



Governance Gazette

the newsletter of Brookdale Governance

December 2008

Chair's message

Dear Colleagues,

The December 16 Forum marks the halfway point for this year in Governance. Committees have done a tremendous amount of work on their charges, researching the questions that have arisen; investigating current policies, practices, and procedures; speaking to students and employees to gain insight on the issues and meeting in subcommittees to increase the scope of the work being accomplished. As a result, recommendations are taking shape nicely.

At this Forum the Institutional Planning and Effectiveness Committee will discuss the development of the Strategic Goals Planning Matrix as well as issues that may impact the College in the coming years. The Professional Development Committee will discuss the changes that have been implemented based on the Blueprint and provide an update on other committee work. Academic Standards co-chairs will continue the discussion on the *Transfer Credit Regulation* with a particular focus on the impact that the Lampitt Bill will have on our acceptance of a "D" grade. And, if time permits, the "What's On Your Mind" topic is using alternative communication methods to save paper.

I recently attended the Middle States Commission annual conference where Dr. McMennamin, Maris Lown and I presented on reflective practice, assessment and Governance at Brookdale. After the presentation, a number of people offered questions and comments about the way Governance operates at Brookdale. Suffice it to say that our Governance structure -- with all constituencies addressing important issues -- is the envy of our peers at other institutions! So, thank you for your participation. It is your involvement and the diversity of the viewpoints you bring to the discussions and recommendations that helps to make our Governance system strong!

See you at the Forum...

Avis McMillon
Governance Chair

December 16, 2008

FORUM MEETING

11:45 in Twin Lights I & II

***Also on Bluesnet and broadcast to the
Higher Education Centers and
Branch Campus**

AGENDA

1. IPEC: Matrix 2011
Arnie Gelfman and David Stout, Co-Chairs

2. Professional Development- Blueprint
Pat Sensi and Marianne Drake, Co-Chairs
3. Academic Standards – Transfer Credit
Darlene Macomber and Beth Boylan, Co-Chairs
4. What's On Your Mind? *Going green by limiting paper usage.*
5. College Life -- Drawing for an IPOD
Natalie Black and Nancy O'Shea

ISSUES

INSTITUTIONAL PLANNING AND EFFECTIVENESS

The Institutional Planning and Effectiveness Committee's presentation to the Governance Forum will focus on the development of the 2011 Strategic Goals Planning Matrix. This Matrix represents the second year (2010 – 2011) of the strategic planning cycle. It is Brookdale's way of visually demonstrating in a relatively "simple" and streamlined manner its priorities for that year.

Attached to this Gazette is the final Matrix for Fiscal Year 2010 as approved by the Board of Trustees at its December 11 meeting. This is basically the same document that IPEC presented to the Forum in September. Since Matrix 2011 represents the second year, the major themes (i.e. From the Classroom, Targeting Growth and Development, Quality and Excellence, and Community Connectedness) will remain. Also most of the strategic initiatives (e.g. "Foster Teaching and Learning") would also remain. However, the remaining specifics will most likely change. For example, statements such as "Develop" in one year might morph to "Implement" in the next year and "Assess" in the third year. The Forum presentation will provide some concrete examples of how this is done.

An IPEC subcommittee has been working on the development of the 2011 Matrix. They have updated many of the statements in the manner just described. Since one of the concerns expressed during previous preparations of the Matrix was "How did that get in the Matrix?" the subcommittee also identified "owners" for most of the statements and then reached out to them for recommended updates. Unfortunately, the feedback was not overwhelming. As a result, the subcommittee felt a presentation that only included this partial feedback could be misleading (only including two or three major areas). Therefore, they recommended that the presentation be used to explain the Matrix and to solicit additional input from the College community.

The format of the presentation will be as follows. Barbara Boyington, chair of the Matrix Subcommittee will discuss progress up to this point. Then Arnie Gelfman, IPEC co-chair, will discuss issues that may impact the College in the coming years. He will also

discuss the formation of broad-based focus groups consisting of faculty, administrators, and support staff and will ask for volunteer participants. Finally, Mary Ehret, chair of the Scanning Subcommittee will demonstrate and discuss web-based vehicles for additional community input into the Matrix. She will also demonstrate some of the tools IPEC uses to develop and share information.

PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee has been working on implementing the Professional Development Blueprint which was approved in the May 2008 Forum. The three subcommittees of Faculty, Administrative and Exempt, and Staff have reestablished their dual role in program development and resource allocation. All members of the college community are encouraged to get involved. The subcommittees met individually in early October and decided how much of their budget should be utilized in the fall, after encumbering funds for ongoing recognition funding. They then reviewed applications for professional development funding, and made recommendations based on (1) college-wide theme or (2) hybrid (i.e., a combination of college-wide theme and department specific). Applications that were purely department specific were returned to the department for funding. A key aspect of implementing the Blueprint is sharing the college-wide theme with the college community through presentations and other venues.

The committee has been discussing recognition funding (e.g., Outstanding Faculty Awards, Adjunct Faculty Awards, Peer Recognition Awards, and Staff Recognition Awards), as well as funding of the BIG grants. The committee is currently assessing the fall funding amounts, focusing on maximizing the funding of college-wide theme requests at the highest amount. A motion was approved in the committee to investigate additional or alternative methods of funding recognition.

We have formed a subcommittee for updating the Professional Development Operations and Resource Guide, last done in '03-'04.

The committee plans to have our annual survey sent out earlier this year, in order to assess the effectiveness of professional development opportunities and determine continued needs. Our goal is to have the college-wide priorities and themes available in the

spring for smooth planning for summer and fall conferences. The committee has striven to provide optimum communication to the campus community through *The Inside Track*, broadcast emails, our evolving website, presentations to unions, and the Forum. We welcome input and ideas from the Forum as our transition year unfolds.

ACADEMIC STANDARDS

Academic Standards was charged with updating the *Transfer Credit Regulation*, 6.1003R. We have produced a draft of the regulation along with a number of recommendations for implementation. The Committee recognized the need to consider concurrently, our second charge *The Eligibility for Graduation Regulation*, 6.1700R in light of a comment from Steering on the *Transfer Regulation Charge*, and a concern which arose during our previous forum discussion on the issue of parity in the Lampitt Bill. Academic Standards has discussed the issue of parity for all Brookdale students, regardless of the Lampitt Bill and looks to the College community for input. Is parity desirable and if so, how best should it be achieved?

Discussion Issue: Item # B5 on the new draft of the Transfer Regulation 6.1003R concerns minimum grade requirements for the acceptance of credit for transfer. Currently, Brookdale accepts credit only for courses in which a grade of “C” or better was obtained. However, we allow our native students to earn and apply towards graduation, credit for courses in which a grade of “D” was obtained. The Lampitt Bill is concerned with the transfer of general education credit and a degree of parity among all state public institutions. What impact does this have on Brookdale’s acceptance of credit from other state institutions, whether community college or senior institutions?

Should we accept, “D” grades from transfer students? Should we maintain our current regulation – which is not one of parity?

Further, are we treating our native students unfairly if we do accept “D” grades since transfer students transfer-in credit only and not grades? Therefore, transfer students begin with a “0” grade point average and suffer no penalty at Brookdale for their prior academic record. The Committee distributed a survey to faculty to acquire feedback on this issue and its impact on both regulations. Findings from the survey will be presented and additional feedback will be solicited at the Forum.

REPORTS

REPORT ON THE NOVEMBER 25 FORUM

Governance Chair Avis McMillon welcomed the College Community to the Governance forum. A special welcome was extended to those that were participating from the Long Branch Higher Education Center via video conference.

COLLEGE LIFE

College Life updated the Forum on their progress on the first part of their charge: “Examine the current use of Information Commons and Student Success Centers by non-Brookdale community members.”

The committee shared with the Forum the results of the survey that focused on usage of the student success centers at the HECs as well as the open computer lab at the Bankier Library. There were 27 responses which represented a diverse sampling of college departments and positions. The common thread in all responses is that there is “overuse of the resources.” This includes paper, time on the computer, among other issues.

A review of Regulation 7.10010R (last revised in 1975) emphasizes that priority for access to the computers in these locations is given to full-time and part-time students. The screen savers on the computers at the Bankier Library have a message displayed to remind users of priority access.

