



# Governance Gazette

*the newsletter of Brookdale Governance*

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**Mid-March 2009**

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## *Chair's message*

Dear Colleagues,

It has been said that in a democracy, decisions are made by the majority. Of course, that is not true. As was said on an episode of *The West Wing*, "Decisions are made by those who show up." In the sense of Governance, those who make themselves heard, and who vote. Governance is Brookdale's democratic system of decision-making and through it, all of us have to opportunity to "show up."

You can show up by taking an active role in Standing Committee work. Nomination forms have been sent via broadcast email. Please get involved or encourage a colleague to do so; our Standing Committees need your vital input. You can also show up by joining a College-wide Committee, participating in Forum, providing input to committee members, reading and commenting on *The Gazette* -- any and all of these activities constitute a commitment to our Brookdale democracy.

Show up at the next Forum! We will discuss the Academic Standards Committee's final recommendations on the Transfer Credit and Eligibility for Graduation regulations. We'll hear about the "Big Four" construction and how it will affect parking and walkways. There will be an update from the Honors Committee, and Dr. Burnham will address the budget situation.

See you at the Forum...

Avis McMillon  
Governance Chair

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**March 31, 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. Honors - Update  
*Eric Goll, Chairs*

2. Academic Standards – Recommendations on the Transfer Credit and Graduation Requirement Regulations  
*Beth Boylan & Darlene Macomber, Co-Chairs*
  3. The Big Four Construction - Update  
*Bill Golubinski, Executive Director - Facilities Planning & Construction*
  4. Budget 2010 and Beyond  
*Dr. Peter Burnham, President*
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# ISSUES

## HONORS UPDATE

The Honors presentation at the next Governance Forum will cover such items as the requirements to enter the program, the requirements to graduate with Honors, the benefits of joining the Honors program, the differences between Honors and PTK, comparison of the number of graduates from semester to semester, and information regarding the new cohort system.

## ACADEMIC STANDARDS

**Charge:** TRANSFER CREDIT

The Committee should:

1. Identify all avenues the college offers students to receive transfer credits.
2. Identify processes and procedures already in place for each method.
3. Review and recommend updates to College Regulation 6.1003R, *Transfer Credit*.

## BROOKDALE COMMUNITY COLLEGE COLLEGE REGULATION 6.1003R

### I. Title of Regulation

Transfer Credit

### II. Objective of Regulation

To establish the process and criteria for the acceptance of transfer credit.

### III. Authority

Board of Trustees Policy No. 6.1000

### IV. Regulation Statement

A. Brookdale Community College acknowledges and values educational experiences and will evaluate transfer credits from a variety of sources:

1. Course work taken at regionally accredited institutions.
2. Courses completed at schools which are not regionally accredited will transfer only with prior approval from the Dean of Academic Affairs in consultation with the appropriate Academic Division Dean.

3. Students with transcripts from outside of the United States are required to have their transcripts evaluated by a Brookdale-approved international academic credential evaluation company/agency.
4. Work completed outside of the traditional college setting including training programs, course work, and military experience will be evaluated for college credit if it meets stated guidelines from the American Council on Education (ACE) or The National Program on Non-Collegiate Sponsored Instruction (PONSI).
5. Credit is awarded based on articulation agreements between the college and other entities e.g., the Monmouth County Police Academy, New Jersey Department of Corrections.
6. Credit is awarded for College Level Examination Program (CLEP) scores which meet the minimum ACE requirements.
7. Credit is awarded for Advanced Placement exams taken by high school students prior to graduation, if the scores meet ACE recommendations.
8. Credit is awarded for Defense Activity for Nontraditional Education Support (DANTES) as per ACE recommendations.

B. Guidelines Regarding Transfer and Transcription of Credit to Brookdale are as follows:

1. Transfer credits will be posted to a student's official Brookdale transcript after the completion of one semester in good academic standing
2. Credit may be awarded as direct equivalents of Brookdale courses, broad general education credit, or elective credit.
3. Transfer credit may be granted for classes from the 100 and 200 level coursework. Upper level coursework is evaluated, as needed, by the Department Chair and requires the Division Dean approval.
4. Credit is granted based on semester credit - equivalencies for other units of academic credit will be evaluated on a semester basis.
5. Students must have earned at least a grade of C in a class in order to transfer credits. Basic Skills courses do not transfer, nor do credits for courses in which a grade of "Pass" was received. Students will not receive transfer credit for equivalent courses taken at Brookdale.

