



Governance Gazette

the newsletter of Brookdale Governance

October 2008

Chair's message

Dear Colleagues,

At our October 14 Forum, we will hear reports from two committees whose work will have great impact on the Brookdale culture. Diversity Council will focus on target areas that will influence the ways we communicate, hire, teach, and more, and show clearly the significance of Diversity's new status as a Standing Committee. Please consider joining one of the Diversity subcommittees; we need to work together to bring a truly diverse culture to the College.

The Student Development Commission, although not a College-wide or Standing Committee, is an integral part of governance. One of the roles of the Commission is to develop guiding principles for a new student development model. One of the principles to be discussed demonstrates the impact their work should have on all areas of the college, "the model will foster a renewed culture of commitment to student development as an institutional responsibility and a fundamental principle . . ."

In addition Dr. Jim Sulton will lead a discussion on the ITSP III, which addresses the uses of technology to accomplish the academic and administrative goals of the College. Then, all Forum members may join in the second discussion this year about the Academic Division Deans' role in Governance (see the Issues section of this Gazette for details).

See you at the Forum...

Avis McMillon
Governance Chair

October 14, 2008

FORUM MEETING

11:45 in Twin Lights I & II

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

Agenda

1. President's Commission on Student Development - Update
Art Marshall and Stephanie Fitzsimmons, Co-Chairs
2. Diversity Council – Diversity Council Initiatives
Sondra Cannon and Dina Long, Co-Chairs
3. Institutional Technology Strategic Plan III

Dr. James Sulton, Executive VP-Admin., Operations & Information Technology Services

4. Academic Division Deans & Governance
Avis McMillon, Governance Chair

ISSUES

PRESIDENT'S COMMISSION ON STUDENT DEVELOPMENT

The Commission on Student Development has completed its first charge under the Timeline and Deliverables presented to them by the College President, Dr. Peter Burnham. This resulted in the establishment of a set of Guiding Principles. These Guiding Principles are the product of three subcommittees, which reviewed Past Practices and

Programs; Present Practices and Programs, and Current Research in Student Development. They are as follows:

- **There will be ongoing assessment of the model.**
- **The model will support the intellectual, emotional, physical, social/moral, and vocational development of each student.**
- **There will be consistent communication and collaboration throughout the college community to facilitate optimum service to students.**
- **The model through its services to students will be consistent with ongoing changes to state and federal regulations.**
- **Student Development policies, procedures and services will follow established guidelines to ensure continuity and consistency and will be communicated college-wide.**
- **The model will support students in becoming confident, autonomous, responsible members of the College and community.**
- **The model will be governed by and acclimatized to issues imposed by institutional capacity as it pertains to student population, fiscal limitations and allocation of available human resources. It will be reality-based and adapt to unique and changing demographic population, reflective of the mission.**
- **The model will foster a renewed culture of commitment to student development as an institutional responsibility and fundamental principle. The model will offer services for student support that recognize the diversity of the student population while providing equal opportunity for academic and personal growth. The model will foster a sense of belonging and connectedness among students.**
- **Faculty, staff, and administrators will have access to ongoing professional development and training to ensure quality and consistency in Student Development services.**
- **The Student Development model will provide a comprehensive programmatic approach in the delivery and coordination of student services. Student services will be accessible to all students in a timely and efficient manner. The structure will facilitate the integration of Student Development services with academic departments.**
- **State-of-the-art technology will be provided and utilized to support the Student Development model.**

Summer '08 assignments included independent study of student development through various other institutions' web sites. This Fall '08 committees have been structured to examine Counseling/Advisement and HUDV, Technology and Other College Services such as Student Services, Registration, Financial Aid, etc. Additionally, there will be various invitations to the college community to participate including opportunities for a series of roundtable discussions as well as an established e-mail address for individuals to give input, make suggestions, or share concerns.

These activities will take the Commission through the completion of the second item in the Timeline and Deliverables by December of 2008. This will result in the recommendations to the College President and the College community for a revised Student Development Model and a plan for implementation.

The third charge will take the Commission through a College-wide review and final plan. During the Spring of 2009, there will be a campus-wide discussion of these recommendations.

The Commission is grateful to the College community for all the help and assistance that they can provide through this challenging project. The end result we are sure will be the best for our students and result in a re-commitment by Brookdale Community College to Student Development as a major responsibility of the College community.