The drawing for the iPod, offered as an incentive for students to participate in the survey, will be at the December 16th forum. The iPod was donated by Student Activities. Thank you!!!!

CAMPUS SAFETY

SHOTS FIRED:

WHEN LIGHTENING STRIKES

The DVD, *Shots Fired: When Lightning Strikes*, was developed and presented to the campus in an effort to provide awareness of what to do when there is a shooter on campus.

According to the narrators from the Center for Personal Protection and Safety, the chances of finding ourselves

in this situation are similar to our chances of getting struck by lightning. However, if ever faced with a shooter on campus, it is important that we have the proper mindset with appropriate tools to be better equipped to handle the situation.

The emphasis is placed on the individual having a “survival mindset.” The narrators defined this as “taking a personal stake in one’s own survival.” The three key areas discussed were:

- Awareness
- Preparation
- Rehearsal

Strategies were demonstrated in the event you are confronted with the shooter, if the shooter was in another location and escaping is an option, or if you find yourself in a hostage situation. Additionally, it is important to know how to respond to law enforcement when they arrive on the scene. Overall, to react effectively in this type of situation it is important to always have this thought in your mind:

“I WILL SURVIVE”

The DVD generated a lot of discussion and ideas at the Forum including presenting the DVD at student orientation and new employee orientation. There will be further discussions on this topic. **You may view the DVD at the On Demand TV link on the Brookdale home page. Select “click here for more Video”, then select Brookdale Employees and then Shots Fired on Campus.**

WHAT’S ON YOUR MIND

Open discussion at the forum centered on the participation of members of the PSA in Governance. Many thoughts and ideas were brought forward with a main concern of the lack of participation due to many PSA employees needing to be available to conduct college business during the college hours. This is when many students are serviced as they are not in class at that time. Also, certain times of the year are very busy that it is not feasible for the employees to leave their work to participate. Suggestions included having professional staff members take turns attending the Forums as well as changing the time of the Forum once a month. This would not solve the problem of attending committee meetings however. The discussion will continue on this topic. Those with additional ideas to increase inclusion may contact Avis McMillon at amcmillon@brookdalecc.edu or ext. 2967.

STANDING COMMITTEE NEWS

ACADEMIC COUNCIL

[MAC 204]

After updates to the paperwork, ENVR 105 and ENVR 125 were approved as 4 credits, adding a lab. ENVR 105 changed its title to Environmental Science. Prerequisites were reworded.

PLGL 136 and ARTS 131 approved for deletion.

Changes to ENGL 122 course description were approved.

Humanities Broadcasting option program was approved for deletion.

Changes to the Humanities Media Studies program were approved.

COLLEGE LIFE

[MAC 206]

The College Life Committee has just about completed the first part of their charge: “Examine the current use of Information Commons and Student Success Centers by non-Brookdale community members.” The last piece of this is completing the on-line student survey and compiling those responses. The winner of the iPod will be announced at the December 16 Forum. We will then begin the second part of our charge which is: “Review related regulations, policies and procedures and make recommendations for revisions as appropriate.” The committee plans to break into sub-committees to look at the various appropriate Policies and Regulations and recommend changes, if necessary.

The College Life Committee meets every other Tuesday at 11:45am in MAC 206. Please feel free to join College Life at the next meeting. Please send comments to co-chairs Nancy O’Shea (x2076noshea@brookdalecc.edu) or Natalie Black (x2365nblack@brookdalecc.edu)

DIVERSITY COUNCIL

[MAC 212]

The various sub-committees that were formed based on the Diversity Blueprint have been working on their respective areas.

Hiring, Promotion, and Reclassification: The sub-committee is awaiting documentation regarding these areas. There has been discussion regarding these areas and concerns relating to communication of the processes.

Equality of Service: The sub-committee is in the process of reviewing the needs assessment and opinion reports, and the student satisfaction surveys concerning this issue. As of now the sub-committee is focusing on the services at the HECs and branch campus.

General Awareness: The sub-committee is gathering data on the general awareness of diversity on campus. Discussions have taken place with various members on campus concerning the level of diversity components in a variety of areas including, but not limited to, the curriculum, the applicant pool for potential employees, the current demographics of the college, and others.

