



Governance Gazette

the newsletter of Brookdale Governance

March 2009

Chair's message

Dear Colleagues,

With elections for Steering positions underway, I recently stopped by Sue Kenney's desk to find out how the voting process was progressing. I was happy to see that many votes have been submitted, and I was once again impressed by the democratic process of Governance. It's interesting to see the votes come in for the contested positions, watching the campus community decide who will represent them over the next two years. Each candidate will bring a unique perspective to the process, and I want to thank all of them for their interest in Governance and for their commitment to Brookdale.

The voting ends Friday, March 6 and results will be announced at the Forum on Tuesday. In the next week or so, you will receive, via email, a nomination form for the open positions on Standing Committees. I encourage you to get involved!

At our next Forum, we will have our first vote of the year, making determinations on Student Development's recommendations. Also, GenEd will discuss the work of the statewide General Education Coordinating Committee and its impact on Brookdale's approval process for courses and programs. College Life has completed their charge and will present their recommendations. Professional Development will discuss the process of selecting themes which will help determine next year's funding priorities.

Please take a moment to read the reports in this issue. Your input is needed to formulate the best recommendations.

See you at the Forum!

Avis McMillon
Governance Chair

March 10, 2009


FORUM MEETING

11:45 in Twin Lights I & II

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

AGENDA

1. General Education - Update
Gail Harrigan & Shay DelCurla, Co-Chairs
2. College Life – Community Usage of Information Commons and Student Success Centers
Natalie Black & Nancy O'Shea, Co-Chairs

3.  **VOTE!** Student Development
Student Engagement and Success
Paul Keating & Rosemary Kochman, Co-Chairs
4. Professional Development
Marianne Drake & Pat Sensi, Co-Chairs

ISSUES

GENERAL EDUCATION

Members of the General Education Committee had an extra meeting in order to review as many curriculum offerings as possible before the catalog deadline. Programs that have recently been approved include:

Humanities Theater Option (AA), Medical Laboratory Technology (AAS), and Digital Animation Game Programming Option (AAS).

Courses approved for the History category include: HIST125, HIST215, HIST217, HIST225, and HIST227. ANTH116 was approved as Social Sciences; and BIOL126 and BIOL213 were approved in the Science category.

At the next Forum, the General Education Committee will present information about the work of the GECC statewide committee and its impact on the approval process for courses and programs at the college. We encourage your questions and comments on this process.

The GE committee now meets in ATC104. Meetings for the rest of the year are on 3/25, 4/8, and 4/22. All are welcome to attend.

COLLEGE LIFE

CHARGE: COMMUNITY USAGE OF INFORMATION COMMONS AND STUDENT SUCCESS CENTERS

1. Examine current use of Information Commons and Student Success Centers by non-Brookdale community members.
2. Review related regulations, policies and procedures and make recommendations for revisions as appropriate

The College Life Committee makes the following recommendations:

1. Revised regulation statement 7.0010R
I. Title of Regulation
County Use of Learning Resources-Information Commons and Student Success Centers

II. Objective of Regulation
The College recognizes its obligation to the community to provide access to educational, cultural, technological, and recreational resources to Monmouth County residents.

III. Authority
Bylaws of the Board of Trustees, Section 1.3034(h)

IV. Regulation Statement

County residents ~~will be~~ are permitted the use of the ~~Learning Resources~~, resources and equipment in the public areas in the Bankier Library and the Branch Campus and Higher Education Centers at all times and Such permission excludes classrooms and closed labs.

All users of the Information Commons and Student Success Centers are expected to abide by all of the regulation and polices of the College.

County residents may apply for an borrower's identification card if they wish to borrow materials from the Bankier Library for off-campus use limited times. Restrictions on certain materials may apply.

