



Governance Gazette

the newsletter of Brookdale Governance

November 2008

“The true strength of our nation comes ... from the enduring power of our ideals: democracy, liberty, opportunity and unyielding hope.”

- President-elect Barack Obama

Dear Colleagues,

I am elated about the election of our country's first African American president. No, it's not about race. It's about history. It's about progress. It's about inclusion. It's about democracy and the citizens of our country choosing who the majority believes is the best person for the job.

I love the above quote from President-elect Obama's victory speech. On a much smaller scale it reminds of the Governance structure at Brookdale. The strength of our Governance system comes from the power of our ideals, among which are the inclusion of all constituencies in the decision-making process and the opportunity to express opinions, even if they are different from popular opinion. Recently, several issues of concern have been raised that threaten the strength of the process. These include the seeming lack of open discussion/expression of opinions at this year's Forums and the limited Forum time available to bring non-committee items forward for discussion.

Therefore, in this issue of the Gazette, there is a new section titled, *What's on Your Mind?* through which, Steering is seeking input for issues of concern. See page 8 for details. As time permits, we will bring the issues to the Forum for feedback.

With the demands of the workday, it is challenging to absorb the information that is presented in each Gazette for discussion, but it is important to do so in order to sustain a level of collegial communication that will lead to the best possible recommendations. So, stay abreast of the issues and bring your concerns, thoughts and opinions forward. The open discussions and consideration of all viewpoints is what leads us to the best possible decisions.

Topics at the November 11th Forum include: the progress of Academic Council and a discussion about the proposed changes to the electronic syllabus, an update on the work of the College Action Team on Sustainability, and a look at the work of the Tolerance Task Force. Also, will Deans be ex-officio on Governance standing committees? Vote Tuesday!

See you at the Forum...

Avis McMillon
Governance Chair

November 11, 2008

FORUM MEETING

11:45 in Twin Lights I & II

***Also on Bluesnet and broadcast to
Western Monmouth**

Agenda

1. Academic Council – Curriculum Review
Ellen Musen and Barbara Burk, Co-Chairs
2. ☞ **VOTE!** Academic Division Deans
3. College Action Team for Sustainability- Green Initiative
Richard Frank, Chair

4. Diversity Council Initiatives -Tolerance Task Force
Cathy Goode and Rosemary Kochman, co-chairs

ISSUES

ACADEMIC COUNCIL

Academic Council has been busy approving the following changes to programs and courses:

Program changes:

Nursing

Course description changes:

SPCH 115

ENVR 111

MATH 136

Deletions:

FITN 142

CCNA/MCSE Networking Adm academic credit certificate deletion.

Academic Council continues to implement the procedure to highlight courses that have not run in 3 years. As a result of this, additional courses have been identified for deletion. The remainder has been targeted for revitalization.

A proposed change to the syllabus template generated a dialogue with the Academic Division Deans.

CATS INITIATIVES

CATS met twice in December 2007. At that time we prioritized items we wished to accomplish to make the college more earth friendly. We chose energy conservation, solid waste recycling, water conservation, our natural infrastructure and finally transportation vis-à-vis energy usage in that order. I had difficulty scheduling meetings during the Spring semester because I tried to accommodate everyone's needs but could not. Steve Nacco volunteered to be our scheduler during the Summer and so far we have had four meetings in September and October. Currently we are working the following initiatives: energy conservation signs above all light switches, motivational posters above our recycling centers, reducing the use of foam plastics in the Jersey Blues dining room, a rain garden to capture precipitation and use it to recharge the groundwater, adding more trees

and natural flora to the grounds and exploring ways to encouraging carpooling etc.

Rich Frank will be briefing CATS to the November 11 forum

A presentation of the draft of Information Technology Strategic Plan (ITSP) III will be given by Dr. James Sulton at the Forums on October 14th. This will give the campus community an opportunity to discuss the document and provide input. The campus community can view the document prior to the Forums presentation by going to the ITSP III link on the college website page after the 10th of October.

