

Institutional Effectiveness Division

Bring systematic inquiry to bear on improvement of institutional and academic practices and programs. To this end, the functions of this division include institutional effectiveness, assessment, and accreditation support; institutional research; academic, educational and student support (AES) assessment; strategic planning; and the Human Research Protection Program (HRPP).

Institutional Research

In service of the divisional mission to bring systematic inquiry to bear on improvement of institutional and academic practices and programs: Collect, analyze, interpret, and disseminate internal and external data relevant to the college's planning and decision-making processes including but not limited to academic planning, enrollment management, student support, marketing, assessment, and institutional effectiveness.

AES Assessment

In service of the divisional mission to bring systematic inquiry to bear on improvement of institutional and academic practices and programs: To foster both the continuous improvement of college practices and processes as well as the scaling-up of those that are found to be effective to various areas of the college. Through thoughtful and collaborative design and implementation of assessment protocols and exercises, we endeavor to promote a positive, productive, and equitable experience for Kingsborough students, faculty and staff.

HRPP

In service of the divisional mission to bring systematic inquiry to bear on improvement of institutional and academic practices and programs: Protect the rights and welfare of human subjects in research projects conducted at Kingsborough or by Kingsborough faculty, staff and students. Provide oversight, administrative support, and educational training to ensure that this research complies with federal and State regulations, University policy, and the highest ethical standards.

College Advancement Division

The Office for College Advancement (OCA) supports, encourages, and promotes the academic mission and vision of the College. Through its various offices, the OCA works with individuals, foundations, corporations, corporate foundations and government entities to raise funds to support the needs of students, faculty and scholastic activities. The OCA coordinates all fundraising for the College by fostering relationships with alumni, faculty and staff retirees, and external constituencies. OCA's responsibilities also include the Kingsborough Community College Foundation.

Student Affairs Division

The mission of the Department of Student Affairs is to provide an inclusive environment in which students engage in innovative, stimulating, and high quality learning

opportunities designed to facilitate personal growth and academic success. Our students will exemplify the core values of leadership, civic engagement, civility, and responsible global citizenship while moving forward successfully toward their academic and career goals.

Single Stop

KCC's Single Stop mission is to think of innovative ways to empower college students holistically. Approaching every situation with mindfulness allows us to better support the well-being of the student. Supporting students to access government entitlements and on and off campus resources, all while encouraging self-sufficiency, is a daily task. By providing benefit screenings, multiple resources within the office and counseling sessions to clarify personal goals, Single Stop continues to serve its mission.

Women's Resource Center

The Women's Center offers women and nontraditional students a supportive place to gather, socialize, and network. The Center partners with academic departments, programs, and clubs to cosponsor lectures, workshops, and seminars exploring educational, professional, and lifestyle issues. In addition, the Center forms peer support groups in response to students' needs and schedules. Services include individual and group mental health counseling and referral and advocacy services.

Student Life

The Mission of the Office of Student Life is to offer opportunities and experiences for student learning and personal growth that complement Kingsborough's overall mission. The cultural, social, educational, and artistic programs of the Office of Student Life are designed to develop leadership skills, foster a sense of community that allows for personal growth, and develop a broader understanding and respect for diversity and equity.

Child Care

As an active and integral part of Kingsborough Community College, it is the mission of the Child Development Center to function as a model early care and education program by providing a nurturing environment for children to grow and develop. Our partnership with parents embraces their diversity and provides them with opportunities to participate in college life as they fulfill their educational goals. The Child Development Center serves the larger college community by

offering educational and work-study experiences to adult students enrolled in Kingsborough Community College, serving as a demonstration and observation site.

TRiO

The mission of TRiO @KCC is to exceed the retention, graduation, and transfer rates identified in the most recent proposal to the US Department of Education. TRiO is both process- and outcomes-based, serving students with disabilities, as well as low-income and first-generation students. The program develops individualized educational goals and post-KCC plans, and provides the services and referrals for achievement. TRiO ensures purposeful education and promotes integration into the college community so that academic journeys are focused. Our mission ensures that students remain involved and motivated to persist and attain their academic and career goals.

College Discovery

The mission of the College Discovery Program is to assist in providing equality of higher education to students who otherwise would not have such access. Program efforts are intended to increase the level of education, social capital, and workforce expertise in our city and state.

