



# Governance Gazette

*the newsletter of Brookdale Governance*

**Mid-April 2007**

## *Chair's message*

As we enter the final stretch of this year in Governance, I am stuck by how the agenda for our next Forum reflects Governance's impact on the College in ways both macro and micro. Our discussions and vote range from strategic planning to curriculum guidelines to student GPAs for the Dean's List. All constituencies are represented by these charges and have a stake in the recommendations and decision-making that result from them. The particulars are listed in the reports in this issue, so take a look and bring your views, opinions, and ideas to the Forum.

I'd like to thank everyone who was able to make it to our Special Forum on April 11, which had presentations from Gen Ed and Middle States. Thanks to the co-chairs of both committees for their informative presentations. Thanks also to forum members, whose questions and comments led to a very fruitful discussion on the implications of the revised General Education Regulation. For those faculty members who couldn't attend because of teaching schedules, this discussion will be continued on the April 19<sup>th</sup> faculty day. During their presentation, Middle States co-chairs invited the entire campus community to give input on the Self-Study. The first draft is now available online (intranet) and awaiting your feedback.

Please, also, continue to offer your suggestions about rooms, meeting times, and any other concerns so that Steering can improve the facilitation of the Governance process. Your participation in all aspects of Governance is what makes it effective.

See you at the Forum!


Kathy Vasile  
Governance Chair

## **April 17 — FORUM MEETING**

**11:45 in Navesink III**

**\*Also on Bluesnet and broadcast  
to Western Monmouth\***

## **Agenda**

1. Discussion on Course Discontinuance led by Ellen Musen and John Mensing Co-chairs of Academic Council
2. Academic Standards presentation on Student Recognition led by Co-chairs Donna Flinn and Brian McKeon.
3.  **VOTE!** Institutional Planning and Effectiveness Planning Calendar.

4. Institutional Planning and Effectiveness committee discussion on the Matrix '09 led by Arnie Gelfman and Jess Levine.

## **VOTE REPORT**

### **Institutional Planning and Effectiveness Committee Planning Calendar**

The Institutional Planning and Effectiveness Committee will be bringing products of two charges to the Forum. The first product is the Assessment, Planning, and Budgeting Calendar (attached) which is being presented for a vote. This calendar is designed to identify the College's major assessment, planning, and budgeting tasks, combine them

into one brief document, and foster a better and clearer understanding of linkages among the tasks. It also provides each unit with an appropriate framework to establish its own calendar. Each unit can now see not only what is happening in its own department or division but also in other areas. The calendar also shows when major data reports will be available that will inform decision making. It is hoped that in the near future, software will be available to facilitate this process.

## ISSUES

### Academic Council Discontinuance of Courses

The charge given to Academic Council states that the Committee should:

1. Review the “Instructions for Course Revisions or Deletions” in the Curriculum Handbook.
2. Develop specific criteria for the discontinuance of courses.
3. Recommend changes to the Curriculum Handbook Instructions and Forms for Course Deletions.

The model currently followed by those pursuing course deletions is specified in the curriculum handbook (available on line [http://www.brookdalecc.edu/staff/edsvcs/curriculum\\_handbook.htm](http://www.brookdalecc.edu/staff/edsvcs/curriculum_handbook.htm)) or through the Dean of Academic Affairs’ office).

The “*Instructions for Course Revisions or Deletions*” in the Curriculum Handbook put forth very general factors to be taken into account when considering a course for deletion, such as the “course’s congruence with Brookdale’s mission of responding to the county’s changing educational needs.” What is lacking is the identification of specific criteria by which a course should be deleted.

Part of this charge states that specific criteria for the discontinuance of courses needs to be developed. Do you feel that specific criteria should be developed? What should the criteria be?

### Academic Standards Student Recognition

Our committee has completed our second charge by evaluating Brookdale Community College standards for achieving Dean’s List recognition in comparison to other New Jersey colleges and updating College Regulation 5.0032R. We will welcome your feedback when the following updated draft of Regulation 5.0032 R and charted

table of comparison is presented at the next Forum on April 17:

### BROOKDALE COMMUNITY COLLEGE COLLEGE REGULATION

#### 5.0032R

##### I. Title of Regulation

Recognition of Student Achievement

##### II. Objective of Regulation

Publication of student achievement is designed to recognize the academic achievement of students and thus to provide increased motivation and incentive towards academic achievement.