Dr. Sulton welcomes the opportunity for substantive input from all prior to the Board of Trustee meeting in November.

REPORT FROM THE PRESIDENTIAL TASK FORCE ON TOLERANCE

In May 2007 Dr. Peter Burnham, in consultation with Governance Steering created the **Presidential Task Force on Tolerance**. This action was in response to a presentation given by Brookdale employees who participated in the National Institutes Against Hate Crimes and Terrorism sponsored by the Justice Department, Monmouth County Prosecutor's Office and the Simon Wiesenthal Center Museum of Tolerance.

The BCC Task Force on Tolerance has identified as its mission the following:

- To increase dialogue about bias, prejudice and hate crimes.
- To promote tolerance
- To raise awareness of the potential results of bias behavior.
- To partner with county and state agencies to build bridges that will contribute to the environment of understanding and tolerance.
- To help prepare our College community and the community-at-large to combat bias and hate crimes, and to eliminate their potential consequences (i.e. terrorism).
- To help create a culture that has zero tolerance for bias and prejudice.

Following the training in December 2006, the members of returned to campus to implement the *Tools for Tolerance*. A presentation was developed to enlist the entire Brookdale community in this effort and the task force was established. Since then the Task Force efforts have included the county-wide *Day of Tolerance: Building Leaders to Promote Diversity*. This collaborative effort between the Monmouth

County Prosecutor's Office, the Holocaust, Genocide & Human Rights Education Center and Brookdale Community College brought over 1,100 high school students from Monmouth County to campus to discuss a full range of topics. The plenary session and subsequent workshops were designed to provide a forum for young adults to develop skills to eradicate bias, prejudices and stereotyping from their school and communities. Members of the staff, faculty and student body served as facilitators for sessions. Participants were asked to take this information back to their schools and implement a project that would reflect the goals of this program. To date at least three high schools have held events in support of the Day of Tolerance continuing the process in the community.

The event previously described is only one aspect of efforts to partner with our community in a county-wide effort to eliminate bias and hate crimes, and to educate the community on the impact of those behaviors on terrorism. The BCC Tolerance Task Force has focused on the following and will continue to implement these efforts in cooperation with our broader campus community.

1. To assist the community college to develop a cultural and global awareness with regard to bias and hate crimes.
2. To impact curriculum content in Student Success, Sociology, Psychology, and other courses.
3. To provide annual refresher training for Brookdale law enforcement officers.
4. To increase faculty and staff awareness of bias and hate crimes.
5. To develop a library resource center on the topic of tolerance, including an annual display for awareness.
6. To create the foundation for a program component to become part of the Diversity Council's activities beyond the current year.

During this Governance presentation the Task Force will preview a DVD produced by the Brookdale Network. This tool is designed to promote the first stage of building a diverse and inclusive organization. "Tolerance" is only a starting point and requires others to join the efforts.

With your approval, the Task Force plans to distribute the DVD throughout our campus and the community we serve. By building resources and engaging faculty, staff and students in the process of continuing the work of eradicating bias, hate prejudice and stereotyping from our community the goal of a diverse and inclusive community can be achieved

The recommendations for next steps for the BCC Tolerance Task Force include completing and distributing the DVD to the campus and to Monmouth County. The work of the Task Force will continue as a sub-committee of the Diversity Standing Committee. Through Task Force members, the College community will be involved in the planning and implementation of the next Tolerance Day event. Finally, the Task Force will continue to increase awareness of bias and hate crime to ensure reporting.

The co-chairs of the Task Force on Tolerance are Rosemary Kochman, Confidential Secretary - BCC Police Department and Cathleen Goode, Professor - Counseling Department.

VOTE REPORT

ACADEMIC DIVISION DEANS & GOVERNANCE

Over the past year and a half, the College Forum has been engaged in discussions about the role of the new Academic Division Deans in the Governance system. Last year, the recommendation of Deans' serving as liaisons to the various committees without voting rights was defeated in the Forum.

