

**SELECTED BIBLIOGRAPHY OF RESOURCES
FOR FACULTY and ADMINISTRATORS,
with ANNOTATIONS**

**Schenectady County Community College
Begley Library**

Begley Library and Instructional Technology Center offer a broad array of resources to aid SCCC faculty and administrators in their work at the college. These resources include reference and circulating books, e-books (located on netLibrary through our online catalog), periodicals, videos, and databases. Selected books listed here are arranged topically and contain a brief annotation.

I. Books (includes circulating, reference, and e-books)

Adult Learning

Grieve, Donald. **A Handbook for Adjunct & Part-Time Faculty & Teachers of Adults**, 4th Ed. Elyria, OH: Info-Tech, 2001. LB2331 .G72 2001

Covers classroom strategies for teaching adults; instructional planning, teaching techniques and aids, testing; teaching and learning with technology.

Wilson, Cynthia D., et al. **Learning Outcomes for the 21st Century: Report of a Community College Study**. LB2806.22 .L42
2000
Mission Viejo, CA: League for Innovation, 2000.

Engages educational accountability in community colleges; uses evaluative case studies, particularly Waukesha County Tech. College.

Assessment

Brookhart, Susan M. **The Art & Science of Classroom Assessment: the Missing Part of Pedagogy**. LB2822.75 .B76 1999
ERIC Clearinghouse on Higher Education, the George Washington University, in cooperation with ASHE, Association for the Study of Higher Education, 1999.

Defines student learning for assessment, ensuring quality of classroom assessment; options for classroom assessment in the disciplines, grading policies, conclusions and resources.

RCCI Assessment Team, Ron Eller, et al. **Opportunities In Place: National Assessment of the Rural Community College Initiative.** Washington, DC: Community College Press, 2003.

LB2328.15 .U6 O66
2003

A national research study supported by the Ford Foundation which considers various factors in the success of a community college, such as vision, coaching, team response, technical assistance, public relations materials, state policy, etc.; provides findings and conclusions.

Campus and Cyberspace Law

Weeks, Kent M. **Managing Campus Cyberspace and the Law.** Nashville, TN: College Legal Information, 2001.

LIB. OFF.
KF4225 .W46 2001

Treats privacy, speech, and academic freedom as they relate to e-mail, webpages, distance education, and technology.

Campus Crime

Smith, Michael Clay. **Crime on Campus: Legal Issues And Campus Administration.** Phoenix, AZ: Oryx Press, 1995.

KF4225 .S63 1995

Covers law and legislation, tort liability, violence on college campuses.

The Complete Library Safety and Security Manual: A Comprehensive Resource Manual for Academic And Public Libraries and Professionals and Law Enforcement Officers. Goshen, KY: Campus Crime Prevention Programs, 2001.

LIB. OFF.
Z679.7 .C66 2001

Discusses planning safety measures.

College Management

Bates, Tony. **Managing Technological Change: Strategies for College and University Leaders.** San Francisco, CA: Jossey-Bass, 2000.

Electronic Resource
netLibrary

Examines confronting the technology

challenge, technological leadership and vision, planning and management courses and programs, supporting faculty, calculating costs, funding strategies, research and evaluation.

Comesky, Robert. **Implementing Total Quality Management In Higher Education.** Madison, WI: Magna Publications, 1992.

LB2341 .I4 1992

Treats approaches, principles, and how to determine institutional quality in terms of leadership, information, strategic planning, human resources, and customer satisfaction; considers commitment, trust, and institutional culture.

Comesky, Robert. **Total Quality Improvement Guide for Institutions of Higher Education.** Madison, WI: Magna Publications, 1992.

LB2341 .C768 1992

Examines processes and systems in educational institutions; describes steps and tools to increase quality of education, decrease costs, and improve morale. Discusses how to identify problems, how to construct teams to solve problems, how to analyze causes of problems, and implement recommendations.

Rosse, Joseph G. **The Jossey-Bass Academic Administrator's Guide to Hiring.** San Francisco, CA: Jossey-Bass, 2003.

LB2331.67 .S44
R67 2003

A work on college personnel management, including such topics as preparing for hiring, attracting talent, legal and social aspects, evaluating applicants, practical guide to hiring decisions, and retaining employees.