##### III. Authority

Bylaws of the Board of Trustees, Section 1.3034(m)

##### IV. Regulation Statement

It is important to recognize achievement on the part of students. Recognition can provide additional motivation and additional incentive to achieve and thus play a role in the human development of students. Such recognition is achieved through the following:

**A.** It will be the responsibility of the Dean of Academic Affairs to compile the Dean’s list at the conclusion of each long term. The Dean of Academic Affairs will also provide the lists for publication internally to the Dean of Student Development and externally to the Office of College Relations and Communications.

**B.** In determining completion rates the norms established in the Student Progress Regulation are used.

##### C. Dean's List Eligibility

1. The student must be a matriculated student.
2. The student must have completed twelve college-level credits or more in any long term for recognition with 100% completion rate or If the student enrolls in less than twelve credits in both long terms, the student who completes twelve credits over the course of one year (July-June) with 100% cumulative completion rate is eligible.
3. The student must be in good academic standing and have achieved a minimum grade point average of 3.5 and a C grade or higher in every class.

#### 5.0032R

##### D. Distinguished Scholar Award Eligibility

A minimum 3.7 cumulative grade point average at graduation, along with 95% cumulative completion rate is needed to achieve this award.

##### V. Responsibility for Implementation

Vice President for Educational Services

### Dean’s List Recognition Comparison –

## NJ Colleges

| College       | Award GPA | 2nd award GPA | Grades  | GPA B+ | IN C   | INC due  |
|---------------|-----------|---------------|---------|--------|--------|----------|
| Ocean         | 3.5       | None          | pluses  | 3.5    | OK     |          |
| Middlesex     | 3.25      | None          | p and m | 3.5    | OK     |          |
| Mercer        | 3.2       | 4             | p and m | 3.4    | OK     |          |
| Salem         | 3.5       | None          | p and m |        | NO *   |          |
| Gloucester    | 3.5       | 3.75          | p and m | 3.3    | NO **  |          |
| Passaic       | 3.3       | None          | p and m | 3.3    | NO **  |          |
| Essex         | 3.5       | None          | pluses  | 3.5    | NO     | 6 months |
| Burlington    | 3.5       | None          | pluses  | 3.5    | OK     |          |
| Camden        | 3.25      | 3.75          | neither | none   | NO **  |          |
| <b>4 year</b> |           |               |         |        |        |          |
| Monmouth      | 3.5       | None          | p and m | 3.3    | NO **  |          |
| Coll of NJ    | 3.5       | None          | p and m | 3.3    | OK     |          |
| Stockton      | 3.5       | None          | p and m | 3.3    | NO **  |          |
| Rutgers       | 3.5       | None          | pluses  |        |        |          |
| Ramapo        | 3.5       | None          | p and m | 3.3    | NO *** |          |
| NJIT          | 3         | None          | pluses  |        |        |          |
| Montclair     | 3.5       | None          | p and m | 3.3    | OK     |          |

\*30 days after start of semester

\*\*Last day of next semester

\*\*\*five weeks before end of next semester

## Institutional Planning and Effectiveness Planning Matrix

The development of the FY 2009 Strategic Goals Matrix (attached) began with an IPEC retreat in July. One result was the convening of a group of full professors at the beginning of the academic year for the purposes of seeking their views on the current state of the College and for soliciting their input on their visions for Brookdale's future. This then morphed into a series of discussions on the part of IPEC to try to translate that input into Matrix language. As this was proceeding, the President's Cabinet took input from IPEC and began drafting a Matrix that incorporated faculty and other feedback. It was this interchange that resulted in a Matrix that was presented to the February 20<sup>th</sup> Forum. Subsequent to the Forum, IPEC reached out to the full professors once again, to the executive vice presidents for feedback from their respective leadership groups, and to Governance Steering for feedback from the standing committees. Significant feedback was received, much of which is reflected in this draft 9 of the Matrix.

