

# **WILLIAM PATERSON UNIVERSITY**



## **FACULTY RESOURCE GUIDE**

### **AN INVENTORY OF SUPPORT FOR TEACHING, RESEARCH, AND SCHOLARSHIP and STUDENT LEARNING ASSISTANCE**

**Fall 2015**

**Office of the Provost and Senior Vice President for Academic Affairs**

September 2015

Dear Colleague:

Welcome to William Paterson University, Fall 2015!

This Resource Guide is intended to provide you with information that will be helpful to you while teaching and working at William Paterson University.

Much of the information contained here may be found in other university publications, including The Faculty and Professional Staff Handbook, departmental brochures, University catalogs and handbooks, internal memoranda and pamphlets, departmental by-law and the University website.

What follows is a summary description of programs, resources, and services that we hope will increase your ability to connect with University offices and resources to support teaching and learning.

While your first University home is your academic department, followed by your college, we hope you will participate as you are able and interested in many of the programs and forums across the Division of Academic Affairs and in collaboration with professional colleagues in other divisions.

Sincerely,

*Warren Sandmann*  
Provost and Senior Vice President for Academic Affairs

*Stephen Hahn*  
Associate Provost for Academic Affairs

*Danielle Liautaud-Watkins*  
Associate Provost for Academic Development

*Jonathan Lincoln*  
Associate Provost for Curriculum and International Studies

# ***FACULTY RESOURCE GUIDE***

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[http://cms.wpunj.edu/faculty-and-staff/teaching\\_research\\_grants.dot](http://cms.wpunj.edu/faculty-and-staff/teaching_research_grants.dot)

# WILLIAM PATERSON UNIVERSITY NEW FACULTY RESOURCE GUIDE

## *I. Teaching For Support*

### **Center for Teaching Excellence (CTE)**

The William Paterson University Center for Teaching Excellence provides support for teaching and instructional improvement to faculty, staff, and students. Its primary goals are 1) to improve student learning, 2) to facilitate the efforts of faculty to improve instruction, 3) to serve as a resource for anyone interested in teaching and learning, and 4) to enhance the institution's reputation for excellence in teaching.

The CTE provides continuous opportunities in actual space and cyberspace, for all of us to keep asking and answering three crucial questions;

What do we expect our students to be able to do intellectually, physically, or emotionally as a result of our instruction?

How can we best help and encourage students to develop these abilities?

How can we have substantial and sustained influence on the ways students think and act?

Offerings of the CTE can be viewed on the Center's Website. They include, for instance, a Master Learner Program, Peer Coaching, Mid-course Adjustments, Teaching Circles, Videotaping, and Grants for Innovative Teaching.

Any faculty member's dealings with the Center for Teaching Excellence will be strictly confidential. No record will be kept of any transaction. Any videotape of any class or portion thereof will be handed directly to the instructor by the camera operator. The instructor will do with it as he or she sees fit and can erase the tape immediately upon viewing. Any information about any single class elicited by one of the services we provide will be shared only with the instructor and no one else.

Contact person(s): Keumjae Park/Co-Director, ext. 2631, [parkk@wpunj.edu](mailto:parkk@wpunj.edu)  
Robert Rosen/Co-Director, ext. 2631, [rosenr@wpunj.edu](mailto:rosenr@wpunj.edu)  
Cheng Library, Room #120K (Tentative)

### **David & Lorraine Cheng Library**

**Cheng Library** makes a central contribution to your students' academic success. Its services and resources will support your instructional needs, as well as your own scholarship. Through a liaison program, a library faculty member is assigned to each department to provide instruction and coordinate discipline-based collection development.

User education occurs in a variety of settings. Individual research assistance, library orientations and research consultations are available for both faculty and students. Call ext. 2663 or complete the form on the Library webpage to schedule an appointment. **Assignment-based classes are** available upon request and are highly recommended for classes with research papers and projects. Instruction usually takes place in Cheng Library's smart classroom, L-01, which is equipped with twenty-two computers and classroom control software, enabling broadcast of the instructor desktop to any of the student desktops. Arrangements may also be made to meet in other labs or classrooms, including yours! Two weeks advanced notice is requested when scheduling instruction, especially during peak periods.

