



Governance Gazette

the newsletter of Brookdale Governance

April 2008

Chair's message

Hello everyone,

The agenda for our next Forum is very ambitious. I want to take this opportunity to encourage each and every one of you to review the Middle States Self Study Report, Governance: A Culture of Engagement and Outcomes, in preparation for the Middle States visit, April 13-16.

I urge you to attend Forum because your participation in both the presentations and discussions is one of the most powerful expressions of what Governance is all about. This collective voice represents the strength of our community and our willingness to search for solutions that strengthen the institution. I look forward to your comments and suggestions.

Finally, I want to congratulate Martin McDermott who was elected faculty representative to the Steering Committee.

See you at the Forum!

Maria Fernandez

Governance Chair

April 1

FORUM MEETING

11:45 in TWIN LIGHTS I & II

**also on Bluesnet and broadcast to
Western Monmouth**

Agenda

1. Middle States
Jayne Edman and Richard Pfeffer, Co-Chairs
2. Professional Development Blueprint
Marianne Drake and Greg Liano, Co-Chairs
3. ☛ Vote – Diversity Council: Blueprint for
Diversity
4. Institutional Planning and Effectiveness-
Indicators of Institutional Effectiveness
Jeanne Ostrowski and Arnie Gelfman, Co-Chairs
5. Academic Standards - Grading
Darlene Macomber and Brian McKeon, Co-Chairs

VOTE REPORT

Diversity Council

The Forum is being asked to vote on the work of the Diversity Council in responding to the charges issued by the Steering Committee. We ask you to approve both the definition and philosophy developed by the Council and to affirm the process for addressing diversity issues at Brookdale Community College.

I. Create a functional definition of diversity at Brookdale

Diversity encompasses a complex mosaic of many cultures, ages, beliefs and identities. Valuing diversity seeks to identify similarities and connectedness concurrently with promulgating an understanding and respect for the different intellectual traditions and social perspectives among the many diverse groups that comprise our society and the multicultural global community.

II. Develop a diversity philosophy that reflects the College's Vision, Values, Mission and Goals

Brookdale's commitment to diversity is based on the premise that the future development of this society is contingent upon positive interaction, change and growth involving individuals of all backgrounds. We believe our role is to serve as change agents/role models in that process.

At Brookdale Community College we affirm that:

BCC is a learning-centered community where student experiences prepare them for work and life in a diverse society.

BCC is a respectful and inclusive institution, which values differences in all people, not only in thought and point of view but also in ability status, age, culture, ethnicity, gender, race, religion, and sexual orientation.

BCC is an integral part of our communities and as such, BCC's administration, faculty, staff and students mirror the diversity of Monmouth County and Central New Jersey.

BCC reflects the richness of the diversity of Monmouth County and Central New Jersey in its internal and external communications, college life, curriculum and student services.

BCC employees – administration, faculty and staff – reflect our diverse community and we encourage personal growth and advancement in hiring policies, practices and professional development.

III. Develop a plan which flows from the diversity philosophy that serves as a comprehensive blueprint to address issues of diversity and equity in programs, services and community, as well as facilitating a climate of civility, tolerance and mutual respect.

The Council, in conjunction with the American Conference on Diversity, developed a report which targeted key issues. The broad categories serve as examples of issues and the action planning that would be required to resolve particular items. The report, available online, is a document that will evolve to reflect that College as it exists each academic year. The Annual Report on the State of Diversity at Brookdale Community College would reflect the following goal and objectives:

Goal

To increase sensitivity to, and awareness of, diversity issues so that BCC can create and maintain work

environments free from prejudice, stereotypes, and bigotry.

