

**Executive Summary of
THE BMCC CO-CURRICULAR TRANSCRIPT
as presented at the March 24, 2010 College Council Meeting
by Vice President Marva Craig**

Background

Borough of Manhattan Community College (BMCC) is dedicated to promoting the holistic growth of and enhancing students' development inside and outside of the classroom. To that end, the college is in the process of developing an official document, the BMCC Co-Curricular Transcript (CCT) to complement the academic transcript.

The CCT will be used to document students' extra-curricular participation and achievements outside of the classroom during their career at BMCC. These activities reflect the total development of the student and encourage life-long learning and responsible citizenship. When coupled with the academic transcript, a holistic representation of students' education, both inside and outside of the classroom, will be created.

The CCT is a student-initiated, comprehensive record of a student's campus involvement while enrolled at BMCC. The official document will bear the BMCC seal and will be offered as a supplement to their academic transcript. The CCT will be of value to the student when applying to other colleges, for scholarships or a position of employment. The document will only be sent at the request of the student. All entries listed on the CCT will be validated by the Division of Student Affairs.

The Co-Curricular Transcript is organized around six categories that reflect various co-curricular activities sponsored or recognized by Borough of Manhattan Community College. These categories are:

Athletic Participation: Recognition for participation, honors, or distinctions as a member of a BMCC sponsored intercollegiate athletic team.

Clubs and Organizations: On-going participation as a general member or executive board member in a BMCC recognized club or organization.

Community Service: Participation as a volunteer for a BMCC department, a BMCC sponsored event, or BMCC sponsored community service placement and project.

Honors and Awards: Recipient of an honor, award, or scholarship recognized by BMCC.

Leadership Training: Participation in leadership training sponsored by BMCC or the City University of New York (CUNY).

Workshops and Seminars: Attendance at a workshop, seminar, or conference that is sponsored or recognized by BMCC.

Goals of CCT

The goals of the CCT are varied. The CCT will encourage participation in extra-curricular experiences, enhance and give credibility to students' extra-curricular experience when applying for scholarships, transferring to another college, or seeking employment.

Evolution of CCT

The initial idea of the CCT generated out of Student Affairs. A committee was formed to include faculty and staff from Academic Affairs. The committee members conducted literature research on the CCT; had conversations with Student Affairs representatives at institutions that have an active co-curricular transcript; conducted focus group meetings with BMCC students; met with students at the Student Leadership Retreat to discuss marketing of the CCT; and had discussions with potential software vendors to host a co-curricular transcript.

Surveys were sent to companies and agencies that employ and provide internships for BMCC students, as well as colleges and universities that participated in the BMCC College Fair through the Transfer Office.

These findings were presented to the Campus Life Committee of the College Council, the Student Affairs Committee of the Academic Senate, the President's cabinet, the Division of Student Affairs, the Counseling Center and Cooperative Education. A Software vendor will be selected, and implementation is planned for the fall 2010 semester.