**6.1003R**

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**V. Responsibility for Implementation**

Vice President for Educational Services

Approved: President

3/7/77

Effective: 3/7/77

**Recommendations from the Academic Standards Committee regarding Regulation 6.1003R**

We recommend the following procedural steps regarding transfer be clearly communicated to the student and all interested parties via Brookdale's web site and the college catalog. If the procedural steps change for any reason, the web site and catalog information should be the designated repositories of the most current information for students. We further recommend the development of a procedure manual that can be shared among the appropriate offices of Enrollment Development and Student Affairs.

1. Upon applying to Brookdale Community College, students must submit official transcripts to the Office of Admissions. Transcripts must be received from each previous institution or experience for which a student hopes to receive credit. Students must follow the process for transferring credit into the institution as articulated and communicated on the College's website and in the current catalog.
2. To aid the student in academic planning, a preliminary transfer credit evaluation should be done before the student has completed their first semester at Brookdale. The process for obtaining this should be communicated as above.
3. Once the student has met the conditions of the Regulation, preliminary credits will be converted to transcribed credits and the student will receive a written report detailing the transfer of credit.
4. If credit is not granted, a student may request, with the help of the Student Development Specialist or transcript evaluator, Division review to determine course equivalency.

The Committee should:

Review College Regulation 6.1700R, *Eligibility for Graduation*, and recommend any necessary changes.

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**BROOKDALE COMMUNITY COLLEGE  
REGULATION****6.1700R****I. Title of Regulation**

Eligibility for Graduation

**II. Objective of Regulation**

To carry out the authority given to Brookdale Community College to award associate degrees in Arts, Sciences, Applied Sciences, and Fine Arts and to award credit certificates in the appropriate areas.

**III. Authority**

N.S.J. 18A. Chapter 3B, Higher Education Restructuring Act Of 1994, Bylaws of the Brookdale Board of Trustees.

**IV. Regulation Statement**

- A. Brookdale Community College is authorized by the Board of Trustees to award associate degrees in Arts, Sciences, Applied Sciences and Fine Arts to students who complete a prescribed program of at least 60 semester credit hours.
- B. A candidate for a degree or certificate must attain a cumulative grade point average of 2.0 (CR) or higher.
- C. To be eligible for a degree or certificate, from Brookdale Community College, a student is also expected to satisfy the following:
  1. A candidate for an associate degree or certificate must meet all graduation requirements listed in the catalog in the academic year for the program in which he/she matriculated. After matriculation, if a student is not enrolled for one calendar year or changes programs, he/she must meet all requirements listed in the current catalog for the semester or term in which he/she resumes study or starts the new program. Exceptions may apply to students in limited-enrollment programs (such as Nursing, Automotive, Culinary, etc.) who are waitlisted and not enrolled for a period of two years or less, and have completed all general education and/or program prerequisites. Approval from the appropriate Academic Division Dean is required.
  2. If the requirements for a program change while a student is in attendance at the College, that student may follow the new requirements for the program upon the recommendation of the Student Development Specialist and with approval of the Academic Division Dean in which their program resides.
  3. For all degrees and certificates at least fifty percent of students' credits must be earned at Brookdale Community College. In addition, the last fifteen

credits earned toward a degree or certificate must be earned at Brookdale. Students may appeal this requirement by completing a contract with their Student Development Specialist prior to leaving Brookdale. The contract must stipulate which courses are to be taken at which institution(s), and in what time period. The contract is signed by the student, the Student Development Specialist, the Academic Dean of the student's program of study, and the Registrar. The contract is then filed in the Office of Admissions, Records, and Registration. Upon completion of these final credits, the student files a candidacy form for the Brookdale degree. The student must follow the College Regulation 6.1003R, governing "Transfer of Credit" to complete the process.

