



## Stella and Charles Guttman Community College Civic Action Plan

### VISION/MISSION

#### Campus Compact Action Statements

I. We empower our students, faculty, staff and community partners to co-create mutually respectful partnerships in pursuit of a just, equitable, and sustainable future for communities beyond the campus – nearby and around the world.

II. We prepare our students for lives of engaged citizenship, with the motivation and capacity to deliberate, act, and lead in pursuit of the public good.

III. We embrace our responsibilities as place-based institutions, contributing to the health and strength of our communities – economically, socially, environmentally, educationally, and politically.

IV. We harness the capacity of our institutions – through research, teaching, partnerships, and institutional practice – to challenge the prevailing social and economic inequalities that threaten our democratic future.

V. We foster an environment that consistently affirms the centrality of the public purposes of higher education by setting high expectations for members of the campus community to contribute to their achievement.

“Community is at the center of Guttman Community College’s mission, and students are at the center of the College. Guttman fosters an environment of cooperation and collaboration, where students, faculty and staff respect and appreciate each other’s perspectives, commonalities, differences and contributions. Students address compelling urban issues and move into the wider community through experiential learning and internships. Graduates will have the intellectual tools and confidence to be engaged citizens and responsible leaders.”—excerpted from **Stella and Charles Guttman Community College Mission Statement**

**In order to strengthen our mission and actualize these commitments, Guttman has chosen to identify and cultivate authentic and reciprocal partnerships in the communities from which the majority of our students come.**

Identifying, cultivating and engaging in equitable, reciprocal community partnerships in the zip codes representing the local communities in which most Guttman students reside is the focus of Guttman’s Campus Civic Action Plan. Since the inception of the College, Guttman has struggled to identify “our community” apart from the very clear commitment to the community Guttman seeks to create with students from the first pre-admission Orientation to Bridge, through Houses and Cohorts, to Programs of Study and Commencement. Situated in Midtown Manhattan within the boundaries of the Bryant Park Corporation, and contiguous to the Garment District, the Theatre District and Times Square, our campus is located in the midst of high-end retail, financial, communications and educational commercial entities that share the same corporately-owned real estate of a costly Manhattan zipcode. The location of our College was intentional and crucial to its mission, to expose our students to multiple opportunities for career exploration, networking and employment and for CUNY to put down stakes in a part of the city which can benefit from the presence of the youthful possibility and promise of New York’s present and future citizens and workforce.

Since before the College opened its doors in 2012, its Office of Partnerships and Community Engagement, as well as the College’s administrators, faculty, and professional staff, including its Director of Government and External Relations hired in 2016, have made important strides in identifying, cultivating and maintaining partnerships in public, private and philanthropic sectors in support of student success not only within the geographic Midtown community in which Guttman is situated, but at state, national and international levels as well. The opportunity that lies before us now is to systematically forge meaningful and sustained partnership connections with the neighborhood communities of our current and alumni Guttman students that leverage the assets of these communities while improving their prospects across a range of social, economic, educational, health and cultural indicators.

We envision the scope of these community partnerships as mutually beneficial to the organizations and to the College on multiple levels and with multiple opportunities for all partners: industry and program advisory board memberships, internships,

volunteerism, service-learning, professional development, community-based research, faculty consultation, guest speaking, networking, authentic assessment, etc. New York Cares, a large intermediary volunteer planning and management agency, has created a database of a broad range of nonprofit organizations, including youth-serving, health-related, faith-based, advocacy and governmental agencies in each of the identified zipcodes. They have pinpointed “umbrella organizations” that possess a wide variety of employment areas or missions congruent with Guttman Programs of Study and demonstrated capacity for managing a large number of student placements. (See attachment: A. Lists from Guttman Registrar indicating most frequently-occurring zipcodes of Guttman students by borough; and B. Database and GIS map from New York Cares including criteria-identified non-profits by borough)

An ancillary outcome of this process will be that Guttman will be ready to apply for the Carnegie Classification in its future iterations. ([http://nerche.org/images/stories/projects/Carnegie/2015/2015\\_first-time\\_framework.pdf](http://nerche.org/images/stories/projects/Carnegie/2015/2015_first-time_framework.pdf))

## **APPROACH**

Guttman’s Office of Partnerships and Community Engagement (OPCE), the Office for Student Engagement (OSE), the Director of Government and External Relations, faculty with expertise in Experiential Education, the Director of Student Leadership (to be hired), the External Affairs Committee and the College and Programs of Study Advisory Boards are all in place to achieve the collective goal of supporting the public mission of the College while educating our students for lives of responsible citizenship.