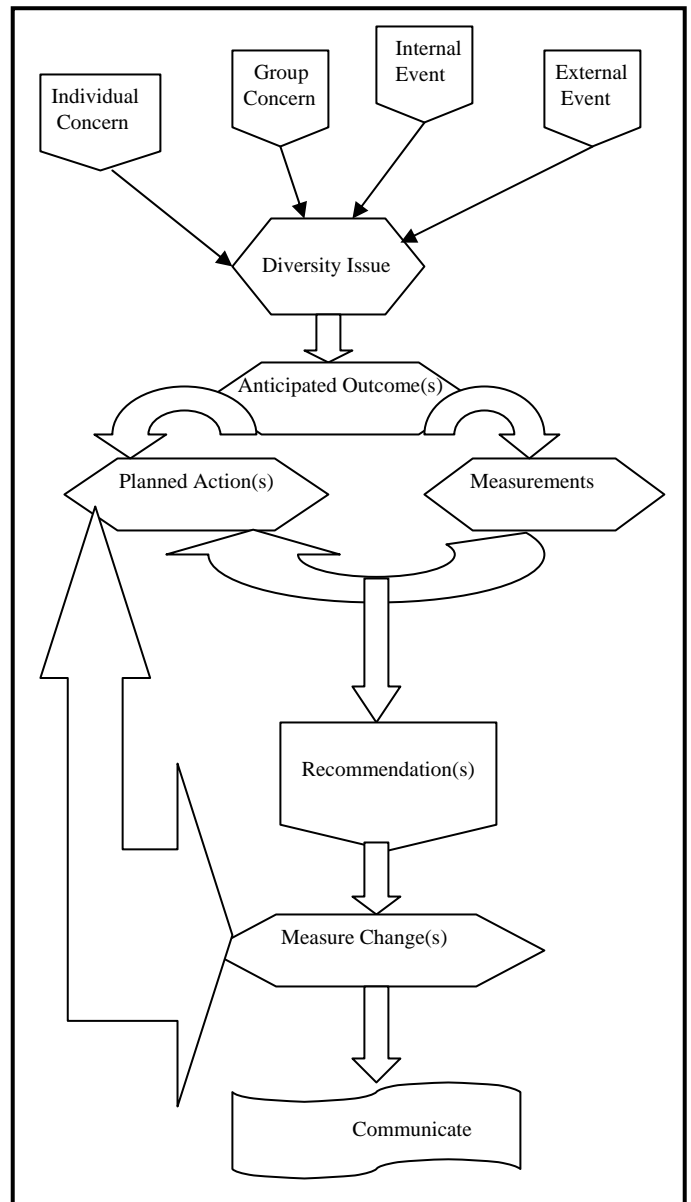
Objectives

To provide information on the best practices for responding to incidents of intolerance and bigotry in the classroom and workplace,

To develop action plans that are more reflective of, and responsive to, the diversity that exists within the College community,

To advocate on behalf of individuals and groups facing bias and discrimination,

To equip employees with knowledge and skills on diversity to best serve institutional and individual needs.



Action Plan Blueprint

Using the blueprint as a catalyst for growth and change, members of the Council will be reaching out to the campus community. We will be holding *Brookdale Conversations* in all departments to incorporate as many ideas as possible in moving the plan forward.

The Diversity Council's next regular meeting for the 2007-08 Academic Year will be held at **11:45AM on Tuesday April 8, 2008, MAC 212**. We invite anyone interested in entering the on-going dialogue to join us. If you are unable to come to the meeting and want to share an agenda item, please contact the Co-chair Sondra Cannon x2695 or scannon@brookdalecc.edu.

ISSUES

Middle States

The Middle States Visiting Team, chaired by Dr. Martha Smith, President of Anne Arundel Community College, will be at Brookdale from April 13-16. This presentation will provide a final review of the Self Study report and an overview of the process we can expect during the visit.

Professional Development [MAC 210]

Since our last Forum discussion, the committee has expanded the Professional Development Blueprint to nine parts. The parts of the Blueprint are :

- Part I Needs Assessment
- Part II Delivery Mechanisms
- Part III Proficiencies
- Part IV Outcome Behaviors
- Part V Focused Content Areas
- Part VI Implementation Recommendations
- Part VII Resource Allocation
- Part VIII Program Assessment
- Part IX Recognition

We ended our last Forum Discussion with recommendations. We have since added to and categorized these recommendations :

Part VI: Implementation Recommendations

In order to implement a college-wide professional development plan, the Committee recommends the following:

Standards Recommendations

- Establish annual professional development goals for all employees
- Employees establish professional development portfolios, documenting evidence of professional growth
- Implement cascading goal development as an organizational standard
- Provide ongoing professional development for all groups of employees, particularly supervisors and adjunct faculty

Process Recommendations

- Establish Professional Development Committee as a marketing client
- Add Professional Development Committee website as Quick Link on Homepage
- Create an icon on Bi-Monthly Calendar for professional development activities
- Professional Development Plan summaries will be sent to the PDC by Academic Affairs for faculty and by Human Resources for administrative and support staff.
- Establish budget object codes for professional development activities

Structure Recommendations

- Create a Professional and Organizational Development Center in Human Resources
- Expand TLC workshops
- Reexamine the role of the Professional Development Committee, such as
 - Initiating suggestions for PD program content
 - Assessing and responding to needs
 - Assessing the effectiveness of PD programs
 - Acknowledging employee PD accomplishments

The focus of our April 1 Forum discussion is Professional Development Resource Allocation:

Part VII: Resource Allocation

Guiding principles for all areas

1. Resource Allocations will follow the professional development principles set forth in the Blueprint that identifies an integrated planning model, including individual development for all employees, development that strengthens organizational integrity, and leadership development.

