



Governance Gazette

the newsletter of Brookdale Governance

October 2007

Chair's message

Hello Everyone:

It's already time for our second Forum of the year! We will have presentations on the credit-to-clock hour ratios, the use of student e-mail and the indicators of institutional effectiveness.

Join us in making suggestions, challenging our thinking and pushing the boundaries in search of better ways to reach our goals – just some of the ways to serve our students while strengthening our institution. Your active participation is the **energy** that drives all of our efforts.

I want to thank each and every one of you for serving on standing committees and participating in Forum discussions, as well as your contributions to our shared decision making process and your continued support.

I look forward to seeing all of you at the Forum!

Thanks!

Maria Fernandez
Governance Chair

OCTOBER 2
FORUM MEETING
11:45 in TWIN LIGHTS I & II
also on Bluesnet and broadcast to
Western Monmouth

Agenda

1. Middle States Update: Review of the final Documentation Roadmap Report
Jayne Edman and Richard Pfeffer
2. Academic Standards Credit-to-Clock Hour Ratios
Donna Flinn and Brian McKeon
3. Student Development Student E-mail
Torina Armstrong and Pat Dillon

4. Institutional Planning and Effectiveness Indicators
Arnie Gelfman and Jeanne Ostrowski

REPORTS

RESPONSE OF THE PRESIDENT TO GOVERNANCE/FORUM RECOMMENDATIONS ON THE ACADEMIC STANDARDS CHARGE ON STUDENT RECOGNITION

My apologies, particularly to the Chairs of Academic Standards, Donna Flinn and Brian McKeon, that my response to this particular Governance Action was omitted from my official correspondence to Steering dated 10 July 2007.

College Regulation 5.0032R was updated, and posted online as Academic Standards recommended effective September 2007. By virtue of this memo, I'm asking Interim Dean Nancy Kegelman and Registrar Kim Toomey to continue their work with OIT to follow up and advise me on whether the Dean's List Achievement can be noted on the Student Transcript.

I appreciate the committee's careful examination of this issue, I would like to suggest that when Academic Standards has completed their charge for this year (Grading System Regulation), that Steering consider a new charge for them - and the Honors committee - in regards to developing a true Honors Program, as opposed to our current 'a la carte' Honors courses.

The Educational Services Master Plan 2010 includes the following:

Honors Program

An Honors Program must be developed so that a comprehensive offering, not just honors courses, is available to students. The Honors Committee should investigate other programs, assess different models and recommend to Governance an approach to developing a complete honors program.

Our increasing "traditional student" body, coupled with the NJSTARS initiative, makes this a wonderful time to take Honors to the next level.

REPORT ON THE SEPTEMBER 18 FORUM

Governance Chair Maria Fernandez welcomed everyone to the first Forum of the year. Committee chairs followed with brief discussions of their charges for this year.

IPEC co-chairs Jeanne Ostrowski and Arnie Gelfman led the first presentation on the 2008-09 Matrix. They noted that IPEC develops the Matrix with input from Forum discussions. It then goes on to cabinet for review and is finally approved by the Board of Trustees. Brookdale is a dynamic institution and, as the institution changes, it is reflected in the Matrix. Several changes were reviewed and the co-chairs noted that the changes made to the Matrix are most commonly a result of new goals that are developed in response to internal or external issues.

Maria Fernandez presented the changes to the Governance constitution (please see the September Gazette for specific changes). Maria announced that changes in committee membership will be presented at a future Forum after the November vote to amend the constitution.

The final presentation was from Richard Pfeffer and Jayne Edman, co-chairs of the Middle States Selected Topics Self Study. They provided updates about where we are in the Middle States process and noted that there are two steps to this Selected Topics Self Study process.

1) **Document Only Review.** The Document Only review is scheduled to be conducted as part of the Preliminary Visit of the Visiting Team chair, Dr. Martha Smith, President of Anne Arundel Community College. This review will take place Thursday through Friday, 24-26 October, 2007. While Dr. Smith meets with the Board, the President, faculty and staff, the Document Only review team will literally sit in a room on campus and review documents ('evidence') that the Brookdale committees have produced to show compliance with the following Standards of Excellence: 1, Mission and Goals; 5, Administration; 6, Integrity; 8 Student Admissions and Retention; 9 Student Support Services; 10 Faculty; 11, Educational Offerings, and Standard 12, General Education.