Identifying and cultivating strategic community partnerships in targeted student zipcodes can extend and amplify the multiple examples of curricular and co-curricular community engagement instances found in the College’s 2015 and 2016 Experiential Learning Opportunities (ELO) Inventories completed in response to the University’s ELO Initiative. Guttman’s Office of Academic Affairs (OAA) and the Registrar actively support faculty designation of courses in CUNYFirst with the ELO attribute and values listed for courses and sections implementing experiential learning opportunities in Civic Engagement, International Applied Learning Opportunities, Service-Learning/Community Service, Internships, Clinical Preparation/Practicum, Research/Field Study and Campus-Based Work and/or Leadership. OAA coordinates Programs, Initiatives and Grants that support community engagement. To manage and track developing partnerships, the Directors of OPCE and Government and External Relations are seeking to implement campus solutions that capture, align and account for partnerships at multiple levels and for multiple purposes as a working repository that maximizes efficiencies for all stakeholders. Building strategic community partnerships in our students’ home communities will augment and enhance existing community partner individuals and organizations represented on College and Program Advisory

Boards and those of which Guttman is an institutional member, such as Roosevelt Institute, The Democracy Commitment, New York Campus Compact, J.P. Morgan Chase, America Needs You, etc.

Guttman's Civic Action Plan is a natural progression of the ideas and aspirations reflected in these founding and current documents which can be found on Guttman's website and on College ePortfolios:

- A New Community College Concept Paper 2008
- The 2017 Middle States Commission on Higher Education Self-Study
- Guttman Strategic Plan 2014-2017
- 2016 CUNY ELO Initiative
- 2017 COMMUNITY DAYS Statement
- 2015 Civic Learning, Engagement, and Social Responsibility Guttman Learning Outcomes (GLO) Report

In its Midtown location with students coming from other parts of Manhattan and the surrounding four boroughs, Guttman is not a traditional "anchor institution" in a tightly-defined geographic way that has direct economic, educational, social, health impact on its immediate neighbors. However, as an employer, we provide jobs for individuals in the New York metropolitan area, including part-time jobs for students. As a result of this Civic Action Plan, we hope to connect with organizations in the boroughs that are registered with CUNY as community-based Federal Work Study employers.

Guttman contributes its student assets and faculty expertise to the organizations and agencies where our students volunteer on twice-annual COMMUNITY DAYS, serve as interns, and conduct community-based fieldwork each semester. The College contributes to New York Department of Education K-12 stakeholders primarily through our partnership with Inwood Early College for Health Information and Technologies High School. Through Global Guttman, students have opportunities to contribute to indigenous communities in Ecuador, or to strengthen their sense and skills of global citizenship in Jamaica, Alaska, Belize and Germany, for example.

## **COMMUNITY BASELINE**

As a baseline for considering where Guttman is now with respect to community partnerships, the Office of Partnerships and Community Engagement (OPCE) will set benchmarks for developing community partnerships for Years 1, 2 and 3 at the commencement of the implementation process beginning in Spring 2, 2017. We will use the Civic Engagement GLO Assessment Report and our two Guttman ELO Inventories for data benchmarks. Partnerships already identified and cultivated by the directors of OPCE and External Affairs and Government Relations that are located within the target zipcodes of the Civic Action Plan should be

prioritized for deeper and reciprocal engagement. The nonprofits identified by New York Cares will be the additional focus of this plan. Presently, the Office for Partnerships and Community Engagement and faculty supporting Experiential Education have built a strong relationship with New York Cares over the years in addition to developing contacts with organization such as the Manhattan Chamber of Commerce, Bryant Park Corporation, and New York Needs You. Additionally, City Seminar faculty have worked with some of the Community Boards in targeted zip codes. The Academic Internship Fieldwork Manager in the Human Services Program of Study and the LEADS Coordinator in the Office of AccessABILITY have also developed student internships in some of the targeted zip codes.