Please note that the Matrix is for the academic year beginning in July 2008. It is obviously difficult to prepare a Matrix that doesn't begin for 15 months. However, since fiscal year 2009 budget planning will begin in earnest this fall, it only makes sense that the Goals Matrix be completed by that time. Therefore, input from this forum will be considered by IPEC; changes will be made, where appropriate, and the Matrix will be forwarded to the President for further Cabinet discussion. IPEC will remain a part of these discussions over the summer, and the results will be shared with the community prior to the fall Faculty Days. This will allow, once again, for the development of unit goals and associated budget requests for FY 2009 to begin in the very early fall.

## REPORT

### Report on the April 3 Forum

Kathy Vasile, Chair of Governance, welcomed everyone to the forum. She informed forum participants of the outcome of the standing committee elections and congratulated everyone elected to a standing committee. The forum continued with a vote to change the status of the Diversity Council from a college wide committee to an academic standing committee. The motion passed with a vote of 70 for, 12 against, and 7 abstentions.

Kathy indicated the outcome of the vote and the institution reorganization will impact Governance. We will need to visit the Governance Constitution to reflect the proposed academic leadership model and the addition of Diversity as a standing committee. A question was raised by a forum member about creating a commission to review the constitution.

The next item on the agenda was the presentation by the College Life Committee on the Green Initiative by Cari Gigliotti and Roseanne Alvarez. Presenters indicated the steps the college needed to take to comply with gas emission regulation, how can we influence the college community to become more sensitive to environmental issues. They shared with participants' simple initiatives from other educational institutions such as recycling ink cartridges, reusing plastic bags, turning computers off when you are going home every day. That can save considerable amount of energy and will benefit the college financially in the long run. We strongly believe that in order for the College to move forward with the message of the community and our culture at large which is in favor of environmental sustainability and stewardship, the vision, message and initiative need to be:

1. *Centered*: "thinking" green and "going" green must go hand in hand, and this perspective should be centered and prioritized across the institution. Planning, assessment, curriculum (including service learning and public scholarship initiatives) and resource allocation need to be tied to the vision and message

2. *Communicated*: in fully utilizing an integrative approach, it is clear that:

- a. the message needs to be defined up front (Web Site/posters, etc),
- b. the College needs to define the benefits and tie these benefits to actual audits and assessment which center environmental sustainability and finally,
- c. the message needs to be positioned and delivered in a way that is maintained and *consistent*.

3. *Consistent*: actual initiatives such as the “trifecta” of bins, for example, need to be supported, concretized, consistently demonstrated and maintained/sustained in order to avoid “mixed” and unclear messages (and thus, literally, mixed and contaminated and thus, *non-recyclable* recyclables).

The College Life Committee needs everyone’s continued input to keep us on the path towards “going green” Below you will find some questions that we ask that you consider:

- 1.) What type of green model would you like to see at Brookdale?
  - a. A committee (if so, who should serve on such a committee)
  - b. An individual in a particular area of the College
  - c. An person who’s position is dedicated to initiating environmentally sustainable measures at the College
  - d. Another model?
- 2.) Who should be the responsible parties for implementation?
- 3.) What do you think Brookdale’s goals should be in regard to “going green”?
  - a. Using alternative energy sources?
  - b. Becoming climate neutral?
  - c. Addressing litter and recycling?
  - d. Planning and purchasing?

The College Life Committee meets at 11:45 am in MAC-204 every other Tuesday and welcomes all members of the College community to attend. Please feel free to contact the co-chairs by phone or via email at [collegelife@brookdalecc.edu](mailto:collegelife@brookdalecc.edu).

Cari Gigliotti (ext. 2805) & Roseanne Alvarez (ext. 2684)

The forum continued with a Professional Development Committee presentation on the analysis of expenditures led by Bernice Eng and Greg Liano. The analysis of survey results indicates:

Some individuals who were approved for funding did not contact PDC if they did not use their funds.

PDC does not receive monthly accounting budget reports. Monies approved by PDC are not reconciled to monies spent.

PDC opportunities are not presented to new employees at orientation or in the monthly new employee program.

PDC does not sponsor an annual professional development activity for staff.