2) **Visit from the Middle States Selected Topics Self Study team.** The team will tour campus in April and meet with members of the campus community and the Board of Trustees, seeking evidence of compliance with the 5 remaining Characteristics – Standard 2, Planning, Resource Allocation, and Institutional Renewal; Standard 3, Institutional Resources; Standard 4, Leadership and Governance; Standard 7, Institutional Assessment, and Standard 14, Assessment of Student Learning.

It is anticipated that questions from Middle State's team to the campus community during their visit will focus on the campus involvement in the writing and preparation of the Self Study.

The Document Only and Selected Topics Self Study report is on the website for review. Look for "Middle States Moments" in the Inside Track for more information, and updates in the Brookdalian.

DISCUSSION REPORTS:

Academic Standards

Our committee is working on gathering information about the first of our two charges "Determine Standards for Credit-to-Clock Hour Ratios." As stated in the explanation portion of our charge from Steering: "The clock-hour ratio for lecture, lab/studio, and field experience/work experience should be calculated based on a College standard. Currently, the credit-to-clock-hour ratios vary among disciplines,

departments, and courses. This causes difficulty for students when planning schedules. It may also indicate that BCC is out of compliance with governmental and accrediting agencies. In addition, the recent Study Group on Learning Assistants' Duties identified issues regarding the standardization of the credit-to-clock-hour ratio for labs. Establishing standards for credit-to-clock-hour ratios will enable the College to comply with external mandates and provide consistency in educational offerings."

The committee spent our first meeting reviewing the charge and examining the Brookdale Catalog (07/08) credit-to-clock-hour ratio "blurb" which states: "Brookdale Community College operates on a semester credit hour basis. Generally, one credit hour is assigned for each 750 minutes of classroom instruction time or one 50-minute period a week for 15 weeks. Laboratory experience during a semester generally consists of 900 minutes of work per credit." The committee was informed by Dr. Maggie McMenamin that the credit to clock hour ratio at most colleges is either 1 to 2 (100 minutes) or 1 to 3 (150 minutes), and that this is basically the range to be considered.

At our second meeting, Dean Nancy Kegelman provided information about various state and federal guidelines. She supplied the committee with two documents; the first of which is entitled "Criteria and Procedures for Submission of New and Revised Credit Courses to the Course Review Committee (CRC)" and includes the following credit course criteria:

- ◆ All courses for which the college assigns credit qualify for state funding and can be included on the college's statewide inventory of credit courses. However, the number of credit hours that is assigned to each credit course is based on the following criteria:
- ◆ One credit hour for each hour per week for 15 weeks of lecture plus one credit for every two hours per week for 15 weeks of formally scheduled laboratory or studio (or the equivalent attained by scheduling more minutes of class activity per week for fewer weeks in the semester).
- ◆ Fractions of credits may be awarded for developmental courses that grant institutional credit provided there is congruence between the fractional

class time and the fractional amount of credit awarded.

- ◆ Whole numbers will continue to be used for credit granted for the completion of general education and specialized courses in academic degree and certificate programs as per current policies and practices.
- ◆ A minimum of 45 hours must be completed by a student during a semester or term to earn one (1) credit for practical experiences such as cooperative education, internships, field study, practicum, or clinical experiences.

The second document provided by Dean Kegelman is a copy of the New Jersey Administrative Code which states:

- ◆ A semester credit hour shall not be counted on an hour-for-hour basis for library, independent-study, laboratory, or physical education activities. No more than one semester credit hours shall be granted for an experience compressed into one week's time or less unless prior approval is obtained from the Presidents' Council. A semester credit hour is not required to be counted on an hour-for-hour basis for distance learning. (Subchapter 2. 9A:1-2.1)

The committee is attempting to identify current credit-to-clock-hour ratios for lecture, lab/studio and field experience/work experience in all disciplines at the College and will present our findings at the October 2 Forum Discussion. The committee finds that it is important to define lab, lecture and open lab hours, and to examine the relationship between student and instructor in each. We welcome your input.

Student Development

**Charge: Student Email Account Guidelines
Co-Chairs Torina Armstrong, Pat Dillon**

The Student Development Committee is charged to:

1. Identify the types of information that the College conveys to students via their

Brookdale Community College email accounts.

2. Examine the mechanic and identify constraints of our current email system and make recommendations as needed.
3. Develop guidelines for the administration and student use of email accounts.

