

# INSTITUTIONAL SUPPORT SERVICES

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## CHARLES J. MEDER LIBRARY

The Library provides students and faculty at Finger Lakes Community College, as well as community residents, with excellent access to information resources in print and media formats. The College's collection consists of 70,000 volumes, 450 current periodical titles, and 4,000 media programs. Additional books and periodical articles can be obtained for patron use through the Library's participation in a nationwide computerized interlibrary loan system. Librarians are always available to provide individual assistance in locating and using information resources.

The Library has an Aleph on-line public access catalog and circulation system listing all items owned by the Library. This computer system also permits users to directly search for items located in other SUNY libraries across the State. The Aleph catalog is available to students both at the main campus, FLCC Geneva Campus Center, and FLCC Wayne County Campus Center. Terminals located throughout the Library provide access to these computer systems.

The Library provides several quiet study areas as well as attractive lounges for leisure reading and relaxation. Media facilities allow individual and small group use of audio and video tapes, CDs, DVDs, and records. Membership and participation in cooperative regional activities expand Finger Lakes' Library services. These memberships include SUNY Open Access, which allows students, faculty, and staff direct borrowing privileges from State University of New York college and university libraries.

The College Library is a member of the Rochester Regional Library Council, a consortium of academic, research, public, and industrial libraries in the greater Rochester area. The Council is a regional enterprise of the NYS Reference and Research Library Resources program, serving the counties of Livingston, Monroe, Ontario, Wayne, and Wyoming. All college and public libraries in these counties belong to the Council, along with many large corporations and medical libraries. Finger Lakes' students and faculty can obtain books and photocopies of journal articles through the Council's Regional Interlibrary Loan Network.

The Library has attractive individual and small group study spaces, production studio (for use by students enrolled in the College's Communications program), a well-equipped photocopy/multimedia technology center, an electronic classroom for hands-on instruction in the use of computerized library resources, and space for print collections. The Library's upgraded computer systems provide students with direct access to numerous computerized information databases, including the Internet.

The Library can be accessed 24 hours a day, seven days a week via the Internet. Students can search the Library's Web site, catalog, and databases from any computer that has Internet access.

## EDUCATIONAL TECHNOLOGY CENTER

The Educational Technology Center is a comprehensive media technology facility which offers a variety of resources to students, staff, faculty, and community agencies. Services include:

- Audio visual support for classrooms, lecture halls, and conference centers
- Consultation and design advice for the development of media products
- Satellite and cable TV communications
- Media and desktop publishing
- Conference and teleconference support

To meet the needs of the College community, the Educational Technology Center strives to maintain traditional media resources as well as update and provide access to the most current technology and materials necessary to support high quality educational experiences.

## DEVELOPMENTAL STUDIES DEPARTMENT

The Developmental Studies Department at Finger Lakes Community College is designed to offer courses and services to every student with the intent of providing the best possible chance for success, regardless of prior educational background. The Department's courses and services strive to enhance a student's college experience by providing the following:

- **Courses.** The Developmental Studies Department coordinates the following courses: First Year Student Seminar, College Composition, College 101, Effective Reading, and Service Learning; Peer Tutoring. Each of these courses is designed to assess a student's academic ability and to increase that ability by the end of the semester. Small class size allows for interaction between instructor and student. The courses are three (3) credit hours that can be applied to general elective credit for any degree.
- **Academic Support Center.** Academic assistance is available to all students who wish to improve their skills in areas such as: reading, grammar, writing, study skills, computational skills, mathematics, or science. The ASC Center faculty offer assistance with any course taught at Finger Lakes Community College.
- **Peer Tutoring Program.** This program offers peer tutoring on a one-to-one as well as group basis. Peer tutoring arrangements can be made by contacting the Academic Support Center faculty.
- **Adult Basic Education.** This program helps students without a high school diploma improve basic reading, writing, and math skills, and prepare for the GED test. Currently, there is no cost for this program.