Using New York City Census data, data from the NY Department of Education, and Community Board reports, will ensure that our partnership development priorities within the targeted zipcodes are aligned with community needs and assets. We will initiate this “platform partnership” model by beginning with the top five zipcodes in the Bronx and Manhattan, the two boroughs where most of our Guttman students reside.

#### **PLAN IMPLEMENTATION TEAM**

The team will be comprised of positions that play important roles in developing Civic Action among campus constituents and practices, and will therefore facilitate the process for institutionalizing active civic learning at Guttman. The members will specifically be responsible for engaging members of the college community around the development and implementation of the plan. The team will report to the President, and will be appointed by him by the conclusion of Spring 1, 2017. Pending acceptance, proposed team members include:

- Lavita McMath Turner, Director, Government and External Relations
- Valora Blackson, Director, Office of Partnerships and Community Engagement
- Charles Pryor, Dean of Students
- Director of Student Leadership (TBA)
- Patricia Price, Academic Dean
- Claire King, Area Coordinator, Experiential Education
- Katie Wilson, Area Coordinator, Global Guttman
- Mary Gatta, Course Coordinator, Ethnographies of Work
- Molly Makris, Urban Studies Program Coordinator
- Nancy Dessables, Academic Internship Fieldwork Manager, Human Services Program

The positional perspective, personal commitment to civic action, and the mandate from the President enables team members to

institutionalize Guttman’s Civic Action Plan by connecting it to the goals of a future application for the Carnegie Foundation for the Advancement of Teaching Elective Community Engagement Classification. Guttman’s commitment to civic learning and democratic engagement from its inception as stated in Guttman Learning Outcomes (GLO) provides the context for the college’s participation in this process. The Guttman educational model calls for regular assessment of its practices which create opportunities for change.

## **OUTCOMES, IMPLEMENTATION, TIMELINE and ACCOUNTABILITY (See Attached Table)**

### **COMMUNICATION**

In order to ensure our Civic Action Plan Objectives of **Sustainable Capacity Development** and **Policy and System Implementation**, we will communicate the content of the Civic Action Plan with all internal stakeholders to increase Guttman’s capacity to engage with the communities of which our students are a part through the College Provost in the typical and customary channels of the Office of Academic Affairs (OAA) and the Office of Student Engagement (OSE). Guttman Community College President Scott Evenbeck will submit this Civic Action Plan to Campus Compact as a public commitment to the principles of the Campus Compact 30<sup>th</sup> Anniversary Action Statement which he signed in 2016.

We will institutionalize the community and civic engagement conceptualized in Guttman’s mission and model through alignment and coordination of efforts already underway through regularly-occurring events such as All-College Meetings convened by the President and Dean of Strategic Planning, Assessment Days organized by the Dean for Assessment and Technology and the Assessment and Professional Development Committee. Information concerning contents of the Civic Action Plan will be shared in-house through regular communications from OAA, the Chief of Staff (*The Guttman Gazette*), and the Area Coordinator for Experiential Education (*Cool Tools for Experiential Teaching and Learning*). Guttman’s Office of Communications will share details of the Civic Action Plan externally through the college website and press releases and internally through plasma screen programming, social media and the Guttman Portal. The Office of Partnerships and Community Engagement (OPCE), in concert with the Director of Foundation Relations and Communications will be developing the Partnerships tab of the Guttman website as the Civic Action Plan implementation unfolds.

**Let’s go bold together.**

## Top ZipCodes of Guttman Students By Borough, 2016, compiled by Registrar

	# of student per borough	Top 5 Zip Codes	# of Students
<b>Brooklyn</b>	226	11207	18
		11206	15
		11233	15
		11208	14
		11236	13
		11237	13
<b>Bronx</b>	328	10456	32
		10472	28
		10467	25
		10468	25
		10452	22
		10459	22
<b>New York City</b>	248	10029	28
		10033	22
		10025	19
		10031	16
		10002	15
<b>Queens</b>	145	11368	11
		11421	11
		11385	9
		11373	7
		11435	6
<b>Staten Island</b>	3	10302	1
		10304	1

		10305	1
--	--	-------	---

### **Guttman Goal 1: Sustainable capacity development**

We will increase the capacity of the institution to engage with the communities of which our students are a part.