At all times priority will be given to registered ~~full and part-time~~ students and employees of the College for the use of the Information Commons and Student Success Centers

V. Responsibility for implementation

Executive Vice President for Educational Services

Approved: President

9/17/71

Effective: 9/17/71

Revised 9/1/75

Revised draft 1/2009

2. To ensure consistent access and cost associated with printing at all Information Commons and Student Success Centers, we recommend development and implementation of a process requiring all users to pay for printing access. Access to printing was a recurring point of concern at the Student Success Centers.
3. To ensure consistency and access at the Information Commons and Student Success Centers, the Committee recommends adopting the language used at the Information Commons (see below) as the computer wallpaper/screen savers to create signage to advertise the use of computers are primarily for the use of students in the pursuit of academic endeavors." Additionally, the Students Success Centers are encouraged to use the computer wallpaper/screensavers when appropriate to publicize this message.

Com-puter n. 1. a tool for study and research

These computers are primarily for the use of students working on assignments for Brookdale and Communi-versity courses.

If you are using a computer for something other than study and research, you may be asked to give up the computer for a nobler purpose.

PROFESSIONAL DEVELOPMENT

Our second annual Professional Development Survey is now online, featured prominently at the top of the PDC site of Governance. Hard copies of the survey are being distributed at the March 10th Forum (as we did last year). These will be incorporated with the online responses. The deadline for the survey is April 7th. The results of the survey will be utilized in developing the college-wide priorities and themes for 2009-2010, which will be communicated to the college community at the end of the spring semester.

The committee discussed recognition funding and reaffirmed our commitment to maintaining the current funding of the following: Outstanding Faculty Awards; Adjunct Faculty Awards; Staff Awards; and Administrators' Awards.

The committee discussed and debated the fourth part of our charge:

Update the Professional Development Operations and Resource Guide based on relevant documents including the Professional Development Blueprint.

At our last meeting, according to a consensus of opinion, we decided to recommend incorporating relevant portions of the Professional Development Operations and Resource Guide into the Professional Development Blueprint (which was approved by the Forum in April 2008). There will be three sections that are linked together:

- Structure and Function: Our Mission and Guiding Principles; Description of the three subcommittees (Faculty; Administrative & Exempt; and Staff)
- Budget
- Historical and Background--from 1999 to 2007 (pre-Professional Development Blueprint), including moving the Professional Development Blueprint "Preface" (currently pages i to x)

With the approval at the April Forum of this revised Professional Development Blueprint (meshed with the former PD Operations and Resource Guide), the main body of the Blueprint will be less than 20 pages, thus creating a less unwieldy document. As we printed on the bottom of the current PD Blueprint, "This blueprint is seen as a fluid document, where each part informs the other parts, and where the assessment takes place on an annual basis."

VOTE REPORTS

STUDENT DEVELOPMENT

Charge: Student Engagement and Success

1. Identify and 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 information generated by the Student Monitoring System can be used to effectively support student success.

Recommendations:

Charge #1: Each student service should create a formal method of gathering, evaluating and reporting relevant information about students who use their service, for example:

- a. Which students use the service?
- b. Why students use the service?
- c. Which media would best communicate the service to the students?

Charge #2: In researching the emerging social networking websites as a means of communication and interaction between BCC and students, the Committee has found that several faculty and extracurricular activities at Brookdale are currently using these tools. At this time our initial efforts lead the Committee to recommend that these sites be investigated and studied in-depth.

Charge #3:

1. Clarification – Devote time at a faculty meeting for an explanation of the current Student Monitoring System:
 - a. The Registrar or a representative explains the uses of and access to the data collected;
 - b. Each office which uses the information from the SMS makes a brief presentation of the reasons for needing the information, and the number of students affected.
 - c. All Student Development recommendations from 2007-2008 not yet implemented should be, and a report made to the Forum.

2. Communication –

REPORTS

REPORT ON THE FEBRUARY 17 FORUM

Governance Vice-Chair Phyllis Shafer welcomed the College Community to the Governance forum. Participants at the Higher Education Centers were also acknowledged.

The members were reminded that the election process for positions in Governance was still underway and encouraged all current members to consider continued participation. Not only will you learn more about Brookdale, it is just one of the many ways in which you can make a difference at the #1 Community College in New Jersey.