4. For all degree programs a minimum of fifty percent of career studies credits required for degree completion must be earned at Brookdale Community College.
5. The procedure for completing the candidacy for graduation application is to be kept current and clearly communicated via the College catalog, the website, and direct notification to students nearing program completion.
6. The candidate must fulfill all financial and other obligations to the College.
7. Requirements may be completed during any term, and a degree or certificate will be conferred on the last day of the term.
8. Requests for exceptions to the requirements of the Regulation are made in writing and sent through the Academic Division Dean to the Office of the Registrar.

#### **V. Responsibility for Implementation**

Vice President for Educational Services

#### **Recommendations from the Academic Standards Committee regarding Regulation 6.1700R**

We recommend that departments establish their own minimum grade point average for career studies credits toward graduation and publish in the catalog.

## **THE BIG FOUR CONSTRUCTION**

### **Overview**

**Western Monmouth Branch Campus (WMBC)**  
*Construction began March 2009. Target completion January 2010*

Booming enrollment has created the need for more classes at the WMBC. Renovations of the first, third and fourth floors will increase teaching spaces from 29 to 46 and include a new science lab and two new classrooms equipped with computers at each workstation. The first floor renovation includes the expansion of the Student Success Center, administrative offices and office space for Rutgers University.

**Automotive Technology**  
*Construction begins May 2009. Target completion January 2010*

The Automotive Technology Center renovation includes the expansion from 7 to 12 bays and all new classrooms large enough to hold a full size car, specially equipped with car lifts for hands-on learning. All classrooms will have multi-media technology for an enhanced educational experience. An all new engines and transmissions lab will be added to the facility.

**Collins Arena Renovation & Expansion Project**  
The two phase construction project begins in May of 2009. The first phase is the addition of the Recreation Center, which will be built in conjunction with the Fitness Center.

*Construction begins May 2009. Target completion March 2010*

**The Collins Arena will remain open during the construction of the REC.**

**Recreational Educational Center (REC)**  
A brand new, two-story, 24,000 square foot, multi-purpose facility will be located adjacent to the Collins Arena, near the Student Life Center. The Center will provide programming space for all Brookdale Students, along with practice facilities for the Intercollegiate teams. The lower level includes a two court gymnasium with seating for 1250. This will be the primary space for intramural and recreation programs, High Tech HS gym classes and intercollegiate team practices. Access to locker rooms and bathrooms are provided, along with a concession stand.

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## REPORTS

### REPORT ON THE MARCH 10 FORUM

Governance Chair Avis McMillon welcomed the College Community to the Governance forum. Participants at the Higher Education Centers were also acknowledged. The Chair discussed the top results of the forum's picks for Mapping the Positive Core. The next step is to determine what makes it "real" and how to make the results of appreciative inquiry a process.

The election results for Steering were shared with the Forum:

Vice-Chair: MaryAnn Drake

Faculty Representative: Gail Harrigan

Administrative & Exempt: Jennifer Jordan

Staff: Frank DeVita

James Brandon, the new student representative on Steering was introduced. He will serve as the student representative for the balance of the year.

### GENERAL EDUCATION

The General Education Committee discussed some of the ways in which the Lampitt Bill is changing. They may be contacted for specifics. There are two ways in which courses are seeking general education status:

There is a course offered at Brookdale which is similar to one approved at the statewide GECC/AOA meeting.

A Brookdale department seeks general education status for an existing or new course.

The committee then identified those involved in the approval process: Brookdale Community College, the AOA, and the GECC.

There was a very active question and answer period. The committee encouraged all to get involved in the process when seeking general education status for a course.

### COLLEGE LIFE

College Life presented recommendations for their charges.

1. Examine current use of Information Commons and Student Success Centers by non-Brookdale community members.

### Fitness Center

A new Fitness Center to be built along with the Collins Arena expansion. The 8500 square-foot facility will include a spacious open area for cardio, free weights and circuit training equipment, along with new locker rooms, and a dedicated group exercise room.

The new facility replaces the temporary center located in parking lot 4. The group exercise room will provide a wide range of new programming for both credit classes, and community use. The facility will have state of the art flooring and new sound systems, plus new video screens.