**Library resources for planning assignments** are available on the “Resources for You” webpage, and include assignment suggestions, templates for the evaluation of resources, tutorials and other resources for promoting the information literacy skills of your students.

A variety of **workshops** are offered each semester, focusing on subject-specific search tools and resources. Additionally, Cheng Library offers basic and advanced *RefWorks* training and sessions on e-books. Workshops are posted on the Library webpage, and advance registration is not required. Custom workshops can also be developed.

**Distance education support** for your courses is also available. In addition to tutorials and online guides ([guides.wpunj.edu](http://guides.wpunj.edu)), library faculty offers virtual instruction and on-demand videos for your students. Collaboration is always encouraged, and we're happy to work with you to find the best option for supporting the research needs of your students, whether in the library or virtually.

Contact person(s): Edward Owusu-Ansah/Dean, ext. 3179; [owusuansah@wpunj.edu](mailto:owusuansah@wpunj.edu)

Location: The Reference Desk, ext. 2116/Library Webpage ([www.wpunj.edu/library](http://www.wpunj.edu/library))

### **First and Second Year Faculty Reassigned Time**

First year faculty are encouraged to spend considerable time developing effective teaching practices and developing a scholarship and research agenda. Reassigned time is available during the first year of teaching. Arrangements are made through the office of your dean. Please discuss with your College Dean. Program is open to full time tenure track faculty.

Contact person(s): College Dean

### **Writing Across the Curriculum (WAC)**

See Webpage:

<http://www.wpunj.edu/cohss/departments/english/writing-across-the-curriculum.dot>

Contact person(s) Liane Robertson, ext. 3070; [robertsonl@wpunj.edu](mailto:robertsonl@wpunj.edu)

### **Information Technology at William Paterson University**

Information Technology ([www.wpunj.edu/its](http://www.wpunj.edu/its)) is committed to providing William Paterson University technology leadership to design, plan, implement, expand and support broadcast, network, and computing facilities and services. We strive to provide state-of-the-art technology solutions that meet the needs of the William Paterson University community, and are committed to providing the best user support possible.

**All help for technology related issues is directed to the Web Help Desk at [www.wpunj.edu/help](http://www.wpunj.edu/help). The Web Help Desk tracks your issues and sends you emails as your issues are resolved.**

**All documentation for faculty and students is available in the IT Wiki ([www.wpunj.edu/itwiki](http://www.wpunj.edu/itwiki)).**

Numerous articles and video tutorials explain what you need to know. In addition, there is a new faculty technology orientation in the IT Wiki with everything you need to know about technology for faculty: [New Faculty Technology Orientation](#)

Most public computer labs ([www.wpunj.edu/irt/user-services/Labs.dot](http://www.wpunj.edu/irt/user-services/Labs.dot)) can be reserved through the Registrar unless they are only needed for a short duration. Atrium 114 can be reserved for short durations – call Tony Krucinski at ext. 2659.

### **Instruction and Research Technology (IRT)**

([www.wpunj.edu/irt](http://www.wpunj.edu/irt))

Instruction and Research Technology (IRT), part of the Information Technology division, offers faculty three direct areas of support: The Center for Teaching and Learning with Technology; Media Services, and Broadcast, Production and Support Services.

Contact person: Sandra L. Miller, Deputy CIO, ext. 2530 [millers@wpunj.edu](mailto:millers@wpunj.edu)

### **Center for Teaching and Learning with Technology (CTLT)**

The CTLT offers faculty instructional design and consultation, workshops in software applications (Faculty Training Curriculum), support for personal or course web design, training and support for the university's web course management program, Blackboard's course information, roundtables in a variety of educational technology topics and Institutes for the following:

- Blackboard Institute – for beginners
- Blackboard Refresher – for intermediate users
- Blended Learning Boot Camp – for assistance in designing and teaching blended learning courses
- Applying the Quality Matters Rubric – course design for outline courses using the Quality Matters™ rubric
- Online Pedagogy Institute – for assistance in designing and teaching online courses
- Active Learning Institute – for assistance in designing for and teaching in an active learning classroom