ACADEMIC STANDARDS

Academic Standards outlined its accomplishments to date in relation to its charge.

The discussion focused on the College's Regulation 6.1700R "Eligibility for Graduation". The committee addressed issues of parity (or the lack of) between native and non-native students regarding transfer credits and how they are treated towards the graduation requirement. The committee also considered the effect of the Lampitt Bill on transfer of credits between institutions.

The committee offered two scenarios for discussion which focused on the number of credits a student must take at Brookdale to be eligible for a Brookdale degree as well as the treatment of "D" grades between native and non-native students.

COMMISSION ON STUDENT DEVELOPMENT

The Commission on Student Development provided an update on their commission to recommend a student development model. There was a recap of what the Commission has accomplished so far. Going forward, it was suggested that the model incorporate the best of the original model. This included a "holistic approach" which focused on the individual student and integrated student development services with academic programs.

The Commission discussed some of the challenges associated with the process. It was emphasized that there must be consistent communication as well as support in the area of technology to serve the approximately 15,000 students that attend the college.

- a. Suggested statement for the faculty and student handbooks:

The Student Monitoring System allows faculty to alert students to possible problems in their class progress throughout the semester. Faculty are **urged required** to use the Monitoring System because it provides students with valuable input on their academic progress, **and has become the primary compliance instrument for demonstrating Brookdale's ability to determine a student's last date of attendance.** Monitoring schedules and code entry instructions are distributed to faculty at the beginning of each term. Monitoring codes used by Registration to produce student correspondence are entered online through WebAdvisor five times a semester. See Appendix K for instructions on the Student Monitoring System.

- b. The Student Monitoring Letter should be amended to read:

"I strongly recommend that you contact your instructor ~~and/or counselor (student development specialist)~~ as soon as possible to address this matter."

3. Implementation – The Committee recommends that:
 - a. The appropriate college officer should implement college regulation requiring faculty use of the Student Monitoring System.
 - b. In the Student Monitoring System reporting process, add a field at the bottom of the WebAdvisor roster page:

No Monitoring Codes for this Period

and a related response:

You Have Confirmed That You Have No Codes To Enter For This Monitoring Period

- c. Add a statement to the syllabus format guide explaining the use of the Student Monitoring System, e.g.:

"The Student Monitoring System will be used to notify students about their academic progress and the need for regular attendance to maintain financial aid, benefits, status, etc."

There was discussion addressing the difference between counselors and advisors and the possible questions a student would have in determining to whom to turn: counselor or advisor.

The Commission would like any thoughts, comments or questions to be sent to:

COSDcomments@brookdalecc.edu.

Any committee member may be contacted as well.

MID-YEAR RETREAT FOLLOWUP: MAPPING THE POSITIVE CORE

Appreciative Inquiry was the focus of the Governance Retreat held on January 22, 2009 in the Student Life Center, Twin Lights I & II. Sondra Cannon and Dr. Linda Milstein facilitated the activity. Attendees at the retreat were asked to identify their most memorable experiences and to give thought as to how to increase participation in Governance.

During the February 17th forum, Sondra Cannon shared the major themes that came out of the retreat. The members of the Forum were then asked to vote for their top three. The themes were listed on paper and taped around the room. Everyone was given three dots which they were to place beside their selection. On the surface, it was apparent that there were some recurring themes of choice. But, you will have to come to the March 10th forum to get the official results!!

DIVERSITY COUNCIL

The Diversity Council was not able to present due to time constraints. Their discussion has been postponed until March 31st.

STANDING COMMITTEE NEWS

ACADEMIC COUNCIL

[MAC 204]

Academic Council has been busy approving the following curriculum:

- A new program for Medical Lab Technician.
- Changes to the Game Programming Option, Culinary Arts AAS degree and Culinary Academic certificate.
- Deletion of CULA 264 and 274.
- Changes to the following courses: HIST 225, Nursing 262, 263 and COMP 175, 275, 276
- Academic Council also spent time discussing use of Independent study at the college.