2. Resource Allocations will reflect institutional priorities and themes. Institutional priorities and themes will be identified on an annual basis by the Professional Development Committee through needs assessments, summary data of individual professional development plans for all employees, and strategic priorities.
3. Resource Allocations will take advantage of collaborative efforts involving multiple departmental needs.
4. Resource Allocations will use resources as efficiently as possible.
5. Resource Allocations will reflect the aggressive pursuit of professional development grant opportunities that are aligned with institutional priorities and themes.
6. Individual professional development plans should be appropriate to progression toward career goals.
7. Budget codes should be created to more accurately track campus-wide PD expenses.

Institutional Planning and Effectiveness [MAC 208]

One of IPEC's two ongoing annual charges is to develop, monitor, and assess the Major Indicators of Institutional Effectiveness. These indicators are the most basic and broad but critical measures of the College's fundamental vitality. A Governance Forum presentation in October 2007 showed a streamlined set of indicators and asked for campus feedback. Based on the Forum discussion and further committee work, IPEC will bring the revised indicators to the April 1, 2008 Governance Forum.

There are five umbrella indicator categories:

- 1.) Student Success and Progress
- 2.) General Education: Quality and Excellence
- 3.) Value Added to the Community
- 4.) Responsiveness to Community Needs
- 5.) Access

Each indicator now has a descriptor and accompanying data sources, and lists the College department(s) responsible for follow up on that particular indicator. Further details about the indicators will be made available at the Governance Forum presentation. This presentation will be made by Vice President Dr. Webster Trammell, who has spearheaded the work on the indicators.

Academic Standards [MAC 203] Charge: Grading System Regulation

In 2004-2005 Academic Standards recommended changes to the grading system regulation 5.0013R. Part of the final recommendation was to assess the impact of changes introduced in the revision of the regulation two years after its implementation.

The committee has been charged to:

1. Review the impact on the grading system with regard to the change of the withdrawal deadline adopted in 2005.
2. Evaluate the impact of the plus grades on the grading system.
3. Recommend changes if needed.

Review the impact on the grading system with regard to the change of the withdrawal deadline adopted in 2005.

The committee looked at data concerning grade distributions. The percentage of withdrawals in Fall 2003 was 9.0 %. In Fall 2004 the percentage of withdrawals was 12.2 %. Since then the withdrawal percentage in the Fall has been between 12.0% and 12.7 %. The withdrawal percentage is higher in the Spring. In Spring 2004 it was at 9.8%. In Spring 2005 it was up to 14.1%. Though the Grading regulation with plus grades was started in 2005, the new withdrawal date was started earlier in Fall 2004.

Evaluate the impact of the plus grades on the grading system.

Looking at the same grade distribution data and through discussions with the division representatives, you can see that the majority of B+ grades were old B grades. In other words the percent of B's in Fall 2004 was 23.5 % and the percent of A's was 28.6 %. After plusses, the percentage of B's was 15.7%, B+ was 9.3% and A's were 27.1% so clearly going to the plus grades inflated the grade point average.

Recommend changes if needed.

The committee has been considered revising the Grading Regulation 5.0013R: Moving the withdrawal date back from the 4/5 of the term completed . Introducing a B- and A- to the grading system. Only use word descriptions for A, B, C, D, and F grades.

REPORTS

Several votes were held during the March 11 Forum. Results are as follows:

All Constituencies Vote

(A motion was made from the floor to change the Credit-to-Clock Hour Ratio vote from a faculty-only vote to an all constituencies vote)

FOR	62
AGAINST	12

Credit-to-Clock-Hour Ratio Vote

YES	63
NO	11
ABSTENTIONS	11

Course Deletion Process Vote

YES	56
NO	2

General Education Regulation Vote

YES	40
NO	1
ABSTENTIONS	1

STANDING COMMITTEE NEWS

Academic Council [MAC 204]

Academic Council has been busy approving the following curriculum matters before the final draft of the 2008-2009 catalog goes to print:

New courses:

- HUDV 116
- HUDV 117
- HUDV 118
- AUTO 298
- Juniper Network Routers

Program Changes:

- Network info tech AAS

Changes to program options:

- Elec tech

Academic Standards [MAC 203]

We spent the first half of our last meeting discussing the Grading Regulation Charge. The committee discussed the grade distribution data supplied by Laura Longo and the pros and cons of moving the withdrawal date to an earlier time in the semester. The committee did not reach a consensus concerning the withdrawal date and will need to take a vote at our next meeting.