Roueche, John E. **In Pursuit of Excellence: the Community College of Denver.** Washington, DC: Community College Press, 2001.

LD6501 .C664 I5
2001

Treats goals and realities; choice and commitment; success against the odds; creating

systems for student success; implications and recommendations for the future.

College Teaching

Donald, Janet. **Learning to Think: Disciplinary Perspectives.** San Francisco, CA: Jossey-Bass, 2002.

LB1060.D64 2002

Discusses modes of learning and cognition across the disciplines; examines organizing instruction and understanding learners.

Lyons, Richard E. **The Adjunct Professor's Guide to Success: Surviving and Thriving in the College Classroom.** Boston, MA: Allyn & Bacon, 1999.

LB1778.2 .L96 1999

Discusses obtaining a position and building an adjunct career as well as course planning, delivery, and evaluation.

Markie, Peter J. **A Professor's Duties: Ethical Issues in College Teaching.** Lanham, MD: Rowman & Littlefield, 1994.

LB1779 .M37 1994

Treats how to teach, the professor-student relationship, grading, scholarship and teaching.

Roueche, John E. **Practical Magic: On the Front Lines Of Teaching Excellence.** Washington, D.C.: Community College Press, 2003.

LB2331 .R67 2003

Topics include recognizing excellence, inspiration to teach, core strategies for teaching content to students, assessing learning, IT in instruction, advice for community college instructors, recommendations.

Zachary, Lois J. **The Mentor's Guide: Facilitating Effective Learning Relationships.** San Francisco, CA: Jossey-Bass, 2000.

LB1731.4 Z23 2000

Examines interpersonal relationships and mentoring in education, focusing on learning, phases of mentoring, preparing, negotiating, and "reaping the harvest" of guiding students. Also discusses regenerating the self through this important role.

Zak, Frances. **The Theory and Practice of Grading Writing: Problems and Possibilities.** Albany, NY: State University of New York Press, 1998.

Electronic
Resource/
netLibrary

Treats the power and authority of grading, grades as signifiers, student affect and cognition, alternative approaches such as grading in a process-based writing classroom.

Community Colleges – Business and Social Aspects

America's Community Colleges: A Century of Innovation. Washington, D.C.: Community College Press, 2001.

LB2328.15 .U6 A428
2001

Twentieth Century history of junior and community colleges.

Bok, Derek. **Universities in the Marketplace: The Commercialization of Higher Education.**

LC67.62 .B65 2003

Economic, corporate, and sociological connection between industry and higher education.

Elsner, Paul A. **Community Building: The Community College as Catalyst.** Washington, D.C.: Community College Press, 2002.

HN49. C6.E46
2001

Thinking, planning, and strategizing for successful programs using Maricopa Community College in Arizona as a model; ideas from community colleges for possible implementation.

Johnson, Larry, ed. **Common Ground: Exemplary Community College and Corporate Partnerships.** Mission Viejo, CA: League for Innovation in the Community College and the National Association of Manufacturers, 1996.

LC1085.2 C66 1996

Workforce issues and corporate relations as they relate to the community college; institutional cooperation and educational innovation.

State-by-State Profile of Community Colleges.
Washington, DC: Community College Press, 2001.

REF LB2328 .S73
2001

United States statistics on community colleges.

Copyright

Lindsey, Marc. **Copyright Law on Campus.** Pullman, WA: Washington State University Press, 2003.

LIB. OFF.
KF3030.1 .L56 2003

Discusses the source and nature of copyright law, duration and public domain, infringement, getting permission, doctrine of fair use; copyright and the Internet, copyright and distance education, policies for campuses.

Stim, Richard. **Getting Permission: How to License and Clear Copyrighted Materials Online and Off.** Berkeley, CA: Nolo Press, 2000. (Chapter 7: Academic & Educational Permissions)

KF3024 .C6 S75
2000

Electronic Resource
netLibrary

Introduces the permissions process and use of art, photographs, music, trademarks, website permissions, academic and educational permissions; public domain, fair use; copyright research.

Diversity

Vogt, W. Paul. **Tolerance and Education: Learning to Live with Diversity and Difference.** Thousand Oaks, CA: Sage Publications, Inc., 1997.

LC1099.3 .V64
1999

Teaching tolerance directly and indirectly; implications for policy and practice; implications for research.