Contact person: Robert Harris, Assistant Director of CTLT [harrisr@wpunj.edu](mailto:harrisr@wpunj.edu)

Location: Library 120K

## **Media Services**

Media Services is located on the first floor of the David and Lorraine Cheng Library with satellite offices in Science East 3054, Valley Road 16, and Hobart Hall 116. Media Services acquires, maintains and provides access to audio visual materials and accompanying equipment that represents all academic disciplines. Media Services oversees the smart classrooms and audio and listening facilities. Services include:

- lending equipment (request equipment using ([www.wpunj.edu/help](http://www.wpunj.edu/help)))
- streaming video (<http://njvid.net>)
- media reserves
- previewing and listening facilities
- duplication of media
- installation and maintenance of classroom media equipment – for a guide to smart classrooms and how to operate them, go to [Smart Classroom Locations and Operating Instructions](#) on the Media Services webpage
- consultation on selection and operation of software and equipment

Contact person: Jonathan Shanoian, ext. 2308 [shanoianj@wpunj.edu](mailto:shanoianj@wpunj.edu)

Location: Library 120

## **Broadcast Production and Support Services (BPS)**

Broadcast, Production & Support assists in the design, creation and operation of audio and video systems and facilities for the William Paterson University community. The staff provides professional expertise and service to support multimedia production - both video and audio, and videoconferencing support. Services include:

- Audio & Video System Design Services
- Audio & Video Production Services
- Video Conferencing Services
- Desktop Video Conferencing Services
- IPTV

BPS also oversees two technology classrooms, the Presentation Training Classroom (PTC), and Martini Studio. The PTC offers students the ability to learn from their presentations through immediate DVD-recording for feedback. Martini Studio is a multimedia enhanced auditorium that is pre-set for stage quality. If you want to record your live session for archive or future playback, Martini is the place to do it as lighting and sound quality are already built in.

Contact person: Patrick Ryan, Assistant Director of BPS, ext. 3326 [rvanp@wpunj.edu](mailto:rvanp@wpunj.edu)

Location: Hobart Hall 230

## *II. Support for Research and Creative Expression*

### **Assigned Release Time for Research (ART)**

[http://www.wpunj.edu/faculty-and-staff/teaching\\_research\\_grants.dot](http://www.wpunj.edu/faculty-and-staff/teaching_research_grants.dot)

The ART program assists faculty pursuing an extended project of research, scholarship, or creative expression. The program allows up to six credits per year of reassigned time over two years to research, scholarship or creative projects. Proposals are reviewed annually by a faculty committee, consisting of representatives of each of the colleges, the Library, Office of the Provost and the AFT. Proposals are due in December of each academic year; awards are made and announced in March of each academic year. An ART proposal workshop is held each fall semester preceding due date. Reassigned time is awarded for the academic year following proposal submission and is scheduled according to the needs of the department and the nature of the project. This program is open to Full-Time Tenured and Tenure-Track Faculty and Librarians. During their first two years of appointment, new Full-Time Tenure-Track faculty participate in a college-based ART program; in the third year and after, Full-Time Tenure-Track and Tenured Faculty, apply through the University Committee. The recommendation process for awards administered through the Office of the Provost. Further information: [http://www.wpunj.edu/faculty-and-staff/teaching\\_research\\_grants.dot](http://www.wpunj.edu/faculty-and-staff/teaching_research_grants.dot)

Contact person(s): Stephen Hahn, Associate Provost for Academic Affairs/ext. 2565 [hahns@wpunj.edu](mailto:hahns@wpunj.edu); College Dean and/or Department Chairperson; Meg Guenther, Administrative Assistant/ext. 2583 [guentherm@wpunj.edu](mailto:guentherm@wpunj.edu)