The committee also began looking at the Grading System Regulation (5.0013R) to discuss possible changes in the regulation. We spent the next half of our meeting discussing the ENGL 095 grade change. While reviewing The Grading Regulation for our charge the committee found nothing in the grading regulation that prevents the changing of the grading structure in English 095 from Pass/No Credit to the grading structure of A, B+, B, C+, C, D and F. There was some concern on why this issue was brought to Standards and that it is not in the committee's purview to discuss the grade structure change. A discussion on how Governance handles midyear issues would be a good topic for the Governance Retreat at the end of the year. Our next meeting is scheduled for Tuesday April 8 at 11:45 in MAC 203.

Student Development [MAC 205]**Student Monitoring System**

The current Student Monitoring System grew out of an Academic Standards Charge "to notify students of their academic progress" (May 2000). The Student Development Committee has learned that in addition to monitoring academic progress in individual classes, the SMS is used by a number of campus offices to monitor attendance and/or academic progress. Areas utilizing the SMS include Financial Aid, Veterans' Affairs, International Students, Recruitment Services, EOF, and Athletics.

Part 3 of the SMS charge states that the Committee should "recommend ways to assess the monitoring system's effectiveness." With so many offices utilizing SMS, one means of assessment would not be adequate. The Committee has therefore discussed

recommending that each office utilizing SMS develop its own assessment tool.

The Committee was also asked to determine if BCC faculty understood the purpose of the monitoring system. Our sample faculty survey (104 respondents; February 2008) demonstrates that faculty understand the original intent of SMS (academic progress in individual classes), but are not aware that SMS has evolved to serve multiple purposes. The Committee has discussed the importance of fully disclosing to faculty all current uses of the SMS.

The Committee was also asked to investigate student monitoring at other colleges. Information from 12 NJ Community Colleges has been gathered to date.

Please direct comments to co-chairs Torina Armstrong (2559) or Pat Dillon (2871). Our next Committee Meeting is 4/8. We present our Second Discussion at Forum 4/15.

COLLEGE-WIDE COMMITTEE NEWS

Basic Skills Committee

Outreach 08 preparation continued to dominate the work of the committee. Oly Malpica Proctor and Howard Miller are coordinating efforts to solidify the participants for the annual last event of the conference, the panel presentation, which this year will include faculty as well as students. **Donna Cuddy at extension 2574 will be accepting registration requests right up to the day of the conference, April 11th.** At its last meeting on March 13th, the college-wide committee also focused on the **success of summer development courses** as reflected in data received from PAR, the use of **A+dvancer** to assist students in the preparing for Basic Skills placement testing, upcoming **membership enrollment** changes, and **“In-Reach” initiatives**. More progress has been made through the coordinated efforts of Richard Morales-Wright, Director of EOF, Student Development, the Registrar, the Math Department and the English Department to enable **EOF students to work together as a learning community in basic skills Math and Writing Courses beginning in Summer III 08.** Beth Boylan and Jim Cody presented their research work on a **learning community for Health Science students funded through a Brookdale Innovation Grant** at

the 2007 Brookdale Innovation Grants Award Recipient Presentations on March 13, 2008.

Honors Committee

An Honors brochure and letter were sent out to 2,700 students who are eligible to take Honors classes to invite them to register for Honors classes for Fall 2008. A joint meeting was also held with PTK for the instructors to advertise their classes and for the students to ask questions. We will have a table at the Open House on April 6. We have also been actively trying to reorganize the program to be more of a cohort-based program by request of the division chairs and the executive vice president. At our last two committee meetings, we have actively discussed four aspects of the proposed revised system which include recruitment, marketing, publicity, and the admission policy to try to bring students into Brookdale straight into the Honors program.

General Education

The General Education Committee has reviewed and approved the Liberal Studies Transfer Academic Certificate. The committee has also approved the changes in General Education requirements for the Digital Animation program. Music 116, History of Jazz has been approved for Cultural and Global Awareness status.

IMPORTANT DATES IN April/May

April 8	Standing Committees Meet
April 9	Steering Meets
April 13-16	Middle States Visit
April 15	FORUM
April 22	Standing Committees Meet
April 23	Steering Meets
May 6	Final Forum of the year
May 15	Year-end Retreat