This year's Forum discussions and an Angel poll showed that opinions were split between the option of officially adding the Deans to standing committees as ex-officio members, or having them stay general Governance members with the right to run for elected positions on the Standing Committees. (Each spring, elections are held to fill upcoming Standing Committee vacancies. Terms run for three years; members may serve two consecutive full terms.)

On November 11, 2008, the members of the College Forum will vote on the role of the Academic Deans on the Standing Committees. Here is the vote question:

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

If the majority votes "yes": The ADDs will be appointed by Steering, in consultation with the Executive Vice President of Educational Services, as ex-officio members of Standing Committees.

If the majority votes "no": The ADDs will not be appointed to Standing Committees. They will, of course be eligible to participate as general members.

Defining Ex-officio Members:

- Appointed to a Standing Committee or Steering by virtue of office or position
- Use special knowledge to serve as a resource for the Committee
- Have all committee membership rights including voting

REPORTS

REPORT ON THE OCTOBER 14 FORUM

Governance Chair Avis McMillon welcomed the college community to the Governance forum. The “green bags” provided by Marketing Services were such a big hit at the last forum that more were provided. Thank you again Marketing Services!

President’s Commission on Student Development - Update

The President’s Commission on Student Development discussed its progress on their first charge under the Timeline and Deliverables as presented by Dr. Peter Burnham. The first charge was to:

- Establish a Definition of the Student Development Model and its “implementation processes”, past, present and future.
- Identify a list of Guiding Principles to direct a 21st century paradigm for implementing the “Student Development Model” at Brookdale.

The Commission addressed Brookdale’s commitment to the “Total” student from the BCC: Vision, Mission, Value and Goals No.7 and then presented the guiding principles. These guiding principles were established as a result of the processes and findings of each of three subcommittees: Past Practices and Programs, Present Practices and Programs, and Research. The major components discussed were:

Assessment

Commitment to the Total Student

Communication

Compliance

Continuity and Consistency

Educating and Empowering Students to Be Self-Sufficient

Institutional Capacity

Institutional Commitment

Personalized Service

Professional Development

Structure

Technology

Students Have Access

Students Have Opportunities for Life-Long Learning

Students Connect to Community

Students Have Full Opportunity to Succeed

The Commission reported that the definition of Student Development will come after the development of the model.

A series of roundtable discussions will be offered to foster dialogue and give the campus community an opportunity to give their thoughts and provide input on the work of the committee. See the Important Dates at the end of the Gazette.

Diversity Council Initiatives

The Diversity Council presented its charges to the forum. The discussion focused on the first part of the charge to “Prioritize the six target areas addressed in the Diversity Council Report.” These six targets areas are:

General Awareness & Education

Hiring, Promotion & Reclassification

Communications

Equality of Service / Quality of Service / Extracurricular

Diversity Across the Curriculum

Tolerance Taskforce

The Diversity Council emphasized that the common thread among each of these six areas is communication.

An open invitation was extended to the campus community to join any of the six committees by completing the form at the back of the October Gazette or by contacting Dina Long or Sondra Canon, co-chairs.

Informational Technology Strategic Plan III

Dr. James Sulton addressed the current status of the ITSP III. Dr. Sulton discussed the prospect of setting up an IT Governance structure. It is important to align institutional needs with local needs. Issues concerning technology and questions about technology must also be addressed. The campus community must know where to go to get their questions answered in this area. Additionally, it is important to crosswalk the Information Technology Goals Matrix with that of Institutional Goals Matrix.

The ITSP III can be found on the Brookdale website at: <http://www.brookdalecc.edu/Include/ITSP/Information-Technology-Strateic-Plan-9-2008.pdf>

This is currently in draft form. Input from the college community is welcome prior to the Board of Trustee meeting in November.