### **Research and Travel Incentive Program (RTI)**

The Research and Travel Incentive Program supports faculty travel associated with research, travel, or creative expression, with emphasis on presentation of results at disciplinary or other professional meetings. It is open to all Full-Time Tenured and Tenure Track Faculty and Librarians. Applications are due thirty days in advance of anticipated travel. Awards are made based on the positive recommendations of the department chairperson and dean. Further information: [http://cms.wpunj.edu/faculty-and-staff/teaching\\_research\\_grants.dot](http://cms.wpunj.edu/faculty-and-staff/teaching_research_grants.dot)

### **Student Research & Creative Expression Program (SRCEP)**

The Student Research and Creative Expression Program provides support for student conducting research or creative projects in collaboration with or under the supervision of William Paterson University faculty members and/or presenting the results of such research and projects. Funding is subject to University guidelines for travel, purchase of supplies and materials, and restrictions that may exist to ensure compliance with IRS guidelines or other legal constraints. Student must obtain approval of their application from a William Paterson University sponsoring faculty member and approval by the respective Dean. Applications should be submitted thirty (30) days prior to travel or the commencement of the project. Applications should indicate whether the student is enrolled as an undergraduate or graduate student. Funding may be provided for submissions under the descriptions above of amounts ranging from \$100.00 to an amount deemed by the Dean and Provost's Office as reasonable and consistent with equitable funding for all projects under this program and with respect to availability of funding from other sources. Proposals for research promising projects significant outcomes, publication, exhibit or performance will be given preference. Applications are available at: [http://cms.wpunj.edu/faculty-and-staff/teaching\\_research\\_grants.dot](http://cms.wpunj.edu/faculty-and-staff/teaching_research_grants.dot)

Contact person(s) for the above: Stephen Hahn, Associate Provost for Academic Affairs/ext. 2565 [hahns@wpunj.edu](mailto:hahns@wpunj.edu); Meg Guenther, Administrative Assistant/ext. 2583 [guentherm@wpunj.edu](mailto:guentherm@wpunj.edu)

### **Office of Sponsored Programs (OSP)**

The Office of Sponsored Programs (OSP) provides support grant writing and grant management processes for researchers seeking funding from government agencies. The OSP provides: (1) assistance in locating funding resources; (2) workshops, proposal support, and submission services to grant writers, assistance with project and proposal development, University approval process, and delivery of proposals; (3) guidance and services with post-award project management, monitoring the project timetable, reporting expenses, tracking reporting dates, and delivery of interim and final reports. OSP is responsible for ensuring compliance with Federal and University policies concerning research involving human and animal subjects. Requests for approval of research involving human subjects must be submitted to the University's Institutional Review Board (IRB) Committee through the OSP for consideration prior to initiation of projects or submission of funding requests. Faculty, staff and students are required to prepare an application that includes a narrative describing the research, methods, anticipated outcomes and risks, the informed consent form, samples of a survey or testing tools, and IRB/animal subjects required forms.

Contact person: Martin Williams/Director, ext. 2852; [williamsm@wpunj.edu](mailto:williamsm@wpunj.edu)

### ***III. Academic Development Programs***

Academic Development Programs is a subdivision of Academic Affairs. The mission of Academic Development Programs is to support student performance, retention, progress, and graduation through assessment, enrichment opportunities, and academic support. The subdivision is comprised of four offices that provide services designed to address student academic preparedness, performance, engagement, and meet the diverse needs of individual learners. Academic Development professionals work collaboratively with other units across the University in an integrated manner to ensure division objectives and broader strategic goals of achieving student success by increasing matriculation, retention and graduation, and providing students with exceptional opportunities beyond the classroom.

Contact person: Janet Davis-Dukes/Executive Director; ext. 3103; [davisdukesj@wpunj.edu](mailto:davisdukesj@wpunj.edu)  
Location: Raubinger Hall, Suite 139

#### **Academic Success Center**

<http://www.wpunj.edu/academics/asc>

The goal of the Academic Success Center is to facilitate the accessibility to academic resources that address both cognitive and developmental needs of the diverse student body. In an environment conducive to lifelong learning, the Center supports the academic goals and objectives of both students and faculty. The ASC staff strives to maintain and exceed high academic standards through numerous programs and initiatives. At the ASC, students benefit from individual and small group tutoring, Supplemental Instruction, and exam reviews. Workshops on effective study techniques, time management and personal success strategies are offered throughout the academic year. From the Center's computer lab, network access is available for student use.