#### **Average PD (Total) Activity Costs\***

A&E = \$917 (24 out of 145)

Staff = \$547 (14 out of 305)

Faculty = \$917 (66 out of 240)

\*From 06-07 PDC Funding Requests as of 3/07

“...we need more money at both ends: in my budget and in yours”

“...there are not enough funds to support all the regional or national conference requests.”

“...an increase in the individual development allotment would be highly desirable so that at least ½ of a national conference (roughly \$1500) could be covered”

#### **Presenters made the following recommendations:**

PDC will establish an annual staff professional development activity.

Include PDC Application Form and information in the New Employee Packet.

Include PDC information in the 1st year new employee orientation program during the Governance Presentation. Continue funding broad-based activities, i.e. Recognition Awards, BIG Grants.

Continue updating the Professional Development Operations and Resource Guide.

Revise Application for PDC Financial Assistance Form. Easier to understand

Clarified the process

Updated information

Provided a visual flowchart for all forms involved in PD.

The last presentation of the day was an update on the Facilities Master Plan by Louis Goetting. He indicated a large portion of the work of last year was completed and work for this year is underway. During the next 90 days the college will be reviewing the facilitates master plan. In the near future we will be identifying possible sources of funding to remodel the rest of the college infrastructure. Work continues for the completion of renovations in CAR and MAS.

Work will start on the roundabout during Spring. A temporary road will be built on our campus will the work is completed.

#### **Facility Projects 2005-2007**

From January 2006 to Present:

Converted Office Space in SLC to Classrooms  
Added 16 Modular Classrooms  
Completed over 200 Moves  
Added 8 New Classrooms to Wall Campus  
Converted Old Café into Classroom Office Space  
Converted Old Bookstore into Swing Space for Math Department  
Converted Old Financial Aid into Physic's Lab  
Converted Old Registration Area into Design and Production Office Space and Transfer & Articulation Office Space  
Converted LAH – Old Counseling Area into Nursing Lab and Department  
Offices Renovated First Floor of MAC Into Ed Services Executive Offices  
Converted the MAE into the CAR building  
Completed MAS Renovation  
Completed Utility Assessment Study for Lincroft and all HECs  
Converted 3rd Floor of WMHEC into Classroom Space  
Started Construction for the new Northern Monmouth Site  
Started Plan for Renovation of Long Branch HEC  
Relocate and Renovate Center for WWII Studies  
Developed 50 new smart classrooms throughout Brookdale

**Facility Initiatives for 2007/2008:**

- **Open Northern Monmouth Facility**
- **Open Newly Renovated Long Branch HEC**
- **Relocate and Renovate Computer Science to LAH**
- **Renovate ATEC lower level for expansion of BCC Network and Communication Media**
- **Increase Parking capacity on Lincroft, WMHEC and Wall**
- **Develop a Library Master Plan**
- **Relocate and Renovate Asbury Park HEC**
- **Reallocate existing administrative space in BAC and ADM buildings**

**Brookdale 2007 and beyond...**

**Lincroft**

- **Arena Renovation**
- **AutoTech Renovation**
- **Infrastructure Improvements**
  - **Water and HVAC Utility Plant**
  - **Electrical System Upgrade**
- **Participate in Ft. Monmouth Reuse**

**STANDING COMMITTEE NEWS**

**Academic Council**

**[MAN 108]**

Academic Council continues to expedite approval of some course revisions via an e-vote, leaving our meeting times to discuss more substantive curriculum changes.

Academic Council approved the following course changes.

- CULA 252 Advanced Baking Skills (description change)
- CULA 255 Advanced Pastry Arts (description change)
- BIOL 126 Exploring Biology: Cycles of Life (description and prerequisite change)
- MUPF 211 Voice III (description change)
- MUPF 212 Voice IV (description change)
- MUPF 131 Group Guitar I (description change)
- MUPF 132 Group Guitar II (description and prerequisite change)
- MUPF 138 Jazz Guitar (description and prerequisite change)

At the April 10 meeting, Academic Council discussed our thoughts on the issue of courses in the catalog that might be appropriate for deletion. The discussion was in preparation for a discussion at Forum on April 17.