Electronic Resource
netLibrary

Faculty Career Development & Evaluation

Anthony, Rebecca & Roe, Gerald. **The Curriculum Vitae Handbook: How to Present and Promote Your Academic Career.** San Fransisco, CA: Rudi Publishing, 1998.

LB2331.72 .A58 1998

Vocational guidance on resumes and employment.

Miller, Richard I. **Evaluating, Improving, and Judging Faculty Performance in Two-Year Colleges.** Westport, CT: Bergin & Garvey, 2000.

LB2333 .M49 2000

How to evaluate faculty and improve teaching, make faculty personnel decisions; the training and development of faculty and department chair; discusses concepts and models as well as providing hands-on advice; appendices contains forms for use in creating a diagnostic evaluation system; extensive bibliography.

Freedom of Speech

O'Neil, Robert M. **Free Speech in the College Community.** Bloomington, IN: Indiana University 1997.

LC72.2 .O54 1997

Electronic Resource
netLibrary

Considers a code of speech, the outspoken professor, free speech and new technologies, The Constitution and off-campus speech, a free press, artistic freedom, academic research and freedom, religious speech.

Grants

Bauer, David G., **The "How To" Grants Manual: Successful Grant-Seeking Techniques for Obtaining Public and Private Grants.** Phoenix, AZ: Oryx Press, 1995.

REF HG177 .B38
1995

Reference source which provides information on fundraising, grants-in-aid, and nonprofit organizations.

Burke, Joseph C. **Funding Public Colleges and Universities for Performance.** Albany, NY: Rockefeller Institute Press, 2002.

LB2342 .B794 2002

Higher education and the state; programming budgets.

The Grants Register. Chicago: St. James Press, 2004.

REF LB2338 .G7
2004

A research grants and scholarship directory.

Information Literacy

Birks, Jane. **Hands-on Information Literacy Activities.** New York, NY: Neal-Schuman Publishers, 2003.

LIB. OFF.
ZA3075 .B575 2003

A handbook on the study and teaching of information literacy and information retrieval.

Burkhardt, Joanna M. **Teaching Information Literacy: 35 Practical, Standards-Based Exercises for College Students.** Chicago, IL: American Library Association, 2003.

LIB. OFF.
ZA3075 .B87 2003

Treats the study and teaching of information literacy, print and online electronic resources, the Internet, research and methodology, library orientation for college students.

Grassian, Esther S. **Information Literacy Instruction: Theory and Practice.** New York, NY: Neal-Schuman Publishers, 2003.

LIB. OFF.
ZA3075 .G73 2001

An in-depth discussion of both the theory and practice of library instruction; history and background of user education; the psychology of learning; teaching critical thinking; program management; print and online teaching materials.

Young, Rosemary. **Working With Faculty to Design Undergraduate Information Literacy Programs.** New York, NY: Neal-Schuman Publishers, 1999.

LIB. OFF.
Z711.2 .Y68 1999

The study and teaching of information retrieval in higher education; library orientation for college students.

Information Technology

Katz, Richard N. **Information Technology in Higher Education: Assessing Its Impact and Planning for The Future.** San Francisco, CA: Jossey Bass, 1999.

LB1028.3 .I554 1999

Integrating IT planning and funding at the institutional level; assessing the academic networked environment; modeling and managing cost and quality; assessing the impact on teaching and learning

Instructional Guidance

Beane, James A. **Curriculum Integration: Designing The Core of Democratic Education.** New York: New York Teachers College Press, 1997.

Electronic Resource
netLibrary

Treats curriculum change and planning; critical thinking modes; the inter-disciplinary approach in education.

Flippo, Rona F. and David C. Caverly. **Handbook of College Reading and Study Strategy Research.** Mahwah, NJ: Lawrence Erlbaum Associates, 2000.

LB2395.3 .H36 2000

Examines strategies for college literacy, including vocabulary, comprehension, reading, writing, taking lecture notes, teaching ESL students, evaluation of college reading programs, technology.

Weimer, Maryellen. **Learning-centered Teaching: Five Key Changes to Practice.** San Fransisco: Jossey-Bass, 2002.

LB2331 .W39 2002

Discusses the balance of power, function of content, the role of the teacher, process of evaluation, responding to resistance, and using a developmental approach.

Leadership

Fisher, James L. **Presidential Leadership: Making a Difference.** Phoenix, AZ: Oryx Press, 1996.