Academic Division Deans & Governance

Avis McMillon, Governance Chair, presented the outcome of the Academic Division Dean on-line poll. The poll and accompanying comments showed an almost-even split between Deans serving as ex-officio or as general members; there were few votes for liaison and no suggestions for the category of other.

Based on these results, and in the spirit of collegial Governance, Steering has decided to bring the issue to a vote at the forum. The voting members will decide between the roles of ex-officio or general membership at the November 11th forum. The vote will take place by secret ballot and the position receiving the majority votes will be recommended to President Burnham.

STANDING COMMITTEE NEWS

ACADEMIC STANDARDS

[MAC 202]

Academic Standards is continuing work on the revision of the Transfer Regulation. At our September 30th Forum Discussion a question was asked regarding the transfer-in of courses in which a “D” grade was earned at another institution. The concern was raised in regard to the Lampitt Bill and the parity it is to ensure between native and non-native students at all public

institutions in New Jersey, but was written specifically with transfer from the community college to the state’s senior institutions, in mind.

The Committee invited Ann Tickner and Nancy Kegelman to apprise the group of the state-level discussions surrounding this topic. We learned that there has been no resolution of the issue in the community college sector to date. Brookdale does not currently accept credit for courses with grades below a “C” from other institutions, yet we allow our native students to apply credit toward graduation for courses with “D” grades taken at Brookdale.

Academic Standards will continue to revise the Transfer Regulation for currency of language and process, but will defer addressing the issue of parity between Native and Non-native students until we examine our next charge, the *Eligibility for Graduation Regulation 6.1700R*.

COLLEGE LIFE

[MAC 206]

The College Life Committee is in the process of assessing three groups regarding the use of the Information Commons and Students Success Centers and will be presenting the results of staff and faculty surveys during the November 25 Forum presentation. A survey was emailed to all of the staff of the Information Commons and Students Success Centers. These individuals are directly serving the users of these resources and as a result are most cognizant of public perception and observation of the types of users. In addition a survey was sent via broadcast email to the faculty comprised of open ended questions related to concerns that students have share with regarding the Information Commons and Student Success Centers as well as asking for suggestions for improvements. While the results are still coming in, there are some interesting variations of responses depending on where the individual works or teaches.

Lastly, the committee will survey the Information Commons/Student Success Centers users via the website. The survey will be advertised on the webpage and via flyers distributed/posted throughout the entire Brookdale Community. The Committee is working with Student Life to offer an incentive (IPOD) to complete the survey and Design and Production to create a marketing campaign. The survey will ask questions to determine the status of the user (BCC student, alumni, Communiversy student, or community member), purpose of using the Information Commons/Student Success Centers, frequency of use,

location of use, availability of computers, satisfaction of needs, availability of support, as well as an opportunity to express additional comments/concerns.

The committee expects that the surveys will provide an overview of current issues that the users of the Information Commons and Students Success Centers experience as well as a better idea of who uses these facilities. Upon completion of the analysis of the surveys, the committee will review related regulations to evaluate if any changes need to be considered.

The College Life Committee meets every other Tuesday at 11:45am in MAC 206. Please feel free to join College Life in the next meeting. Please send comments to co-chairs Nancy O'Shea (x2076 noshea@brookdalecc.edu) or Natalie Black (x2365 nblack@brookdalecc.edu)

DIVERSITY COUNCIL [MAC212]

The Council has identified five sub-committees to engage in the work outlined in the *Diversity Council Report – January 2008*. These sub-committees consisting of Council members and interested parties from the campus at-large are targeting key areas to continue the work of building a diverse and inclusive college.

The sub-committees and facilitators are as follows:

General Awareness & Education
Facilitator - Maryann Smith

This sub-committee will examine recommendations made that focus on building Cultural Competence across the campus and its Higher Education Centers (HEC). The institutional expectations in the form of values and standards should relate to the “living reality” for all members of the BCC community as stakeholders in the successful development of diversity as a way of life on campus and at the HECs.