Communications: The sub-committee is close to finalizing a diversity brand. Also, they have drafted a Diversity Mission statement and will finalize for approval soon.

Tolerance Task Force: The committee is working on the process to become a permanent sub-committee of the Diversity Council. Additionally, there will be a 30-second spot concerning diversity soon to be heard on the radio.

STUDENT DEVELOPMENT [MAC 205]

Charge: Student Engagement and Success

1. Examine avenues currently in place at BCC that encourage and report on student engagement and success (including facilities, resources, research and programs).
2. Identify and recommend additional avenues, both traditional and emerging, to increase student engagement and success.
3. Identify and recommend ways the Student Monitoring System can be used to effectively support student engagement and success.

The Committee has effectively completed the interviews with various segments of the Brookdale community, and is now in the process of analyzing the data collected and its relationship to charges #1 and #2.

The Committee has used the information from the 2005-2006 charges about the emerging cohort of students, implications for student services and recommendations to promote success. The Committee has identified a list of student services (approximately 35), and our committee has selected those most directly related to student engagement outside the classroom (approximately 15). We received results from 11 of the selected 15, and analyzed the results for patterns from which we could make recommendations to increase student engagement and, thus, student success.

The Committee is continuing its discussions and exploration of the Student Monitoring System as it relates to charge #3, and the Committee's specific responsibility, if any, in recommending any structural changes to the current SMS format. The Committee is using the recommendations made in the 2006-2007 as a guide in proposing clarifications and possible changes to the Student Monitoring System reporting process.

The Committee meets in MAC 205 at 11:45am. Guests are always welcomed.

If you have any comments, suggestions or insight, please contact:

Paul Keating – x 2317 – pkeating@brookdalecc.edu
Rosemary Kochman – x 2350 – rkochman@brookdalecc.edu

COLLEGE-WIDE COMMITTEE NEWS

BASIC SKILLS COMMITTEE [ATEC 218]

The Basic Skills Committee met on December 4th. Members focused on strategies and ideas for getting the word to prospective students about the importance of taking placement testing seriously. Several ideas will be pursued. Discussion also took place about the viability of requiring students who need two or more developmental courses to take HUD 107.

Donna Cuddy provided updates on how we are proceeding with preparations for Outreach '09. It was confirmed that Barry Mascari, Chair & Counselor of the Education Department of Kean University and Director of the New Jersey Center for the Advancement of School Counseling will attend as the keynote speaker. Several members of the committee and faculty and staff college-wide have volunteered to be part of break-out sessions. The Basic Skills

IMPORTANT DATES IN JANUARY & FEBRUARY

Committee has applied to present at the 2008 Best Practices Conference. Several members will present how BCC has planned and facilitated Outreach Conferences over the last seven years, with the intentions of presenting details on the yearly activities required to make this annual event successful and to provide other community colleges with the information they will need to plan and facilitate outreach conferences for their own communities.

The next college-wide meeting of the Basic Skills meeting will be on Thursday, January 29, from 11:45-1:15, in ATEC 218. All members of the campus community are welcome to attend.

GENERAL EDUCATION COMMITTEE

The committee has been reviewing courses from History, Biology, Environmental Studies and Computer Science. We are in the process of reaching out to department members for additional information/feedback and will be making decisions on these courses at our next meeting. The committee will meet next on December 17th. The room number is yet to be determined. Please contact Shay Delcurla or Gail Harrigan if you would like to attend.

HONORS COMMITTEE

At our last meeting of the semester on December 4, we discussed ways to convert our seminars into general education courses or more transferable courses. The schedule of Honors courses for Fall and Summer 2009 was finalized. Nominations for a co-chair position to replace the former co-chair were accepted.

WHAT'S ON YOUR MIND?

Do you have topics, issues, concerns, or questions that you would like to bring to Steering? The Steering Committee would like to hear what's on your mind. If time permits, and with your permission, your issues can be discussed during a college forum.

Please submit any questions you may have to pshafer@brookdalecc.edu or call extension 2018.

January 1	Happy New Year!!!!
January 22	Mid-Year Retreat
January 27	Standing Committee Meets
February 3	Forum
February 10	Standing Committee Meets
February 17	Forum
February 24	Standing Committee Meets