### Collins Arena

*Construction begins March 2010. Target completion January 2011*

The continued success of Brookdale's intercollegiate athletics, intramural programming and recreational activities has created the need for renovation and expansion of the existing Collins Arena. A complete renovation will include a new concession area and premium seating. The arena will be a premier venue for athletic and entertainment events. The renovation will include upgraded locker rooms, bathrooms, concession areas, a new entrance, and full ADA compliance. Seating capacity will be reduced from 2250 to 1800, but seating will be upgraded. The renovated facility will have all the amenities that both visitors and players would expect at a modern venue.

### BUDGET 2010 AND BEYOND

There is no question that Brookdale Community College, consistent with its Mission, Vision and Strategic Plan, is not only meeting but exceeding its aspiration of service and excellence to the entire community, state and region. Yet, it is also without question that our capability to continue to build on this success and meet the needs of our community is in danger of being severely hampered by the national fiscal crisis which has trickled down to influence both state and local resources earmarked to support higher education.

The College will be tested for our creativity and determination in addressing the challenging times ahead. We must realistically address not just the practical facts of the current fiscal environment but turn our energy and focus to the future. I look forward to hearing your thoughts.

The committee presented the recommendation that to insure consistency in printing that a process be developed requiring that all users pay for printing.

The committee also recommended the use of computer wallpaper/screen savers to create signage to advertise the use of computers is primarily for the use of students in the pursuit of academic endeavors.

2. Review related regulations, policies and procedures and make recommendations for revisions as appropriate

The committee proposed several changes to Regulation statement 7.0010R.

See the prior Gazette for the exact language used in these recommendations.

## STUDENT DEVELOPMENT VOTE

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.

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.

Vote results for charges#1 and #2:

**Yes: 83**

**No: 6**

**Abstain: 6**

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

Recommendations: (See exact language in the March 10<sup>th</sup> Gazette)

The focus of the recommendation for charge #3 was to **clarify** how the monitoring system is used, **communicate** the use of the monitoring system in both the faculty and student handbooks, and proceed to **implement** the student monitoring system as per the regulation.

The vote results for charge #3:

**Yes: 64**

**No: 26**

**Abstain: 6**

## PROFESSIONAL DEVELOPMENT

The Professional Development Committee recognized and thanked the committee members for their contributions and hard work on the charges. A survey was distributed at the Forum asking for input on the new college-wide themes for 2009-2010. The survey can also be found on-line on the Professional Development web page. The deadline for submission is April 7, 2009.

## WHAT'S ON YOUR MIND

Two topics were brought up for discussion.

1. Employees have been notified of certain events based on their ethnicity. It was discussed that all members of the college should be informed about events irrespective of their racial make-up.
2. The Green Initiative was discussed. The conversation focused on how we could use less paper. Participants shared their strategies which included more assignments being submitted on-line or in web-enhanced courses, e-mail, and the use of PDA's or personal digital assistants. The forum also discussed other ways that students are participating in social networking and how some professors are using these methods as a means of communicating with their students.

## 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:*

<b>ACADEMIC COUNCIL</b>	<b>[MAC 204]</b>
<b>ACADEMIC STANDARDS</b>	<b>[MAC 202]</b>
<b>COLLEGE LIFE</b>	<b>[MAC 206]</b>
<b>DIVERSITY COUNCIL</b>	<b>[MAC 212]</b>
<b>INSTITUTIONAL PLANNING AND EFFECTIVENESS</b>	<b>MAC 208]</b>
<b>PROFESSIONAL DEVELOPMENT</b>	<b>[MAC 210]</b>
<b>STUDENT DEVELOPMENT</b>	<b>[MAC 205]</b>

#### *College Wide Committees:*

***Please contact co-chairs for dates and/or locations***

<b>BASIC SKILLS</b> James Cody, Chair	<b>[ATC 218]</b>
<b>GENERAL EDUCATION</b> Gail Harrigan and Shay Delcurla, Co-Chairs	<b>[ATC 104]</b>
<b>HONORS</b> Eric Goll and Robert Mellert, Co-Chairs	<b>[TBD]</b>

## 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](mailto:pshafer@brookdalecc.edu) or call extension 2018.

## IMPORTANT DATES IN APRIL

### *Mark your calendars!*

April 7	Standing Committee Meets
April 8	General Education
April 14	Forum
April 21	Standing Committee Meets
April 22	General Education
April 23	Basic Skills
April 28	Forum
May 15	Year-End Retreat