Contact person: Rogernelle Griffin/Director; ext. 2563/3324; [griffinr2@wpunj.edu](mailto:griffinr2@wpunj.edu)  
Location: LL Raubinger Hall

#### **First Year Foundations Program**

<http://www.wpunj.edu/firstyearfoundations/>

The First Year Foundations Program at William Paterson University is committed to promoting a successful student transition to college-level academics through foundational coursework and student-centered support services. Foundational academic skills will be developed through effective student assessment and placement, student-centered instruction and service provision and appropriate interventions. Student mentoring and outreach will promote effective referrals to services, foster a sense of academic community and provide a positive resource for students. First Year Foundations courses appear on the student's transcript, but do not count towards the credits required for a baccalaureate degree. However, these institutional credits are included in determining students' class level (freshman, sophomore, etc.), in defining their full-time status, and for financial aid purposes.

Contact person: Linda Refsland; ext. 2562; [refslandl@wpunj.edu](mailto:refslandl@wpunj.edu)  
Location: LL Raubinger Hall

**Gloria S. Williams Advisement Center**  
**<http://www.wpunj.edu/advisement-center>**

Academic advisors support each student's intellectual growth and academic achievement. Advisors assist undeclared students with the course selection process for registration and help students create an academic plan which fosters timely degree completion.

Contact person: Danielle Liautaud-Watkins/Associate Provost for Academic Development  
Location: University Commons, Suite 301  
Phone Number: 973-720-2653

**Academic Progress/Early Alert**  
**<http://www.wpunj.edu/academics/asc/earlyalert.dot>**

The Office of Academic Progress/Early Alert monitors students' academic achievement during each semester and provides strategies, programs, intrusive advisement and interventions to increase student persistence and academic success.

The Early Alert Program is designed to assist students who are experiencing problems that may impact their academic success. Students can be placed on Early Alert by faculty or administrators; typically within the first 6 weeks of the semester.

Contact Person: Luis Escobar, Coordinator/Academic Progress [escobarl@wpunj.edu](mailto:escobarl@wpunj.edu)  
Location: LL Raubinger Hall, Rm. #014  
Phone Number: 973-720-3151

**New Student Experience/First-Year Seminar**  
**<http://www.wpunj.edu/new-student-experience/first-year-seminar.dot>**

The Office of the New Student Experience (NSE) works collaboratively with faculty, university administrators, and various departments to implement a comprehensive university plan for first-year students to promote their retention and academic success at the University. NSE supports students through their first year at the university by acclimating them to WP's campus, educating them in the areas of critical thinking, academic integrity, study skills strategies, information technology and other topics that will provide a foundation for student success. NSE helps students integrate co-curricular activities with academic programs, and identifies solutions for roadblocks to success.

The First-Year Seminar (FYS) course is an essential part of the New Students' Experience at WP. All full-time first-year students, and transfer students with 11 credits or less are required to take this course during their first semester at the university. The course is taught by faculty representing the various majors at University and designed to assist the first-year students with their transition from high school to college. FYS curriculum includes topics such as: Academic Integrity, Critical Thinking, Time Management, Student Strategies, Listening, Note Taking and Test Taking Skills. Students discuss and learn appropriate social skills and participate in a library/research component that provides an excellent introduction to the technology used at William Paterson University. FYS is designed to help new students develop the skills necessary for the rigorous academic challenges in higher education.

Contact Person: Kim Daniel-Robinson/Director; [danielrobinsonk@wpunj.edu](mailto:danielrobinsonk@wpunj.edu)  
Location: Raubinger Hall, Room 207A  
Phone Number: 973-720-3768

### **Sophomore and Junior Experience**

<http://www.wpunj.edu/sophomore-and-junior-experience/>

The Sophomore and Junior Experience is designed to support students transitioning into and completing the middle years of college. Students need to develop a sense of purpose and achieve maximum value of the educational experience by incorporating a mixture of academic support and enrichment programs/activities. Students learn to focus on priorities and goals, while they undergo personal development during this time of transition and forge meaningful relationships with faculty, administrators, and peers.