ACADEMIC STANDARDS

[MAC 202]

The Academic Standards Committee met on February 24th last and reviewed feedback from our forum discussion that took place on February 17th. We found the feedback to be very helpful and continued to work on our charge regarding the Graduation Eligibility Regulation. Our March 3rd meeting was cancelled due to a 1:30 delayed opening.

DIVERSITY COUNCIL

[MAC 212]

The Diversity Council continues to work on its charge:

Implementation of the Diversity Council Report Initiatives

Parts one and two of the charge have been completed and the Council is nearing its completion of the third part of its charge. The Council has found that “communication and access to diversity-related information are key issues” in each of the six target areas. (See February 2009 Gazette). During the March 31st Forum, the Council will present their findings to date and solicit feedback.

INSTITUTIONAL PLANNING AND EFFECTIVENESS

[MAC 208]

The Institutional Planning and Effectiveness Committee is continuing its work on Matrix development for the 2011 fiscal year, which begins in July 2010. As in the past couple of years, we have reached out to various constituencies to obtain input. The approach used was to assemble focus groups and use a technique called “Appreciative Inquiry”. We began with the full professors who provided many valuable insights and recommendations. Then, we talked with a mixed group of professors from the instructor to full professor level. Once again, the feedback was very helpful in fostering the development of the 2010 Matrix. This year, we have broadened the focus group pool to include all benefited employees (i.e., faculty, staff, and administrators). Two such focus groups are scheduled for March 3 and March 13.

COLLEGE-WIDE COMMITTEE NEWS

HONORS

At our last meeting, we brainstormed ideas for our March 31 Forum presentation. Our annual Honors luncheon for graduates, committee members, and instructors is set for May 7. Nine new students may have fulfilled all Honors requirements by May.

BASIC SKILLS

The Basics Skill Committee held its second college-wide meeting of the spring semester on February 26th. Almost the entire meeting was given over to Outreach 09 preparation. The conference will be held on March 27th. Faculty, staff, and administrators are all welcome to attend. Invitations were sent out to the entire campus community. Donna Cuddy, the Director of Transfer Services at 224-2574 and Jim Cody, the Chair of Basic Skills (224-2681) are contact persons for any questions or requests. Student motivation will be the main focus of the conference with speakers, breakout sessions, and a student panel set to address the topic in collaborative and interactive ways. The committee is looking forward to it being the best Outreach Conference to date! Attention this past month also has been given to computer literary, a statewide placement testing validation study, and plans for the revision of the Basic Skills program report.

The next college-wide meeting of the Basic Skills meeting will be on Thursday, April 23rd, from 11:45-1:15, in ATEC 218. As always, all members of the campus community are welcome to attend.

COMMITTEE MEETING LOCATIONS

Not a member of a Standing or College-Wide Committee?

Did you know that you can still attend any standing or college-wide committee meeting as a visitor? Drop in to listen and participate. Governance welcomes your thoughts and input.

Standing Committees:

ACADEMIC COUNCIL	[MAC 204]
ACADEMIC STANDARDS	[MAC 202]
COLLEGE LIFE	[MAC 206]
DIVERSITY COUNCIL	[MAC 212]
INSTITUTIONAL PLANNING AND EFFECTIVENESS	MAC 208]
PROFESSIONAL DEVELOPMENT	[MAC 210]

STUDENT DEVELOPMENT

[MAC 205]

College Wide Committees:

Please contact co-chairs for dates and/or locations

BASIC SKILLS	[ATC 218]
GENERAL EDUCATION	[ATC 104]
HONORS	[TBD]

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.

IMPORTANT DATES IN MARCH AND APRIL

March 10	Forum
March 24	Standing Committee Meets
March 25	General Education
March 27	Basic Skills: Outreach 09
March 31	Forum
April 7	Standing Committee Meets
April 14	Forum
April 21	Standing Committee Meets
April 23	Basic Skills
April 28	Forum
May 15	Year-End Retreat