In formulating the charge to Student Development, the Steering Committee raised the following questions/comments:

1. What type of communication does the College send to students: through email? Traditional mail?
2. What standard content should be included in email messages from College?
3. Should email be the official way of communication with the students?
4. Should students be required to check their email? If so, how frequently?
5. How would the College monitor usage, enforce policy and evaluate effectiveness?
6. What access issues are involved with students who don't have computers?
7. If a policy is created, how should/might students be made aware of the policy? (syllabi, orientation, other)
8. How do other colleges address this issue?
9. What are students' needs with regard to email use: (Storage, Forwarding, Outboxes, Spam)
10. What security issues are inherent in using email to convey student information/records?
11. When should students stop receiving email from the College and/or having access to a BCC email account? Consider: Transfer, Alumni Association contact, Withdrawal, Stop Out, OBCD marketing, PAR follow-up.

Committee Work to Date:

The committee reviewed the list of steering questions and delegated responsibilities to committee members to begin assessing the questions that were raised regarding the email account system at Brookdale.

The committee decided that the following above mentioned questions could be discussed at the next forum: Questions #2, #3, #4, #6, and #7.

The Student Development Committee meets every other Tuesday at 11:45AM in MAC 205. Please send comments to co-chairs Torina Armstrong (X2559) or Pat Dillon (X2871).

Institutional Planning and Effectiveness

At the last Forum of the 2007 academic year (May 1), the Institutional Planning and Effectiveness Committee (IPEC) presented a new approach for displaying the Major Indicators of Institutional Effectiveness. Namely, IPEC identified a set of 26 indicators (from the original 51) that it deemed as most critical to the institution's functioning. Furthermore, it combined a number of the indicators so that in reality, about 18 remained. Finally, IPEC reported that it would present data on those indicators at the start of the new academic year. After receiving the necessary feedback, IPEC would move to develop trends and benchmarks presented in the form of a "dashboard" display that could quickly let the College community know when critical areas might need attention.

As a result of an IPEC meeting on September 25, some changes were recommended to the indicators. At next Tuesday's Forum, IPEC will present these changes and actual data on the indicators that were shown in May. The presentation will highlight those indicators that are the most critical and feedback will be requested with regard to whether the indicators are critical to institutional performance. Based on the expected feedback and additional work, it is the committee's hope that the number of indicators can be pared to approximately 10 by the time of the next presentation in the spring. Copies of the presentation will not be offered in this Gazette but will instead be available at the Forum. As you review the indicators, please ask yourself if each and every one is indeed critical. Also, if you believe that IPEC is missing anything that would fit your definition of "critical", please let us know at that time.

STANDING COMMITTEE NEWS

Academic Council

[MAC 204]

At the first meeting of the new year, Academic Council began discussion of the charge to examine the process for course deletions. As a starting point, our committee members are collecting data about courses in the catalog that have not run for at least three years. This information will be instrumental in helping us to formulate Council's recommendation regarding course deletions.

Council also approved:

Deletion of ACCT 103

Credit hour change for NETW 151

Professional Development [MAC 210]

Marianne Drake & Greg Liano, Co-Chairs
Lynn Johnson, Staff Subcommittee Chair
Nancy Liu & Elaine Olaoye, Faculty Subcommittee Chairs
Mary Ann Waclawik, A&E Subcommittee Chair

At the September 11 meeting, we recapped the Adjunct Faculty Reception. Approximately 150 adjunct faculty attended. Changes that were made this year to the program and the expanded food menu were positively received. Addresses and presentations were made by Dr. Peter Burnham, Dr. Maggie McMenamin, Norah Kerr-McCurry, Dr. Linda Milstein, Richard Pfeffer, and William Sandford. In addition, the Governance charges for this year were read and discussion was initiated.

At the September 25 meeting, the committee reviewed college-wide Professional Development expenditures data. The data was compiled by Pat Sensi, Dean of Human Resources. The committee made some initial findings regarding expenditure trends.

Faculty Development: 15 applications for a total of \$4729 (17.5% of available funds) have been approved.

Staff Development: 1 application for \$200 has been approved.

COMMITTEE CHARGES

TO: COLLEGE LIFE
CHARGE: ENVIRONMENTAL PRINCIPALS

Develop an on-going environmental awareness campaign that engages all members of the Brookdale community.

TO: DIVERSITY COUNCIL
CHARGE: AFFIRMING AN INSTITUTIONAL COMMITMENT TO DIVERSITY

1. Create a functional definition of diversity at Brookdale.

2. Develop a diversity philosophy that reflects the College's Vision, Values, Mission and Goals.
3. 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, inclusion and mutual respect.