LB2341 .F497 1996

Empirical studies and professional experiences contribute to a discussion of the effective college president. Such factors as charisma, public presence, race, and gender are explored, along with fundraising and quality management.

Renewing the Academic Presidency: Stronger Leadership for Tougher Times. Washington, DC: Association Of Governing Boards of Universities & Colleges, 1996.

LB2341 .A87 1996

Concise report in bulleted form which identifies key recommendations to presidents, boards, and faculty on contemporary educational issues and how to build shared governance.

Tucker, Alan. **The Academic Dean: Dove, Dragon, and Diplomat.** New York, NY: American Council on Education: Macmillan, 1991.

LB 2341 .T778 1991

A practical guide for deans, faculty, administrators, and trustees, it examines a wide range of issues from budgets to social interaction with the community to nurturing relationships within the college; covers managing change, staff- and self-evaluations, and decision-making.

Tucker, Alan. **Chairing the Academic Department: Leadership Among Peers.** Phoenix, AZ: Oryx Press, 1993.

LB2341 .T78 1993

A hands-on guide providing an in-depth examination of duties and responsibilities of the chair; assists with dealing effectively with administration and supervising and evaluating staff and the department.

Online and Distance Education

Boaz, Mary. **Teaching at a Distance: A Handbook For Instructors.** Mission Viejo, CA: League for Innovation in the Community College, 1999.

LC5800 .B63 1999

Discusses fundamentals of designing

- a distance learning course, instructional technologies, strategies for success, effective methods of communication and student collaboration, testing and assessment, a community college model of distance learning.
- de Los Santos, Gerardo E., ed. **Access in the Information Age: Community Colleges Bridging the Digital Divide**. Mission Viejo, CA: League for Innovation in the Community College, 2001. LB1028.5 .A23 2001
- Defines and describes the digital divide in the community college context, reviews the literature, and describes model programs and successful strategies based on key recommendations.
- Chute, Alan G. **The McGraw-Hill Handbook of Distance Learning**. New York, NY: McGraw-Hill, 1998. REF LC5805 .C58 1998
- A comprehensive guide which aids in planning and implementing distance learning, helping users adapt, and keeping the focus on information content and quality, not on the technology delivering it; utilizes examples from Penn State and the University of Illinois, as well as business and government.
- Keating, Anne B. **The Wired Professor: A Guide to Incorporating the World Wide Web in College Instruction**. New York: New York University Press, 1999. Electronic Resource netLibrary
- Treats computer-assisted instruction, web site design, and the world wide web.
- Lever-Duffy, Judy, et al. **Learning Without Limits: Model Distance Education Programs in Community Colleges**. Mission Viejo, CA: League for Innovation, 1996. MEDIA REF LC5805 .L42 1996
- Discusses distance education for the Community college.
- Milliron, March David and Cindy L. Miles. **Taking** LB2328.15 .U6 T35

A Big Picture Look @ Technology, Learning, and The Community College. Mission Viejo, CA: League For Innovation in the Community College, 2000.

Examines maintaining the technological edge, administrator's role, IT staff development and user support, evolution of distance education, marketing community colleges through IT, the power of the Internet in higher education.

Student Services

Barr, Margaret J. **The Handbook of Student Affairs Administration.** San Francisco, CA: Jossey-Bass, 2000.

LB2342.92 .B37 2000

Guide book on student activities management and student affairs services.

Blimling, Gregory, S. **Good Practice in Student Affairs: Principles to Foster Student Learning.** San Francisco: CA, Jossey Bass, 1999.

LB2342.9 .G66 1999

Treats student affairs services and academic achievement, principles of student affairs practice, helping students develop coherent values and ethical standards, using inquiry to improve performance, using resources to achieve institutional goals, creating inclusive communities.

Garland, Peter H. **New Perspectives for Student Affairs Professionals: Evolving Realities, Responsibilities and Roles.** Washington, D.C.: School of Education and Human Development, George Washington University, 1993.

LB2342.9 .G37 1993

Student affairs services and development programs, counseling in higher education and adult education.

Gordon, Virginia N., et al. **Academic Advising: A Comprehensive Handbook.** San Francisco, CA: Jossey-Bass, 2000.