**College Life**

**[MAC 204]**

The College Life Committee met on Tuesday, April 10, 2007 to review the Green Initiative Charge to ensure that our work over the past semester has addressed all aspects of the charge. We compiled the vast amount of information gathered over the course of the semester in order to formulate the recommendations to present to Forum for a vote on May 1<sup>st</sup>. The committee has outlined what the most critical aspects of the Green Initiative Charge are, including the proposed Green Model for Brookdale, examples of green initiatives, and how to ensure that the green momentum continues at a pace that yields positive environmental change. Our next meeting will be held at 11:45 am on Tuesday, April 24, 2007 in MAC-206 to finalize the committee's recommendations. The committee is still looking for input from the Brookdale campus community, so please continue to send your thoughts and ideas to collegelife@brookdalecc.edu.

**Professional Development**

**[MAN 207]**

The Professional Development Committee presented the findings and recommendations concerning professional development expenditures at the last Forum. We received some excellent feedback. At our April 10 meeting we discussed the Forum input and made revisions of the application form and funding procedures based on this.

**A&E:** No money is left for funding requests - \$7000 has been approved.

**Faculty:** \$22,983 has been approved for 97 faculty. This constitutes 85% of money available for funding requests.

**Staff:** \$2923 has been approved for 22 Staff. Additional funds are earmarked for Outstanding Staff Awards, Staff Luncheon, and BIG grants.

### **Student Development [MAC 209]**

The Student Development Committee is completing its "Student Government" charge. Our final meeting of the year will be held Tuesday, April 24<sup>th</sup> at 11:45 AM in MAN 209. Co-chairs are Torina Armstrong (2559) and Pat Dillon (2871).

## **COLLEGE-WIDE COMMITTEE NEWS**

### **Basic Skills Committee**

On March 23<sup>rd</sup>, the Basic Skills Committee conducted its annual Outreach Conference for High School Professionals. It was a great success! The committee was grateful that Dr. Burnham could start the day with an address to the group. The attendance exceeded all previous conferences with seventy-seven high school professional participants and forty-six BCC participants. Each breakout session was well attended (if not standing room only). The student panel (which has become a staple of the conference) was well received. The college-wide committee and the coordinators will now consider the survey results in anticipation of next year's event. The coordinators will also organize a focus group of high school professionals for June and again in October to start the process of organizing Outreach 2008.

A representative body of Math educators (from the NJ community colleges) has discussed the various standard math cut scores. They have come to consensus regarding the math cut scores for the state community colleges.

Other initiatives include: the English department is conducting a pilot study for the use of Write Placer by comparing its scoring accuracy to essays scored by writing learning assistants; and, the Committee is also investigating learning communities with basic skills courses and linked college level courses.

### **DIVERSITY COUNCIL [MAN 211]**

Current and former members of the Diversity Council participated in a two-day Diversity workshop facilitated by Michael Buesuceso and Pamela Harris from the *American Conference on Diversity*. The program was designed to develop individual skills on the topic of diversity and to enhance the ability of the Council members prepare strategic initiatives to build a more inclusive Brookdale.

Topics included discussions and exercises on social identity, prejudice, privilege and critical incident inventory.

Council members will continue to apply the results of the workshop as we begin to focus on implementing diversity strategies. The approval by the Forum of the recommendation for the Diversity Council to become a Standing Committee has brought this effort into sharper focus for the College community.

The Diversity Council's final regular meeting for this Academic Year will be held at **11:45AM** in **MAN 211** on **Thursday May 3, 2007**. Scheduled topics include elections for 2007-2008 and identifying key diversity issues as the focus of activities. We encourage anyone interested in join these activities to attend. If you are unable to come to the meeting and want to share an agenda item, please contact the Co-chairs Avis McMillon x2967 amcmillon@brookdalecc.edu or Sondra Cannon x2695 scannon@brookdalecc.edu.

## **IMPORTANT DATES**

|                       |                             |
|-----------------------|-----------------------------|
| <b>Date:</b> April 24 | Standing Committee Meetings |
| April 25              | General Education meeting   |
| May 1                 | <b>Forum</b>                |
| May 11                | Governance Year-End Retreat |