COLLEGE-WIDE COMMITTEE NEWS

Basic Skills Committee

The Basic Skills College-wide committee held its initial meeting on **Thursday, September 27th, in ATC 218**. Former chairs of the Basic Skills Committee were invited back to speak to the challenges they faced during their tenure as chairs and to assist the committee in setting its future objectives. This year, Basic Skills will **research and evaluate student learning and success outcomes in developmental courses**, the effectiveness of **cut-off scores** in all three disciplines, the success of **students waived due to acceptable SAT scores** in English and Math courses, and the progress of students in **summer session developmental courses**. The research and implementation of **learning communities** of basic skills students in various disciplines, a result of last year's meetings with a variety of academic divisions and departments for discussions relating to basic skills and students success, will continue to be an important basic skills initiative throughout the year. **Computer Literacy** and the **use of online components in developmental courses** will be a focus of study and discussion. Finally, we will be actively involved again with annual **Outreach initiatives**. Outreach 08 is slated for April 11th. The Fall Focus Group attended by county high school and administrators to assist in the planning of the conference is scheduled for Thursday, October 18th, between 3:00-5:00pm in the Fort Hancock Room in the Student Life Center.

What is the title of Brookdale's 2007 Middle States Selected Topics Self Study Report and which Standards from the Characteristics of Excellence does it address?

Diversity Council [MAC 212]

The Diversity Council has begun the task of planning a future path for diversity at Brookdale Community College. Excited about the potential, the Council got a head start on the work to be done by meeting during the summer. The *American Conference on Diversity* provided Diane Schwartz, CEO and Michael Buesuceso, VP – Programs to facilitate discussions about the diversity needs of the College. Current and past members of the Council, Taskforce and Commission began a systematic examination of diversity issues and BCC. The Council is focused on completing a comprehensive plan by the end of the fall semester.

Membership continues to be a concern. We are looking for representatives from Arts & Communication, Business & Computer Science, Student Development and student representatives. The Council wants to encourage those interested in being part of the future or diversity to join our work.

The Diversity Council's next regular meeting for the 2007-08 Academic Year will be held at **11:45AM in MAC 212 on Tuesday October 9, 2007**. We encourage anyone interested in joining these activities to attend. If you are unable to come to the meeting and want to share an agenda item, please contact the Co-chair Sondra Cannon x2695 scannon@brookdalecc.edu.

Honors Committee

Our first meeting of the semester is **on Thursday, September 27 at 11:45 MAC 206**. We anticipated running nine honors courses for the Fall 2007 semester, but three were cancelled for low enrollment. This was the first time in a normal 15 week semester that any honors course had been cancelled.

We are in the process of nominations/elections for several three-year terms on the committee.

COLLEGE-WIDE COMMITTEE MEMBERSHIP

BASIC SKILLS

[ATC 218]

Basic Skills

Coordinators: (Chair) Jim Cody (Writing)
Linda Simpson (Reading)
Laura Miceli (Student Dev.)
Arminda Wey (Math)

Faculty:	Oly Malpica Proctor (Math) Carole Carney (Math) Susan Nash-Ditzel (Reading) Judy Lipke (Reading) Daijuan Gao (Student Dev.) Torina Armstrong (Student Dev.) Suzanne Parker (Writing) Jennifer Kaminski (Writing) Howard Miller (At-Large) Nancy Liu (At-Large) Rajkumari Wesley (At-Large) Barbara Barrella (At-Large)
Learning Assistants:	Athena JnoBaptiste (Math) Lorraine Gittings (Reading) Kathy Hammond (Writing) Melissa Stryker (At-Large)
Admin/Exempt:	Cheryl Lonon Ed Johnson
Ex-officio:	Nancy Kegelman (Interim Dean, Academic Affairs) Jim Palumbo (Dean, Enrollment Mgmt & Student Affairs) Kim Toomey (Registrar) Arnie Gelfman/Laura Longo (PAR) Donna Cuddy (Assoc. Director, Transfer Res.) Nancy O'Shea (Mgr. Testing Ctr.) Lisa Zermane (ESL Coordinator) Carl DeJura (Dir., ABE/GED) Bruce Marich (Dir., Recruit.)