Contact Person: Jonnine DeLoatch/Director; [deloatchj@wpunj.edu](mailto:deloatchj@wpunj.edu)  
Location: John Victor Machuga Student Center, Suite 301  
Phone Number: 973-720-2608

### **Office of Testing**

[www.wpunj.edu/officeoftesting](http://www.wpunj.edu/officeoftesting)

The Office of Testing provides a range of diagnosis and evaluation services to assess college readiness, analysis of foundational academic skills, and various assessment instruments for advanced standing – CLEP & LSAT examinations.

Contact person: Rachel Anzaldo/Coordinator; [anzaldor@wpunj.edu](mailto:anzaldor@wpunj.edu)  
Location: LL Raubinger Hall  
Phone Number: 973-720-2339

### **Transfer Student Experience**

[www.wpunj.edu/transfer-student-experience](http://www.wpunj.edu/transfer-student-experience)

TSE offers guidance, support and advocacy to new and currently enrolled transfer and readmitted students at the University. It is the goal of TSE to provide information to students regarding academic policies, procedures, degree completion requirements, and enrichment opportunities.

Contact Person(s): Amanda Vasquez, [vasqueza@wpunj.edu](mailto:vasqueza@wpunj.edu)  
Keyana Darby, [darbyk@wpunj.edu](mailto:darbyk@wpunj.edu)  
Location: John Victor Machuga Student Center, Suite 301  
Phone Number: 973-720-3720

## ***IV. Support for Student Learning***

### **Career Development Center**

<http://www.wpunj.edu/career-advisement/index.dot>

The Career Development Center works in collaboration with the University and community constituents to help students develop the professional skills needed to achieve career success. The Center educates students by providing career counseling, career coaching, job, internship and graduate school preparation as well as employment and mentoring connections. Students are empowered to define and achieve their personal, academic and career goals. The following is a brief overview of the Center's services:

- Personalized Career Guidance: Professional counselors are available during day and evening hours for individual appointments with all students regarding decision making, mapping a career path and vocational testing.
- Workshops: Each semester job readiness and career planning workshops are offered, covering a wide range of topics including career decisions making, exploring careers in a major, planning for graduate school, resume writing, interview techniques, job search strategies, networking and social media.
- Job Search Assistance: Staff are available to critique student resumes, prepare students for interviews, and discuss the job search process and current job market conditions.
- Technology: All employment listings, recruitment activities, programs, information and links to appropriate web sites are posted on the Center's home page for review and retrieval. Students utilize WP Job Connect, a web-based job search tool, for full-time, part-time, internship and campus employment listings.
- Recruitment, Job Fairs, and Information Sessions: Students can participate in many programs to meet and discuss career-related information and job opportunities with area employers.
- Community Service/Job Location and Development Program: A counselor assists students in securing community service jobs and part-time, summer, and temporary off-campus employment. Primary emphasis is on development of career-related positions.

Contact person: Sharon Rosengart, Director; [rosengarts@wpunj.edu](mailto:rosengarts@wpunj.edu)  
Location: John Victor Machuga Student Center, Suite 301  
Phone Number: 973-720-3291

### **The Counseling, Health and Wellness Center**

<http://www.wpunj.edu/health-wellness/>

The Counseling, Health & Wellness Center is a welcoming and accepting environment that strives to empower William Paterson University students to make informed decisions about their physical and emotional well-being in order to promote lifelong health. Through primary health care, personal counseling, health education, prevention services and co-curricular educational opportunities, the Center assists students in achieving success in their academic experience and life goals.

Contact person(s): Jill Guzman/Director/[Guzmanj21@wpunj.edu](mailto:Guzmanj21@wpunj.edu)  
Oren Shefet/Associate/Director [shefeto@wpunj.edu](mailto:shefeto@wpunj.edu)  
Location: Overlook South (Between Matelson and White Hall)  
Phone Number(s): 973-720-2257, 973-720-2360

### **Office of Disability Services**

<http://www.wpunj.edu/disabilityservices/>

William Paterson University provides equal access to all programs, activities, awards and related benefits of its educational programs for all students without discrimination on the basis of disabling conditions. The University also believes in a total educational experience and, as such, mainstreams all students with disabilities into its regular programs and activities. This is done through the adaptation of programs, evaluation and services delivery to meet the individualized needs of the student while maintaining high academic standards. Students are encouraged to participate in the diverse activities of the university community.