Men's Resource Center

Housed in the Men's Resource Center, the Kingsborough Black Male Initiative model exists to increase the enrollment, matriculation, retention, and graduation rate of students underrepresented at KBCC, while improving the overall grade point average of those underrepresented students. It also seeks to provide a sense of community to students who would otherwise lack such a space.

Student Conduct

The mission of the Office of Community Standards is to educate students and protect the rights, health, and safety of all members of the Kingsborough Community College community. We encourage and support a civil and holistic learning environment that fosters personal growth and the development of life skills by holding students accountable for actions and behaviors inconsistent with the scope of the Kingsborough Community College community. This process aims to address inconsistent behavior in an approach that informs students and guides them toward a greater sense of personal responsibility, decision-making, and acceptable community standards.

Athletics

The Athletic Department at Kingsborough Community College is committed to the promotion of excellence in athletics as part of a larger commitment to personal growth and education. Kingsborough Athletics also places an emphasis on creating a sense of community within the student-athlete population, within the college and within the area we so proudly serve, Brooklyn, NY. The guiding principle behind Kingsborough Athletics participation in Division III athletics is our belief in its educational value for our students. Student-athletes at Kingsborough Community College develop valuable character traits which yield success later in life. Such traits include: the drive to take one's talents to the highest level of performance; embracing the discipline needed to reach high standards; learning to work with others as a team in pursuit of a common goal; and adherence to codes of fairness and respect. The Kingsborough Athletics mission outlines expectations held towards student-athletes in their sport, in their college education and in their everyday life. In the spirit of excellence, Kingsborough Athletics aims for the highest level of athletic performance that will produce well rounded student-athletes, winning traditions and the opportunity to compete for team or individual championships and both athletic and academic scholarships to senior level institutions. Our mission also requires that Kingsborough student-athletes be students first, that they be committed to their academic goals and motivations, that they benefit from Kingsborough educational programs and make satisfactory progress toward a degree, and that their attrition and graduation rates be comparable or superior to those of other students

AccessAbility

To nurture a community where disabled students have an equal opportunity to participate in all aspects of campus life. AAS serves as a disability resource, promotes equity, advances disability awareness, and provides reasonable and appropriate accommodations to self-identified KCC students with disabilities.

Veteran Services

To serve the needs of prospective and enrolled active military personnel, reservists, veterans and their dependents, spouses and survivors. We facilitate certification for students who are eligible to receive benefits under the Department of Veterans Affairs (DVA) programs. The office supports a smooth transition and integration into the college community by providing advisement services, networking events, educational workshops, priority registration, academic program information, and referrals to various counseling and financial resources. We work closely with many campus departments, and through a liaison in each of the support offices, we are able to ensure a seamless connection to all benefits and resources students are eligible to receive.

Counseling and Health Services

Counseling and Health Services' (CHS) mission is to promote and support students' physical, emotional and psychological health and well-being through a variety of health and mental health services, including counseling, consultation, crisis support, prevention, outreach, first aid and referrals. CHS staff adhere to the highest ethical and professional principles and are committed to provide culturally competent and responsive services to the diverse KCC community. CHS strives to nurture a compassionate and supportive environment that values the dignity and uniqueness of all KCC students and assists them in reaching their highest potential.

Student Union and Intercultural Center

The mission of the Student Union and Intercultural Center is proposed as follows:

The creation and maintenance of a safe, inclusive, and accessible space in service to and in partnership with students, faculty, staff, alumni, and community members. This space is used to foster intercultural understanding, student/faculty collaboration, leadership, civic engagement, and a deeper sense of belonging that complements academic programs and enhances the educational experience of the Kingsborough community.

We are committed to:

Fostering social awareness/education/respect for races, gender identity, sexualities, religions, cultures, and class status. Providing a space for interdisciplinary discussion, lectures, panels, readings and workshops. Preparing our students for leadership roles in their communities in order to foster responsible citizenry through community service and engagement. Preparing our students for the global 21st Century workforce. Fostering collaboration between students, college resources, staff, faculty, and members of the surrounding Brooklyn community.

CUNY EDGE

What is the CUNY EDGE Program?