Hiring, Promotion & Reclassification
Facilitator - Helen Elliott

With administration, faculty and staff diversity being a key issue on campus, this sub-committee will examine existing data, and review the hiring, promotion and reclassification policies and procedures used to implement these policies to provide growth opportunities for the faculty and staff of the college.

Communication
Facilitator - Brenda Spielzinger

This sub-committee focus will be to identify a communication strategy which blends actions and activities with meaningful messages, subtle and overt, to create a climate of valuing diversity across the BCC community.

Equality of Service/Quality of Service/Extracurricular
Facilitator - Kerry Behler

Assessing the availability of services and activities within and between the Lincroft campus and the HECs is the focus of this sub-committee's effort to identify any gaps that should be reviewed related to the quality and depth of the BCC experience for all students.

Diversity Across the Curriculum
Facilitator - Ave Latte

This sub-committee will examine the current state of the diversity initiative impacting the curriculum in light of past work throughout the college and current practices highlighting success and encouraging replication.

Tolerance Task Force

The Tolerance Task Force will join the Council as a sub-committee in January. Currently four members of the Council are also members of the Task Force.

The Diversity Council's next regular meeting for the 2008-09 Academic Year will be held at **11:45AM on Tuesday November 18, 2008 MAC 212**. We encourage anyone interested in participating in Council activities to attend. If you are unable to come to the meeting and want to share an agenda or sub-committee item, please contact the Co-chairs Dina Long x1882 dlong@brookdalecc.edu or Sondra Cannon x2695 scannon@brookdalecc.edu .

INSTITUTIONAL PLANNING [MAC 208]
AND EFFECTIVENESS

We have spent the last two meetings working in subcommittees. Two subcommittees were established to address the charges to (1) develop the recommendations for the 2011 Strategic Goals Matrix and (2) develop a narrative and sample outcomes for the 2010 Matrix. A third subcommittee is developing an environmental scanning process that fosters IPEC's mission to keep the College community informed about major issues affecting higher education generally

and Brookdale specifically. Chairs for the subcommittees are Barbara Boyington for Matrix 2011 development, Louise Horgan for 2010 narrative and sample outcomes, and Mary Ehret for environmental scanning.

In addition, Arnie Gelfman shared with IPEC a proposal to create an Institutional Review Board (IRB). The proposal had previously been shared with the President's Cabinet. Any college that engages in "research" that utilizes "human subject" must have an IRB. Creating one at Brookdale has become especially important since a relatively large cohort of our faculty and staff is engaged in a Rowan doctoral program that will require such "research". The reason for the quotes in the previous sentences is that it will be up to the IRB to determine exactly what constitutes "research" with "human subjects". In any event, the need to create a viable IRB is now upon us.

PROFESSIONAL DEVELOPMENT [MAC 210]

On October 6th, members of the PDC met with the Executive Vice President, Educational Services, the Academic Division Deans, and other Cabinet members who had received funding requests for professional development through January 2009. The group jointly reviewed each request and determined whether the requests were related to any of the six College-wide priorities or if they were related to departmental priorities. Some requests fell neatly into one or the other category but many requests were identified as "hybrids." As a result of this meeting, the Subcommittees have decided to provide tiered funding. Higher funding will go to purely College-wide priority requests but the Subcommittee will assist in the funding of hybrid requests also. The meeting was an excellent opportunity for communication among the individuals responsible for different professional development funding sources. We think everyone left with a clearer picture of the changes in the allocation principles.

The Professional Development Subcommittees have met separately a number of times over the past month and returned to the PDC with recommendations for the manner in which Subcommittee money will be spent based on the Resource Allocation Guiding Principles. In addition to tiered funding, the faculty and administrative Subcommittees will require the recipients to share the information gained at the conference with the College community through a variety of venues. For the first time, the Subcommittees are evaluating requests and determining funding based on connections to College-

wide priorities. The PDC is also in the process of determining what recognition activities will be supported by each of the Subcommittees and to what extent.