<b>Commitment</b>	<b>Activities</b>	<b>Results/Measurable Outcome</b>	<b>Timeline</b>	<b>Responsible Personnel</b>	
<p>"We embrace our responsibilities as place-based institutions, contributing to the health and strength of our communities—economically, socially, environmentally, educationally, and politically." - <b>Campus Compact Action Statement III</b></p>	<p>A. Use Registrar-generated list of top zip codes of Guttman students in each borough to drive partnership identification and development.</p>	<p>A. 1. Shared searchable GIS map with Faculty and OSE staff</p>	<p>A.1.a. Spring 2, 2017, share pre-Fall 1, 2017</p>	<p>A. 1.Lavita McMath Turner, Valora Blackson (with assistance of Patricia Price and Ryan Coughlan)</p>	
	<p>1. Map existing partnerships onto GIS map of targeted zip codes</p> <p>a. Bronx and Manhattan</p>				<p>A.1.b. Spring 2, 2018, share pre-Fall 1, 2018</p>
	<p>b. Brooklyn, Queens and Staten Island</p>				<p>A.2. Ongoing, beginning Spring 1, 2017</p>
	<p>2. Provide Symplicity training to</p>	<p>A. 2. Separate and combined partner databases, including</p>		<p>A. 2. OPCE personnel with IT</p>	

	<p>authorized end users</p> <p>3. Re-convene with Lehman and City College re: Civic Transfer Pathways, local partners and collective impact priorities.</p>	<p>internship placements created through Academic Internship Fieldwork Manager Nancy Dessable and TBA LEADS coordinator.</p> <p>A. 3. Coordination with with Amanda DuBois, Director of Community Engagement &amp; New Student Programs, Lehman and new Director of Colin Powell Center, City</p>	<p>A. 3. Spring 1, 2017</p>	<p>A.3. Claire King, OAA (with assistance of Lavita McMath Turner and Molly Makris re: potential Community Learning Partnership at City College)</p>
<p>"We empower our students, faculty, staff and community partners to co-create mutually respectful partnerships in pursuit of a just, equitable, and sustainable future for communities beyond the campus – nearby and around the</p>	<p>A. Implement a comprehensive focus on cultivation of service-learning and COMMUNITY DAYS opportunities, Bridge and EoW field research, internships, guest speakers, career preparation activities, and</p>	<p>A. 1. Standard MOU Partnership template.</p> <p>A.2. Updated print packets and digital assets for prospective partners.</p>	<p>A.1. Spring 2, 2017</p> <p>A.2. begin Spring 1, 2017</p>	<p>A. 1 Valora Blackson, Claire King</p> <p>A.2. OPCE team with Communications and IT</p>

<p>world.” –<b>Campus Compact Action Statement I</b></p>	<p>Program of Study Advisory Boards in communities of top Guttman student zipcodes</p> <p>B. Use New York Cares-generated list of nonprofit affiliates in each of the top zipcodes to guide initial partner prospects</p> <p>C. Plan annual “Community Partner Fair”</p>	<p>B. 1. Identified capacity-rich “umbrella organizations” through research and exploratory site visits.</p> <p>B.2. Cross-referenced list of CUNY-registered Federal Work Study sites and CUNY Service Corps presence in targeted zip codes.</p> <p>C. Prospective partners, faculty and staff meet/greet, network in campus breakfast or end-of-work day reception to match assets, needs, learning objectives for courses and programs</p>	<p>B.1. Begin Spring 1 into Spring 2</p> <p>B. 2. Begin Spring 2, 2017</p> <p>C. Begin planning Fall 1, 2017 for, Spring 1, 2018, thereafter annually</p>	<p>B. 1. Valora Blackson, Claire King (with Civic Action Plan Team Members and Agnes Rybak, Manager New York Cares College Education Programs)</p> <p>B.2. Claire King, OPCE team with Racquel Valencia</p> <p>Civic Action Planning Team</p>
----------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

--	--	--	--	--

**Guttman Goal 2: Policy and System Implementation**

We will institutionalize the community and civic engagement conceptualized in Guttman’s mission and model through alignment and coordination of efforts already underway at the campus and university levels.