Services offered by the coordinator of Disability Services include assistance in registration, parking, referrals, adapted classroom activities and other special needs. It is the responsibility of the student to identify him/herself as a disabled person and request assistance from the Coordinator of Disability Services. The Coordinator may also involve the instructor, department chairperson and/or appropriate dean when a problem arises concerning a specific classroom activity or course requirement. At the beginning of each semester, the student should contact the Coordinator of Disability Services to notify the student's instructors of the accommodations to be provided to a student with a disability. This cooperation enhances the probability of the student's success in a course. All offices, departments, programs and personnel of the University cooperate in striving to provide an equally accessible educational environment. A pamphlet outlining the services available as well as large print materials and access maps are available from the Coordinator of Disability Services. The university adapts teaching and evaluation techniques to accommodate a student's specific needs. The University does not provide specialized classes, tutors or individual assistants for students.

Contact person:       Jacqueline Safont/Coordinator of Disability Services; [safontj@wpunj.edu](mailto:safontj@wpunj.edu)  
Location:               University Commons/Student Center, Room 301  
Phone Number:        973-720-2853

### **Science Enrichment Center**

<http://www.wpunj.edu/sec/vsec/>

The Science Enrichment Center is a science resource facility for students and faculty. It provides tutorial assistance, references, a Virtual Science Resource Center, laboratory equipment, multimedia, study and other science skill training, workshops, cooperative learning, technological assistance and mentors. This program provides the opportunity for all students, regardless of previous academic background, to excel in science and enables science professors to maintain high academic standards in their courses.

Contact person(s):    Donna Potacco/Coordinator; [potaccod@wpunj.edu](mailto:potaccod@wpunj.edu)  
Location:               Science Hall East 3023  
Phone Number:        973-720-3340

## **The Writing Center**

**<http://www.wpunj.edu/cohss/departments/english/writing-center.dot>**

The William Paterson Writing Center provides one-on-one tutoring for anyone in the university community working on any kind of writing in any stage of development. Tutorial sessions typically take thirty minutes to an hour. The Writing Center talks with students about style, logic, voice, transitions, grammar, and organization, and works with students so that they learn to do the important work of proofreading and editing their own writing. The Writing Center does not, however, talk about grades, and does not proofread students' work for them.

Contact person: Maureen Martin/Director **[martinm@wpunj.edu](mailto:martinm@wpunj.edu)**

Location: The Atrium, Room 128

Phone Number: 973-720-2633

## ***Appendix: Other Important Contact Information***

### **Academic Development**

Danielle Liautaud-Watkins, Associate Provost for Academic Development  
973-720-2580  
[liauttaudd@wpunj.edu](mailto:liauttaudd@wpunj.edu)

Janet Davis-Dukes, Executive Director  
973-720-3103  
[davisdukesj@wpunj.edu](mailto:davisdukesj@wpunj.edu)

### **Educational Opportunity Fund Program**

Carmen Ortiz, Director  
973-720-2181, 2182  
[ortizc@wpunj.edu](mailto:ortizc@wpunj.edu)

### **Financial Aid**

Michael Corso, Director  
973-720-3121  
[corsom@wpunj.edu](mailto:corsom@wpunj.edu)

### **Honors College**

Barbara Andrew, Interim Director  
973-720-3657  
[andrewb@wpunj.edu](mailto:andrewb@wpunj.edu)

### **Office of the Registrar**

Nina Trelisky, Director of Student Records  
973-720-2700  
[treliskyn@wpunj.edu](mailto:treliskyn@wpunj.edu)

### **Office of Testing**

Rachel Anzaldo, Coordinator  
973-720-3095  
[anzaldor@wpunj.edu](mailto:anzaldor@wpunj.edu)

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