## THE WRITE PLACE

Finger Lakes Community College's writing center, The Write Place, offers students assistance on any writing project on a drop-in basis. The Write Place, located in room B-372 at the hub of the College's main classroom area, is a comfortable environment for individualized or small-group work. Faculty members from the Humanities and Developmental Studies Departments, who staff the center, help students develop their self-confidence in personal expression and writing skills in a supportive and collegial setting. In the Write Place, students can seek help with organizing, drafting, documenting, and revising their essays or research papers.

The Write Place has an extensive collection of writers' handbooks and reference materials, along with fully networked computer systems for conducting Internet searches, accessing library references, word processing, and laser printing.

## COMPUTER RESOURCES

The College's extensive computer facilities for student use consist of more than 500 microcomputers and terminals in labs and classrooms. Each location has computers, software, and peripherals tailored to the needs of the classes held there. Current information regarding the systems and software in use is available on the College's Web site.

- All computer labs are equipped with Windows compatible Intel or Macintosh systems which access laser printers, the Internet, e-mail, and the internal LAN.
- Computer science classes use three 21-station computer labs for their course work in Microsoft Office Suite applications, web development, networking, operating

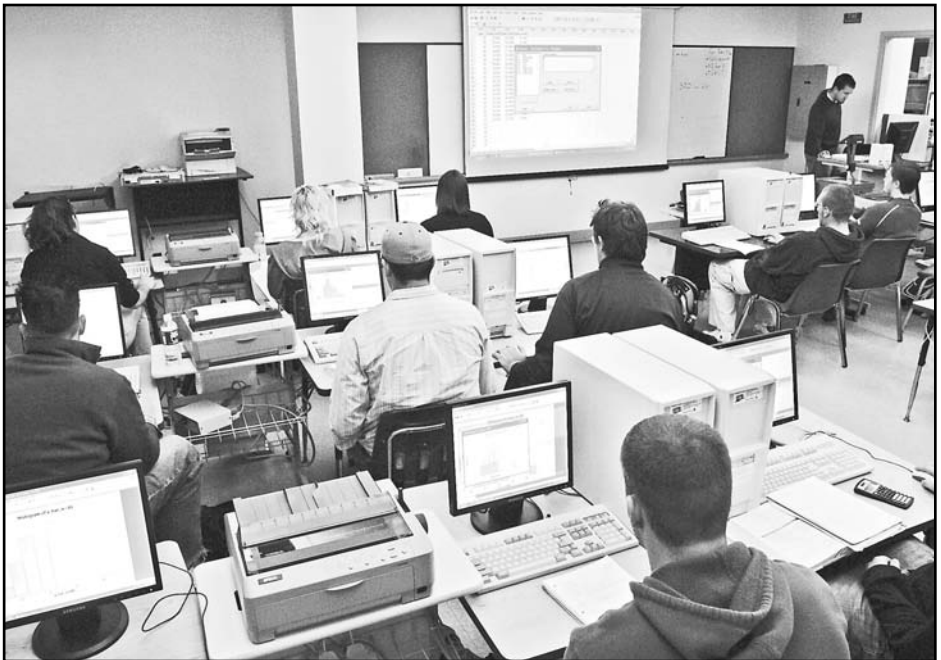
systems, business applications programming, database development, and programming with C++, Visual Basic, Java, or Assembly Language.