A hard copy of the Resource Guide has been distributed to committee members. One of the Committee's charges this year is *to update the Professional Development Resource Guide based on relevant documents including the Professional Development Blueprint*. Work on this charge will begin shortly.

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.

In endeavoring to examine avenues that encourage and report on student engagement and success, the Committee is engaging in qualitative interviews with various segments of the Brookdale community, including, but not limited to: Bankier Library, Experiential Learning, BTV, Communications/Media Technology, International Education Center, WBJB Radio, Higher Education Centers, Student Health Services, and PAC with more areas to be interviewed. The questions asked for all interviews are:

1. How do you inform students of and promote your service/club/activity/facility to students?
2. Who participates in or uses your service/club/etc?
 - Number of students
 - Ethnic diversity of students
 - Day or evening students
 - Full-time or part-time students
3. When do students use your service/etc?
4. Why do they participate?
5. What efforts, if any, have you made in the past to increase student engagement? Were they successful?
6. How does your service/club/etc promote student success?

7. What recommendations do you have to increase student participation in your service/club/activity/facility?

The Committee is also following up on this year's charge and last year's recommendations with regards to the Student Monitoring System by interviewing Jim Palumbo, Enrollment and Development and Student Affairs, Dr. Maggie McMenamen, EVP Educational Services, Kim Toomey, Registration, and the various departments that use the SMS for compliance with federal regulations.

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 Coordinators along with Donna Cuddy, the Associate Director of Transfer Services, held its **annual Focus Group** on October 16th with representatives from various high schools throughout Monmouth County in attendance. During the meeting, plans and the designs for **Outreach 09** were brainstormed, conceptualized, and discussed. Coordinators met this past week to determine the conference's agenda and to select and identify titles of the break-out sessions. **This year's conference theme will be on motivating students.** At the last college-wide Basic Skills meeting, members discussed the **Basic Skills annual profiles data**, supplied by the office of Planning, Assessment, & Research. An update on the **Health Science/Basic Skills Learning Community** was provided. Members were informed of the new procedures in place to make certain that this initiative is launched successfully in Fall of 09. Volunteers from the committee were requested to participate **in the NJ Council of County Colleges Best Practices Conference** to take place in April 09. Our success in planning and facilitating Outreach conferences for the past seven years will be presented. **The next college-wide meeting of the Basic Skills meeting will be on Thursday, November 6, from**

11:45-1:15, in ATEC 218. All members of the campus community are welcome to attend.

GENERAL EDUCATION COMMITTEE

The committee has recently been working on courses that have been submitted for Ethical Dimension Status. COMP 129 and SPCH 115 have both been approved at recent meetings. There are several other courses being reviewed for History status and one other being routed for Ethical Dimension status.

The Committee is seeking a representative from the Business and Technologies Division to fill a 1 year temporary vacancy on the committee. If you are planning to attend one of our meetings as a guest please check with Gail or Shay for room assignment.

HONORS COMMITTEE

Our last meeting was Thursday, October 30. We set the Fall 2009 schedule of Honors courses. We also finalized a new brochure and letter to be mailed out to almost 2100 students who are qualified to take Honors courses in Spring 2009. A joint meeting with PTK will be held on November 18 at 11:45 in MAN 103 where Honors instructors can advertise their courses to prospective Honors students.

WHAT'S ON YOUR MIND?

Do you have topics, issues, concerns, or questions that you would like to bring to Forum for discussion? The Steering Committee would like to hear what's on your mind. If time permits, and with your permission, your issues, concerns or questions can be brought before the College Forum for discussion.

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

IMPORTANT DATES IN NOVEMBER

November 11	Forum
November 18	Standing Committee Meets
November 18	Steering Meets
November 25	Forum

Student Development Roundtable Discussions:

Tuesday 11/11/2008 - 4:00 - 5:30: Navesink 3

Wednesday 11/12/2008 - 3:00 - 4:30: Navesink 3

Thursday 11/13/2008 - 11:30 - 1:00: Navesink 3