



Governance Gazette

the newsletter of Brookdale Governance

Mid - November 2008

Chair's message

Dear Colleagues,

At the November 11th Forum, we successfully connected via video conference with our colleagues at the Western Monmouth Branch Campus. Ensuring the opportunity for participation from employees and students at the Higher Education Centers and Branch Campus makes our philosophy of "One Brookdale" even more of a reality. Thanks to Anita Voogt for taking the lead and working with Mark Schmidt and his staff to work out the kinks!

Full and active participation from each constituency is the basis of Governance at Brookdale. Removing the obstacles that prevent full participation is something that we must keep as a priority in order to maintain a strong Governance structure. With that in mind, the first "What's on Your Mind" issue to be addressed at this coming Forum is Professional Staff participation in Governance.

See you there!

Avis McMillon
Governance Chair

November 25, 2008

FORUM MEETING

11:45 in Twin Lights I & II

***Also on Bluesnet and broadcast to
Long Branch Higher Education Center**

Agenda

1. College Life – Information Commons Use
Nancy O'Shea and Natalie Black, Co-Chairs
 2. Emergency Preparedness
Dr. James Sulton and Chief William Sandford
 3. What's on Your Mind
Open Forum
-

ISSUES

COLLEGE LIFE

Charges 2008-2009

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

Throughout this semester, we have been working on the first part of the charge. Previously, Anita Voogt and Karen Archambault attended a committee meeting to talk about the usage of the Student Success Centers, and Committee Member David Murray gave us some insight into the usage of the Information Commons. In

addition, we posted a message to the Blog and received comparatively few responses. The latest way we have tried to elicit opinions from members of the Brookdale and Monmouth County community is to ask individuals to respond to surveys.

Staff members working in the Student Success Centers and the Information Commons were asked to complete a survey via email. They were asked to respond to the following:

- What is your role at BCC?
- Please indicate your location.
- Do community members present any particular issues or difficulties for the operation of the Information Commons and Student Success Centers?
- Have you encountered any issues related to usage of the Information Commons and Student Success Centers?
- What improvements would you like to see?
- What is your estimate of the mix of Community members and students at your site(s)

Faculty members were asked, via email, to respond to the following:

- Please indicate the location(s) at which you teach.
- Have your students encountered any issues related to usage of the open computer labs in the Information Commons and Student Success Centers?
- Have students expressed to you that community members present any particular issues or difficulties for the operation of the open labs in the Information Commons and Student Success Centers? Please explain.
- What improvements would you or your students like to see?

Due to the variety of responses, results will be discussed at the November 25 Forum. In the meantime, we are still eliciting feedback from our students and community members.

Students/Community members were asked, via the website, to respond whether they strongly agreed, agreed, were neutral to, disagreed, or strongly disagreed with the following statements:

- The computer labs meet my current needs.
- Computers are available when I need them for course work.

- Staff support is available when needed.
- I have encountered problems when I need to use the lab

As an incentive, the names of students' participating in the survey will be entered into a drawing for an iPod, offered by Student Life and Activities. The drawing will be held at the December 16 Forum.

So far, the students' responses have been overwhelmingly positive. They are grateful for this very important service offered by Brookdale and are happy with the level of service they are receiving from the staff. A few concerns mentioned are that the areas are noisy; that there are printing issues; and that there is a need for more Macs! A full report on the student responses will be forthcoming once the responses have been compiled.

Our next step will include a review of all related regulations, policies, and procedures and make recommendations for revisions as appropriate. The College Life Committee meets every other Tuesday at 11:45 am in MAC206. Please send comments to co-chairs Natalie Black (X 2365 nblack@brookdalecc.edu) or Nancy O'Shea (X2076 noshea@brookdalecc.edu)

SHOTS FIRED: WHEN LIGHTNING STRIKES

Emergency preparedness is a continuous quest for all institutions of higher education. There is no such thing as "being done" and there is always room for improvement. An elusive feature of making progress toward better emergency preparedness inheres in striking a delicate balance between raising campus awareness and the risk of stirring unnecessary alarm. Yet, so many tragedies have occurred at schools and colleges over recent years – including Virginia Tech, Northern Illinois, Columbine – that Brookdale would be remiss to abide a prevalent attitude based on the faulty notion that nothing like that could ever happen here. Rather, we need for students, faculty and staff members to all understand what they will do if/when an emergency arises as opposed to wondering fearfully what to do. We will view the DVD titled "Shots Fired: When Lightning Strikes" at the next Governance Forum that answers this question in no uncertain terms. It should also provoke thoughtful discussion.

REPORTS

REPORT ON THE NOVEMBER 11 FORUM

Governance Chair Avis McMillon welcomed the College Community to the Governance forum and especially welcomed those that were participating from the Western Monmouth Higher Education Center via video conference. Special mention was made that this day, November 11, was Veterans Day, a day that we pay tribute to and honor those that have served or are currently serving in our military. The Veterans present at the Forum were acknowledged with appreciation and a special round of applause.