CUNY EDGE envisions a world in which all people have access to the educational opportunities and support they need to realize academic success, a sustainable career, and a brighter future.

We commit to contributing to this vision.

CUNY EDGE's mission is to help CUNY students who are receiving public assistance achieve academic excellence, graduate on time, and find employment.

CUNY EDGE offers you:

- Advisement on your classes and career
- Seminars on ways to succeed in college and work

- Cafeteria or bookstore vouchers for students who participate in the program
- Summer tuition so you can stay on track to graduation
- Connection to internship and job resources
- Tutoring in various subjects

Program description: CUNY EDGE, formally known as the COPE program, has expanded its student services to provide new benefits and support for you!

Additionally, CUNY EDGE has its own computer lab in T4-264 and houses the college's food pantry in T4-216 (Food for Thought).

CUNY EDGE creates a sense of community by holding on-campus events such as an annual toy drive to benefit the children of participants, a Thanksgiving celebration in November, and a holiday party in December, where Santa himself distributes the toys. Furthermore, CUNY EDGE extends its closet (CUNY EDGE Closet) to KBCC students and holds an ongoing community service project where new or gently worn business attire is accepted to help those in need of interview clothing.

CUNY EDGE focuses on personal and professional development by equipping students with the necessary skills to succeed in college and the workplace. In June CUNY EDGE recognizes participants who achieve academic success at the college's Award Night with special CUNY EDGE Awards for Academic Excellence and holds its own Graduation Celebration.

New Student Orientation

New Student Orientation is aimed at alleviating some of the anxiety surrounding these issues as well as answering student questions about Kingsborough Community College. It is the first opportunity to meet other incoming students, receive information about college resources and experience our beautiful college campus. New Student Orientation is an excellent opportunity to help you feel prepared to be in college and to give you the greatest opportunity to start strong. It takes place before the fall and spring semester for students who have never attended Kingsborough before.

At New Student Orientation, you can:

- Meet other new students and make friends before the semester starts
- Meet your advisors, faculty and other support staff
- Learn about different courses offered at Kingsborough
- Find out about student clubs, sports activities, or performance opportunities offered by the college
- Ask questions about your financial aid award or payment plan options

- Learn about expectations regarding student behavior on campus and available resources

Enrollment Management Division

The mission of the Division of Enrollment Management is to recruit, admit and enroll diverse students, maximize the use of scholarship funds, assist students in managing their financial obligations, and provide exceptional documentation, information, and advice. We also aim to maintain student retention through effective support services. Our goal is to make sure that your experience is a great one from the time you apply to Kingsborough until you complete your degree. We provide an array of student services in collaboration with other offices to help you get started or to stay on track during your academic pursuits. We are committed to making the students' success our number one priority. Kingsborough is an exciting place to learn and we are here to help.

The Enrollment Management Division consists of the following areas: Admissions Information Center, Admission Services, International Student Affairs, One-Stop Center, Financial Aid, Testing, Registrar's Office, New Student Engagement Team, and the KCC Experience

Admissions

The Office of Admissions Services is committed to providing students with the information they need to navigate and understand the admission process. With a focus on service quality, our Admissions Services Team strives to make the student experience at Kingsborough Community College a consistently positive one.

Financial Aid

The Office of Financial Aid at Kingsborough Community College aims to assist the current and prospective student and their families with obtaining the necessary financial resources to finance their education at Kingsborough Community College including:

- Providing adequate financial assistance and resources to eligible students
- Advising students and families on the availability of financial aid
- Assisting students and families with the completion of financial aid forms and other required documents
- Processing financial aid in compliance with federal and state regulations
- Providing information to students regarding alternative sources of Aid

Testing

- Administer the CUNY Assessment Test in Writing, to determine placement for the appropriate courses.
- Administer the ATB exam to eligible students for TAP eligibility.
- Administer the appropriate exams to students completing developmental courses, to ensure those students demonstrate readiness to take college level courses.
- Provide students with appropriate resources to assist them in preparing for their exams.
- Facilitate testing operations for students with disabilities.
- Provide a welcoming environment, so that students feel comfortable during their examinations.

Registrar

The Office of the Registrar maintains academic records for all students and is responsible for the registration of students into classes after they have been admitted to the college.

