

Barbara Smith-Lincus Assistant Director of USF's  
English Language Institute

4) November through May, I attended most of the required HCC new EAP three-hour orientations provided by the counselors after testing and placement were completed. I answered questions about EAP and the new full-day orientation program that will begin in the fall.

5) After meeting with Adrienne Garcia, Executive Director of the HCC Foundation, in October, I have continued working with her throughout the year to promote funding for our new program and scholarships.

6) From August 2003 until February 2004, I took 7 instructional technology workshops through IT3. Zeleste Agosto has worked closely with me during these workshops and put in many hours outside the meetings to help develop the Power Point presentation for the orientation.

Power Point I & II  
3D Album

Microsoft Word I & II  
Excel Grade Book

Web CT