In the aftermath of the November 4, 2008 Presidential election, Avis stated that the election result demonstrates the progress we have made as a nation. Avis expressed that this was an exciting time for all, a special moment that is an important time in our nation's history.

Continuing with the concept of inclusion, special mention was made of the new "What's on Your Mind" section of the Gazette. The Steering Committee would like to ensure that the Forum is not only the place to update the College on the work of the committees, but is also a meeting place for open discussion initiated by all members of the College.

ACADEMIC COUNCIL

The Academic Council continues the work of the committee's ongoing charge of overseeing the approval process for new and revised courses and programs. The committee has, since its last report, approved 6 program changes and 5 course changes.

Additionally, in continuing its work on the course deletion process, the Academic Council has identified 18 courses to be considered for deletion, down from 34. Some of these courses previously earmarked for deletion were revitalized and/or resulted in significant changes.

The committee also discussed the new syllabus template and process with the Academic Division Deans. The college was also reminded that any changes made to courses or programs must be submitted by November 26 to become effective in the next catalog.

ACADEMIC DIVISION DEANS & GOVERNANCE

On November 11, 2008, the members of the College Forum voted on the role of the Academic Deans on Governance Standing Committees. The vote question was as follows:

Should Academic Division Deans be included as ex-officio members on Governance Standing Committees?

A vote of "yes" signified that the ADDs will be appointed by Steering, in consultation with the Executive Vice President of Educational Services, as ex-officio members of Standing Committees.

A vote of "no" signified that the ADDs will not be appointed to Standing Committees. They will, of course be eligible to participate as general members.

There was also the option to abstain from voting.

There were a total of 189 votes cast yielding the following results:

Yes: 51

No: 133

Abstentions: 5

COLLEGE ACTION TEAM FOR SUSTAINABILITY

Richard Frank, Chair of CATS, opened his discussion by welcoming a new student member to the committee. He also advised the Forum that there is no Water Watch on campus this year.

The CATS committee has prioritized and cataloged its efforts and initiatives. The five priorities are:

1. Energy Conservation
2. Solid Waste Recycling
3. Water Conservation
4. Natural Infrastructure
5. Parking/Transportation/Field Conservation

There were several initiatives discussed including the following:

Richard presented an LED light that is 10 watts. This light was passed throughout the Forum for the attendees to see it up close. Anyone may go to the

Data Center in Gorman Hall to see the level and color of the lighting first hand.

To facilitate recycling, toner cartridges may be disposed of by calling facilities. Someone from facilities will come to the office directly to pick up the cartridge.

The Water Conservation initiative includes the Rain Garden project. The areas initially earmarked for this project are parking lots 1 and 2. There is also discussion of planting native trees on the campus but the cost is being evaluated.

Any ideas, thoughts or feedback regarding the green initiative should be sent to Richard at rfrank@brookdalecc.edu.

PRESIDENTIAL TASK FORCE ON TOLERANCE

Rosemary Kochman, co-chair, presented an update on the work of the Task Force. The timeline beginning with training in 2006 and all subsequent activities were discussed. The Task Force will become a permanent subcommittee of the Diversity Council in January 2009.

The Forum previewed a DVD that was produced for the Task Force by the Brookdale Network. The Task Force plans to distribute the DVD throughout the campus and the community. Approval was sought from the Forum and a majority of participants were in agreement that the DVD would be of value to the campus community.

The Task Force will be planning the next Day of Tolerance. This event is to take place on campus in Fall 2009. The focus of the event will be to increase awareness of bias and to ensure the reporting of hate crimes. Sub-committees will be formed and input and participation by the college community will be appreciated.

STANDING COMMITTEE MEETING LOCATIONS

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 COMMITTEE MEETING LOCATIONS

BASIC SKILLS COMMITTEE [ATEC 218]

GENERAL EDUCATION COMMITTEE [TBD]
For room location, please contact Gail Harrigan ext. 2531 gharrigan@brookdalecc.edu, or Shay Delcuria ext. 2438 sdelcuria@brookdalecc.edu.

HONORS COMMITTEE [MAC 206]

*See "Important Dates" section
below for college wide meeting dates.*

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.

ISSUE FOR NEXT FORUM: Professional Staff Participation in Governance.

IMPORTANT DATES IN DECEMBER & JANUARY

December 2

Standing Committee Meets

December 3 General Education Committee
(Wednesday) Meets

December 4 Basic Skills Committee Meets
(Thursday)

December 4 Honors Committee Meets
(Thursday)

December 9 Standing Committee Meets*

December 16 Forum*

**Note: This is a change from the original schedule.*

January 22 Mid-Year Retreat

January 27 Standing Committee Meets