The Office is responsible for:

Advanced standing evaluation of transfer credit

Change of address, curriculum, grades, matriculation status, session attended

Permit to attend other CUNY colleges

Readmission

Access to records

Transcripts

Withdrawals

Degree Audit

Registrar – Revised Summer 2020

The Office of the Registrar's mission is to enroll a diverse student population, and to provide exceptional information and advice to our students. We strive to maintain equity and seek to provide each student with the appropriate supports to foster success.

The Office is responsible for the maintenance of student records, such as grades, curriculum, and matriculation status; coordinating permits for students who wish to attend other CUNY colleges; assisting students who wish to readmit to KCC; providing official student transcripts; and helping students to withdraw from courses.

Continuing Education and Workforce Development Division

In partnership with the degree and credit programs of Kingsborough Community College and drawing on the resources of the University's knowledge, people, and physical facilities, continuing education offers non-credit learning opportunities targeted to workforce development, including retraining and upgrading in both private and public

sectors; education for adults seeking language or literacy skills or high school equivalency preparation for access to better jobs or post-secondary education and training; community education addressing community needs, including age-specific programs serving everyone 5 years old and above; and preparing community leaders for civic improvement.

Career Services

The mission of the Center for Career Development & Experiential Learning at Kingsborough Community College is to provide career services to students and alumni through career exploration, professional resources and programming.

Vision

Kingsborough Community College students and graduates will be equipped to make informed career choices.

Workforce Development

In partnership with the degree and credit programs of Kingsborough Community College and drawing on the resources of the University's knowledge, people, and physical facilities, continuing education offers non-credit learning opportunities targeted to workforce development, including retraining and upgrading in both private and public sectors; education for adults seeking language or literacy skills or high school equivalency preparation for access to better jobs or post-secondary education and training; community education addressing community needs, including age-specific programs serving everyone 5 years old and above; and preparing community leaders for civic improvement.

Continuing Education

In partnership with the degree and credit programs of Kingsborough Community College, Continuing Education offers non-credit learning opportunities targeted to workforce development in both private and public sectors; education for adults seeking language or literacy skills or high school equivalency preparation; and education addressing community needs, including age-specific programs serving individuals across the lifespan.

Academic Affairs Division

The mission of the division of Academic Affairs is to engage faculty and staff in providing the best possible educational experience for students and the community. This includes assisting faculty in all matters pertaining to curriculum, i.e., new degrees, changes in existing degrees; new courses, and changes in existing courses before submission to college governance; managing the instructional budget and other academic support programs; managing faculty records and generating instructional payroll; ensuring compliance with all College, University, and State education policies as spelled out in the appropriate documents; and overseeing the following areas:

- o Academic Advisement
- o Academic Degree Programs and Fields of Study
- o Academic Departments
- o Academic Placement
- o Academic Scheduling
- o Accelerated Study in Associate Programs
- o Coordinated Undergraduate Education
- o Evening Studies and Weekend College
- o Faculty Development
- o Faculty Recruitment
- o Honors Program
- o Immersion Programs
- o Learning Communities
- o Program Evaluation and Review
- o Reading and Writing Center
- o Transfer Articulation Agreements
- o Writing Across the Curriculum

KCTL

The mission of KCTL is to support Kingsborough faculty in their efforts to:

Foster student learning through the exploration of research-supported, student-centered pedagogies

Engage in the scholarship of teaching and learning

Become participants in communities of practice through collaboration with faculty and staff across disciplines and departments

KCeL

Kingsborough Center for e-Learning (KCeL). KCeL supports Kingsborough faculty in effectively integrating technology in their courses in order to engage 21st Century students and provide them with significant learning experiences that will promote their success.

Library

The Robert J. Kibbee Library, through its physical space and virtual access, is a dynamic learning environment. It is dedicated to supporting Kingsborough Community College in fulfilling its educational goals. The library provides a collection of scholarly and up-to-date resources, varied modes of instruction, and innovative services. By rendering the tools necessary to achieve academic and vocational success, the library inspires lifelong learning and fosters the critical analysis of information sources essential in the twenty-first century.

Advisement

Academic Advisement at Kingsborough Community College provides students with education and guidance according to need at every point along a clearly defined pathway from admission to graduation. Academic advisors value equity, diversity, and autonomy, and seek to empower all students to be engaged, independent learners who make well-informed, strategic decisions that further their academic, career, and personal goals.