- Business classes meet in two computer labs for their work with standard Windows office suite applications and other software for office automation, word processing, hotel management, and computerized accounting techniques. One lab has a scanner and color printers.
- Students in Mechanical Technology use 22 systems in two labs for CAD applications, including AutoCad, ArcView GIS applications, and engineering applications. These labs have the use of a plotter, scanner, large format laser printers, and a color printer.
- The graphic design studio features the most current industry standards, including twenty high-end Apple workstations with a complete suite of design, web and imaging software. This area also features a large format color printer, black and white laser printer, film scanner, flatbed scanner, and a non-toxic mounting area.
- The Nursing Department maintains a 7-station lab with specialized multimedia programs for nursing instruction. Three additional stations in the nursing skills lab simulate centralized record keeping in a typical clinical environment.
- A 20-station computer lab in the Academic Support Center has software needed for developmental studies classes, tutorial activities, and other special needs. The systems also have standard office suite software, math applications, and programming languages as needed for peer tutoring or other individual assistance.
- An open lab with 32 systems is available for students to work on assignments when their regular classroom lab is in use for other classes. The systems in this lab access most of the software which is used in classes.
- A 21-station multimedia lab may be reserved on an ad hoc basis for occasional use by classes which do not ordinarily meet in a computer lab. It is available for open use when not reserved for a class meeting. A scanner and color printer are available in this lab.
- In the Science Department, multimedia computers with specialized software are available in five labs and two classrooms for use by students in biology, engineering, chemistry, and physics classes.
- A classroom lab with 10 stations is used by the Math Department for class meetings in statistics and calculus courses. In addition to standard office suite applications, the systems have Minitab, Derive, Gyrographics, data links to TI programmable calculators, and other specialized Math programs.
- Specialized systems for student instruction in computerized applications for performing arts are located in the music wing and the theater lab.
- Computerized assistance with research tasks is available in the main campus library. The library also maintains a hands-on lab for group instruction in search techniques. Additional computers provide access to other libraries, information systems, and remote databases.

- Two labs with 40 computers total are available at the FLCC Geneva Campus Center, providing all programs needed by the classes that meet there. Additional systems provide for individual tutorial activities and connection to the library.
- Two labs with 34 computers total are available at the FLCC Wayne County Campus Center, providing all programs needed by the classes that meet there. Additional systems provide for individual tutorial activities and connection to the library.
- The academic minicomputer system for computer programming and student e-mail is accessible from all microcomputers on the main campus and Campus Centers.
- Wireless access to the Internet is available on the main campus and at the FLCC Geneva Campus Center and the FLCC Wayne County Campus Center.

## INTERNATIONAL EDUCATION

The Director of International Education conducts efforts to promote intercultural awareness and understanding of events and issues of global interest. During the year, a variety of activities may occur including films, lectures, announcements of international events in the Finger Lakes region, and field trips. Individuals interested in foreign travel or foreign study opportunities should visit the Office of the Director or call (585) 394-3500, ext. 7335. Notices are posted outside Room B409.



## GLADYS M. SNYDER CENTER FOR TEACHING EXCELLENCE

The Gladys M. Snyder Center for Teaching Excellence is a faculty-based component of Finger Lakes Community College. Since inception in 1991, its mission has been to support the teaching and learning processes as central activities of the College. As Finger Lakes continues efforts to be an institution of “excellence,” the Snyder Teaching Center fosters innovation, communication, and opportunities for professional development in all areas of teaching effectiveness in order to enhance student learning. The Snyder Teaching Center strives to serve the pedagogical needs of all faculty and professional staff who are dedicated to the cognitive and affective development of our students.

## CAMPUS CENTERS

Finger Lakes Community College offers a wide variety of courses at its Campus Centers to meet the needs of the residents of those communities and the surrounding area. Students can start their degree programs or take courses for self enrichment.

Conveniently located at 63 Pulteney Street in Geneva, NY, and 1100 Technology Parkway in Newark, NY, the Campus Centers offer day and evening classes, credit and noncredit classes, academic and personal development services, and an academic support center offering tutoring and library services. Computer labs and wireless access is available for registered students.

All regulations for admission, tuition, and academic excellence described in the Catalog apply to the Centers as well. For additional information, contact the FLCC Geneva Campus Center at (315) 789-6701 or [geneva@fccc.edu](mailto:geneva@fccc.edu) or the FLCC Wayne County Campus Center at (315) 331-9098 or [newark@fccc.edu](mailto:newark@fccc.edu).