LB2343 .A29 2000

A comprehensive reference that shares the

latest research, advice, and practical suggestions for on-campus advising and its many obligations. Provides insights for faculty, advisors, and counselors regarding ethical and legal aspects; multicultural and special needs students, technological resources, strategies for training and evaluating advisors.

Schuh, John H. **Assessment Practice in Student Affairs: An Applications Manual.** San Francisco, CA: Jossey-Bass, Pubs., 2001. LB2342.92 .S35 2001

A handbook of student affairs services in higher education.

Titles on Order

Birnbaum, Robert. **Management Fads in Higher Education: Where They Come From, What They Do, Why They Fail.** Jossey-Bass, 2000.

Bright, David. **The Academic Deanship.** Jossey-Bass, 2001.

Fisher, James L. **The Entrepreneurial College President.** Praegers Pub., 2004.

Greive, Donald. **Handbook II – Advanced Teaching Strategies for Adjunct Faculty,** Adjunct Advocate, Inc., 2002.

Jordan, Ronald R. **Planned Giving Workbook.** John Wiley, 2002.

Kouzes, James M. **The Jossey-Bass Academic Administrators Guide to Exemplary Leadership.** Jossey-Bass, 2003.

Leaming, Deryl R. **Managing People: A Guide for Department Chairs and Deans.** Anker Publishing, 2003.

McCaffery, Peter. **The Higher Education Manager's Handbook: Effective Leadership and Management in Colleges and Universities.** Kogan Page Ltd, 2004.

Pope, Raechele. **Multicultural Competence in Student Affairs.** Jossey-Bass, 2004.

Rockman, Ilene F. **Integrating Information Literacy into the Higher Education Curriculum.** Jossey-Bass, 2004.

Ruben, Brent. **Pursuing Excellence in Higher Education.** Jossey-Bass, 2003.

Schwarz, Roger. **The Skilled Facilitator: A Comprehensive Resource**. Jossey-Bass, 2002.

Walvoord, Barbara E. **Assessment Clear and Simple: A Practical Guide for Institutions, Departments and General Education**. Jossey-Bass, 2004.

Wolverton, Mimi. **College Deans: Leading from Within**. Oryx Press, 2002.

II. Periodicals – Located on the periodical shelves, unless otherwise noted. See our periodicals list or a reference librarian for additional journals in a subject area.

Title, Description, Publisher

Academic Exchange Quarterly. Contains ideas, research, and methods for effective instruction and learning; covers many topics. View article abstracts and full-text articles online at <http://rapidintellect.com/AEQweb>. Academic Exchange Quarterly.

American Educator. For teacher education instructors; contains helpful, hands-on articles on teaching K-12. American Federation of Teachers.

American Journal of Education. Focuses on education and social welfare and policy, considering such topics as multiculturalism, identity, diversity, reform in education. University of Chicago, Department of Education.

Black Collegian. African-Americans and higher education, career, and self-development. Black Collegiate Services, Inc.

Black Scholar. African-Americans and higher education, identity, and racial issues. Black World Foundation.

CEA Critic. Focuses on the study and teaching of the English language, and literary criticism. College English Association.

Change, The Magazine of Higher Learning. Discusses core issues affecting the university, faculty, administration, and students. Heldref Publications and the American Association for Higher Education.

Chronicle of Higher Education. Examines various issues in higher education; also, vocational guidance, and job vacancy directory. Editorial Project for Education.

College Teaching. Topics such as teaching tools and methods, college culture, faculty mentoring are discussed. Heldref Pubs.

Community College Journal. Discusses community, technical, and junior college subject matter, usually centered around theme issues – for instance: “ethics.” American Association of Community Colleges.

Community College Review. Examines topics such as college and community collaboration, community college case studies, and the role of administrators. North Carolina State University, College of Education.

Community College Times. Newspaper format in which the latest developments at community, technical, and junior colleges are featured. American Association of Community Colleges.

Education Digest. For teacher education instructors; considers such topics as “Early College’ High School Jump-Starts Higher Learning,” among others. Prakken Pubs.

Education Statistics Quarterly. Interesting research on a wealth of topics, including “Community College Students: Goals, Academic Preparation and Outcomes,” “Racial and Ethnic Differences on the Path to a Postsecondary Credential,” Instructional Costs and Productivity,” as well as “Status and Trends in the Education of Hispanics,” and “Libraries,” etc. U.S. Department of Education, National Center for Education Statistics.