DIVERSITY COUNCIL

[MAC 212]

Faculty:	Carol Schedel (Health Sciences) Kerry Behler (Math) Maryann Smith (Sci./Tech.) Diditi Mitra (Social Sciences) Dina Long (English & Writing) Sheri Stanford (English & Writing) <i>Vacant</i> (Student Dev.) <i>Vacant</i> (Arts/Comm.) Michael Sullivan (Busi./Comp.Sci.) <i>Vacant</i> (Librarian)
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Elected Members:

Co-Chair: Sondra Cannon (Admin.)
Chris Morgan (Police)

Eve Holliday (Member-at-Large)

Ex-officio:

Richard Pfeffer (Dir. Student Affairs & Support Services)
Pat Golden (Dir. Diversity Management)
Frank Lawrence (Dir. Athletics)
Robert Quinones (Assoc. Dir. Student Life & Activities)
Genyne Applegate (Supervisor Dining Serv.)
Ernest Oversen (Disability Serv.)
Gwen Evans (Health Services)
Dale Daniels (Holocaust Center)
Janice Thomas (Int. Ctr)
Maureen Sherman (OBCD)
Brenda Spielzinger (College Relations)

Students:

Vacant (2)

GENERAL EDUCATION

[MAN 100]

Faculty:

Marie Maber (Arts/Comm)
Cathy Blackburn (Arts/Comm)
Tom Setaro (Busi./Comp.Sci)
Delores Steinhauer (Busi./Comp. Sci.)
Robin Smith (Health Sciences)

Co-Chair:

Gail Harrigan (Health Sciences)
Chris Elliot (English)
Shawnda Floyd (English)
Barbara Tozzi (Math)
Linda Wang (Math)
Nancy Liu (Sci./Tech.)
Shahin Pirzad (Sci./Tech.)
Dave Wiseman (Social Sciences)
George Riklaitis (Social Sciences)

Co-Chair:

Shay Delcurla (Librarian)
Alice Dressner (Student Dev.)
Karen Abramski (Student Dev.)

Ex-officio:

Nancy Kegelman (Interim Dean, Academic Affairs)
Ann Tickner Jankowski (Articulation)
Laura Miceli (Basic Skills)

Jennifer Wright (Student Record Systems)

HONORS COMMITTEE

[MAC 206]

Coordinator, Co-Chair:

Faculty:

Eric Goll (Sci./Tech.)
Dan Leyes (Arts/Comm)
Bernice Eng (Busi./Comp. Sci.)
Karen Woolley (Health Sciences)
Bettejane Bolan-Kenney (English)
Angela Saragusa (English)
Steve Chudnick (Librarian)
Cathy Holl (Math)
Cari Gigliotti (Sci./Tech.)
Jonathan Moschberger (Social Science)
Laura Neitzel (Social Science)
Yesenia Madas (Student Dev.)
Brian Oland (Student Dev.)
Earl Teasley (Student Dev.)
Shahin Pirzad (PTK Advisor)

Co-Chair:

Bob Mellert (Department Chair Rep., EDUC, FITN, PHIL)

Admin/Exempt:

Jayne McBride

Ex-officio:

Margaret McMenamain (Exec.V.P. Ed/ Student/Outreach Services)
Kim Toomey (Registrar)
Arnie Gelfman (Exec.Dir.PAR)
Ann Tickner-Jankowski (Articulation)

Students:

Christine Williams
Vacant (Psi Beta Rep.)
Vacant (Lambda Nu Rep.)

IMPORTANT DATES IN OCTOBER

October 9: Standing Committees

October 10: Steering

October 16: Forum

October 23: Standing Committees

October 24: Steering

October 24 – 26: Middle States Visit (document review)

College-wide Committees meeting dates:

October 25: Basic Skills
Honors
General Education

October 9, 23, 30: Diversity Council

DID YOU KNOW...

That the *1989 Middle States Evaluation Report* commented that Brookdale's governance structure had a limited role and lack of representation from the various constituencies of the College?

As a result, in 1990 a Governance Commission was created to transform the Governance structure. Over the past 17 years governance at Brookdale has developed into an effective, collaborative, decision making structure with representation from faculty, administrators, support staff and students on each committee. As a result, every employee can provide input into the decisions that impact the Brookdale community!

In each issue of the Gazette a question can be found somewhere... it could be anywhere... on a current Brookdale issue. Find it and be the 5th person to call ext. 2967 with the correct answer and you will win a \$25 gift card to the College Store!

The winner will be announced at the October 2 Forum.

HINT: The question for this issue relates to the Middle States process.