<b>Commitment</b>	<b>Activities</b>	<b>Results/Measurable Outcome</b>	<b>Timeline</b>	<b>Responsible Personnel</b>
“We harness the capacity of our institutions – through research, teaching, partnerships, and institutional practice – to challenge the prevailing social and economic inequalities that threaten our democratic future.” – <b>Campus Compact Action Statement IV</b>	A. Utilize CUNY Experiential Learning Opportunities (ELO) Values and Attributes to flag courses with Civic Engagement, Service-Learning, Internships, Student Leadership, Applied International Learning, Clinical Practicum and Research/Field Experiences	A. 1. Faculty will plan ahead for community-based experiential learning. A. 2. Students will see courses/sections offering associated ELOs at time of course selection and registration.	A. Spring 1, 2017 for posting of Spring 2 and Fall 1 courses in CUNYFirst; Fall 1, 2017 for posting of Fall 2 and Spring 1, 2018 courses in CUNYFirst	A. Claire King, Valora Blackson with Registrar, Program and Course Coordinators
	B. Professional Development in Applied and Civic Engagement Guttman	B. Faculty and staff will be able to choose from schedule of Experiential Education Professional	B. Claire King, Valora Blackson and OPCE Team, Katie Wilson for Global Guttman	

	<p>Learning Outcomes (GLOs) will be offered systematically for full- and part-time faculty and staff at varied levels of proficiency and progress beginning with On-boarding Orientation</p> <p>C. Continue to recognize faculty for excellence in Community and Civic Engagement through Teaching, Service and Scholarship and initiate recognition for staff.</p>	<p>Development opportunities, including 1:1 instructional consultation, grants and publications each semester.</p> <p>B. 1. "COOL TOOLS for Experiential Teaching and Learning at Guttman"</p> <p>B. 2. RREMS-scheduled Professional Developments</p> <p>C.1. Each year, selected faculty and staff member will receive a Community Engagement Award for their contributions.</p> <p>2. Contributions of community and civic engagement will be significantly recognized in staff promotion and in the RPT process for exceptional Civic and Applied GLOs in</p>	<p>B.1. Continued, each semester</p> <p>B.2. Annually, Fall 2 and funding-dependent, in Spring 2</p> <p>C.1. Annually, in Spring 1</p> <p>C.2. Annually, Fall 1</p>	<p>B.1. Claire King with Joannie Syfrain</p> <p>B.2. Claire King, Valora Blackson and OPCE Team, Katie Wilson</p> <p>C.1. Patricia Price and OAA, Charles Pryor and Director of Student Leadership and OSE</p> <p>C.2. CPC members</p>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		course design and research		
<p>"We prepare our students for lives of engaged citizenship, with the motivation and capacity to deliberate, act, and lead in pursuit of the public good." – <b>Campus Compact Action Statement II</b></p>	<p>A. Students will document their <b>COMMUNITY DAYS</b> assignments and co-curricular community activities in the Digital Badge modules in ePortfolio</p> <p>1. Conduct a campus-wide marketing and education campaign in support of Digital Badges already created in ePortfolio</p> <p>2. Recognize outstanding accomplishments in student community and civic engagement</p>	<p>A.1. Students will complete Digital Badges demonstrating their competencies in Civic Engagement, Service-Learning, International Study Abroad, and Community-Based Internships in order to compete for scholarships, awards, employment, and additional internships</p> <p>A.2.a. Students will continue to be nominated by the campus for Campus Compact Newman Fellows and for other</p>	<p>A.1. beginning Spring 1, 2017 and repeating annually in Fall 1 and Spring 1 semesters</p> <p>A.2.a Annually, usually in Fall 2, Spring 1 and rolling basis</p>	<p>1. OAA, Communications, Valora Blackson and OPCE Team, Claire King, Katie Wilson, Director of Student Leadership</p> <p>A.2.a. Charles Pryor, Director of Student Leadership and OSE</p>

		<p>awards and distinctions for outstanding service and advocacy.</p> <p>A. 2.b. Students who have demonstrated leadership through meeting pre-determined community and civic engagement benchmarks wear designated cord or sash with graduation attire.</p>	<p>A.2.b. Annually, Commencement ceremonies</p>	<p>Director of Student Leadership, Charles Pryor with OSE, Patricia Price with OAA</p>
--	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------	----------------------------------------------------------------------------------------

**New York Cares GIS Map of Affiliated Community Non-Profits located in target zipcodes, 2017:**  
<https://drive.google.com/open?id=1-mpUe0Ad7gyVCIMa9uJOb5Zwl5g&usp=sharing>