Educause Review. Information technology and computer networks in higher education among other issues. Read online at <http://www.educause/edu/pub/er/erm04/erm042.asp> Educause, Pub.

Harvard Educational Review. Contributions to higher education and other levels from scholars, policymakers, teachers, and researchers in education and related fields. Read and search online at <http://www.edreview.org> Harvard University, Graduate School of Education

Journal of Chemical Education. The study and teaching of chemistry; see also the April 2004 issue’s supplement “Buyers Guide.” Division of Chemical Education of the American Chemical Society.

Journal of College Reading and Learning. Study and teaching of reading in higher education; examines such topics as critical thinking, achieving and underachieving, peer tutoring, grading, etc. College Reading and Learning Association.

Journal of College Student Development. Counseling and development programs in higher education; treats such topics as gender, diversity, family issues, campus safety, liberal arts, academic motivation, and special needs of adult students.

New Directions for Adult and Continuing Education. Each issue also has a specific theme, such as Spring 2004: “Adult Education in an Urban Context: Problems, Practices, and Programming for Inner-City Communities.” Jossey-Bass, Adult and Higher Education Series.

New Directions for Community Colleges. Each publication also has a distinctive title on contemporary issues affecting the community college. Jossey-Bass.

New Directions for Student Services. Educational counseling and continuing education counseling. Searchable articles by topic under this title in the library's online catalog. Jossey-Bass.

New Directions for Teaching and Learning. Numerous topics on college teaching. Jossey-Bass.

Reading Research and Instruction. For teacher education instructors; regards children, books, and reading. College Reading Association.

Syllabus, Technology for Higher Education. Discusses the flood of new instructional options, the invisible web, academic digital rights, among many other technological topics. Located in the Library Director's Office.

Teaching English in the Two-Year College. Study and teaching of English language in higher education. National Council of Teachers of English.

Teaching Music. Instruction and study of music. Music Educator's National Conference.

Teaching Tolerance. On multicultural education; study and teaching of tolerance, prejudice, and racial discrimination. Southern Poverty Law Center.

Technological Horizons in Education (The Journal). Educational technology and computer-assisted instruction. Information Synergy, Inc.

Thought and Action: NEA Higher Education Journal. Discusses numerous college and university issues. National Education Association of the U.S.

University Business. Treats contemporary administrative issues, such as admissions, rethinking wireless access, marketing, etc.; contains update sections on news, statistics, and people in higher education. Located in the Library Director's Office.

III. Videos (Located in the Information Technology Center, 2nd Floor)

Changes in the Federal Vocational Educational Law:
The New Perkins Act

VIDEO LB2342.3 .C42 1998

Community Colleges, Businesses, and Local Chambers
Of Commerce: Key Partners in School Improvement,
U.S. Department of Education.

VIDEO LB2328 .C65 1996

Crisis Management in Higher Education: Taking a

VIDEO LB2341 .C75 1996

Proactive Approach to Campus Crisis

Future Directions for Community Colleges: Strategies for the 21 st Century, The College Board.	VIDEO LB2341 .F87 1997
Psychological Disabilities on Campus: What You Need to Know	VIDEO LB2343 .P79 2001
All About Grants	VIDEO HG177 .A44 1990
Assessing and Accommodating Adults with Learning Disabilities	VIDEO LC4818.4 .A77 1999
Teaching Literacy to Adults with Learning Disabilities	VIDEO LC149 .T433 1999
Diversity Issues in Higher Education	VIDEO LC1099 .D576 1995
Faculty on the Front Lines: Reclaiming Civility	VIDEO LB3013.3 F33 1999
Implementing Total Quality Management in Higher Education	VIDEO LB2341 .M34 1994 Nos. 1-4

IV. Databases – Accessible from the Begley Library homepage, the following databases can provide information from journals, newspapers, and magazines on college and education issues.

ERIC
CQ Researcher
Lexis-Nexis Academic Universe
EBSCO Host Masterfile
Gale/InfoTrac One File

V. Librarians

Please speak with a librarian regarding any of the above-listed resources or other information and research needs. The reference staff is happy to assist you. Contact the reference desk at 381-1239.

Compiled and annotated by Tracy Salvage, Reference Librarian, April 2004.