Tutorial Academic Support Center

The Tutorial Academic Support Center is primarily responsible for supporting students throughout their academic career in terms of general welfare and academic progress. The goal of the Center is to assist all students with locating adequate resources to successfully complete

all of their coursework. We focus on each and every student individually. Our emphasis is on the student's acquiring and practicing his/her basic skills.

Academic Scheduling

To provide support to academic departments in the development of the schedule of classes, and to assign classroom space fairly and in a manner that accommodates the college's academic and instructional needs.

Finance and Administration Division

The division of Finance and Administration provides effective support to the College's teaching and research efforts, and to services for students and the community. We are responsible for the stewardship of the physical, technological, and financial resources of Kingsborough Community College.

The Office of Finance and Administration oversees business processes such as the Bursar, accounts payable, budgeting and financial management for KCC and its external entities, financial reporting, contracts and purchasing, capital requests, and planning and compliance. The division is also home to facilities services, Information Technology, campus planning, food services, and public safety. We are committed to operating in a manner that is based upon integrity, transparency, and equity while ensuring the public's trust.

Bursar

The mission of the Bursar's Office is to obtain and process the data necessary to provide accurate bills and information to students. The Bursar's Office, an important student service, is responsible for maintaining all students' tuition accounts and the College's receivables. This includes, posting all tuition charges and fees; collecting, processing, and inputting all payments; generating bills; issuing student refunds; distributing checks and parking permits; and all collection activity. These functions are accomplished while serving the needs of our students within the framework of CUNY policies and procedures.

Facilities

Our mission is to operate and maintain Kingsborough's physical plant and campus to provide a healthy and safe environment that supports the college's commitment to education and accommodates the needs of everyone in the community.

Public Safety

The City University of New York Public Safety Department is dedicated to providing excellence in protection and service to the University community. As law enforcement officers, we shall continuously endeavor to ensure a safe and secure environment conducive to a positive social and educational process. This mission is exemplified by our departmental motto, "SERVICE, INTEGRITY AND PRIDE"

Information Technology

The mission for the Office of Information Technology Services is: "to provide the highest quality support possible to advance the instructional goals of the College. Working in collaboration with the academic, student support and administrative officers of the College, we seek to promote the effective integration of technology into teaching and learning as well as to provide support to promote the administrative functions of Kingsborough and of the City University of New York. The Office strives to achieve this important mission through an integrated process of planning, programming, training, consulting, and other support services. Its work is always guided by the expressed needs of the user community. OITS is committed to collaborating with the college community to provide excellent technology products and services and recognizes that the college community has the best chance to succeed when we, within the OITS, strive for excellence and uphold high standards in our day to day operation.

Communications & Marketing Division

The Office of Communications & Marketing serves as the official advertising, branding and marketing voice of the college; promoting positive and consistent images for internal and external audiences. The office provides the dissemination of college news, and information about college-wide events that positively endorse the college's mission. From communications strategies that include public relations, advertising and marketing, to social media, creative graphic design and print production services, the office directs these efforts to effectively communicate with the college community and the public.

Office of the President

Office of Equal Opportunity

The Office of Equal Opportunity & Diversity Management (OEO) supports CUNY's policies against discrimination and sexual misconduct and seeks to ensure equal opportunity for our Kingsborough Community College community, including students, faculty and staff. OEO is deeply committed to CUNY's policy statements that "diversity, inclusion, and an environment free from discrimination are central to the mission of the University" and that "every member of CUNY's community, including students, employees and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence."

OEO is a resource to our campus community regarding CUNY's Policies on Equal Opportunity/Nondiscrimination and Sexual Misconduct. Persons who wish to file a discrimination or sexual misconduct complaint with OEO are encouraged to do so. Please be reminded that managers, supervisors and persons designated as "responsible employees" are required to immediately report discrimination or sexual misconduct complaints to OEO. Also, OEO is available to provide on-site training to your department, office or unit.

Human Resources

The Office of Human Resources is responsible for a range of services including personnel services, benefits, legal affairs, labor management relations, payroll, and records access.

Our office is committed to providing quality service with integrity, responsiveness, and sensitivity to the faculty, staff and students of the college community.