DIVERSITY COUNCIL

Charges 2008 - 09

I. Prioritize the six target areas addressed in the Diversity Council Report.

Target Area 1 – General Awareness & Education
Focus on the goal to build Cultural Competence across campus and its Higher Education Centers; Institutional expectations in the form of values and standards should relate to “living reality” for all members of the BCC community to develop diversity as a way of life

Target Area 2 – Hiring, Promotion & Reclassification
Administration, faculty and staff diversity is a key issue; Ensure diverse points of view and experience are consistently represented on interview committees; Encourage a review of policies and procedures that reflect the value of diversity implementing these policies to provide growth opportunities for faculty and staff

Target Area 3 – Communications
Communications strategy which blends actions and activities with meaningful messages, subtle and overt, to create a climate of valuing diversity across the BCC community

Target Area – 4 Equality of Service / Quality of Service / Extracurricular
Compare the availability of services and activities within and between the Lincroft Campus and the Higher Education Centers

Target Area 5 – Diversity Across the Curriculum
Educational experience that enhances learning that embraces diversity in the curriculum; Build upon past successes to increase student preparedness to live, work and lead in a diverse society

Target Area 6 – Tolerance Taskforce
Council will absorb the activities, initiatives and membership of the President's Taskforce on Tolerance to continue the work started by this group; Provide links to the College community and with outside agencies engaged in this work

For the complete report, we encourage you to visit the Brookdale Community College website. Paste the following address to review the entire report:

<http://www.brookdalecc.edu/pages/1223.asp>

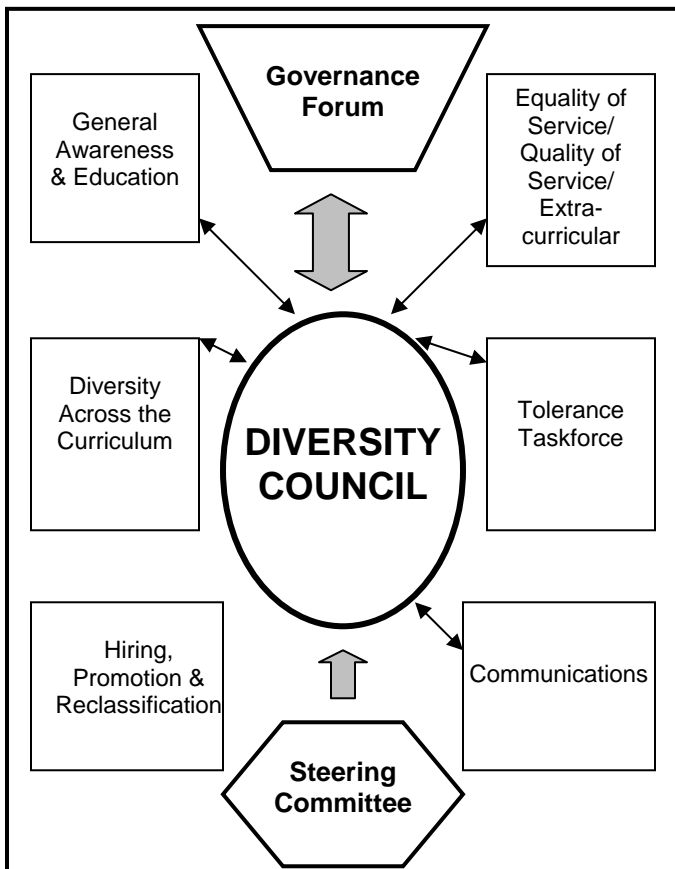
II. Structure, define and charge appropriate sub-committees to facilitate the implementation of the Diversity Council Report.

The Diversity Council has taken two steps to begin to meet this charge by setting a direction and approving a structure to complete the work assigned this year. We plan to use information as the power to drive and sustain change in the area of diversity. Each of the Target Areas has at its core the need to keep the community we serve aware of what's being done, what we are learning and how we will act upon the findings.

The chart below indicates the structure of the Council using sub-committees for each Target Areas and facilitated by a member of the Diversity Council. Regular reports on the activities and status of activities will be provided to the College through this and other vehicles.

We are issuing an open invitation to members of the College community interested in working with the sub-committees. A form is attached to this Governance Gazette for you to join in the process.

Diversity Council Structure



III. Begin the implementation of select preliminary initiatives / actions connected to the six target areas by January 2009.

With input from responsible parties and the campus at-large, the subcommittees will prepare their findings for presentation during the Spring.

The Diversity Council's next regular meeting for the 2008-09 Academic Year will be held at **11:45AM on Tuesday October 21, 2008 MAC 212**. We invite anyone interested in participating in the sub-committee activities to join us. If you are unable to attend to the meeting and want to share ideas on one of the target areas, please contact the Co-chairs, Dina Long x1882 dlong@brookdalecc.edu or Sondra Cannon x2695 or scannon@brookdalecc.edu.

Note: There is a form attached at the end of the Gazette to complete if you are interested in participating on a subcommittee. You may complete and give to any member of the Diversity Council or interoffice to Sondra Cannon, HR, or Dina Long, English Department. Thank you.

INSTITUTIONAL TECHNOLOGY STRATEGIC PLAN III

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.

ROLE OF THE ACADEMIC DIVISION DEANS IN GOVERNANCE

Our previous Forum discussion and the ANGEL on-line poll did not indicate overwhelming support for any of the four choices about the Academic Deans role in the standing committees of Governance. The choices were ex-officio, liaison, general membership and other. In fact, the poll and accompanying comments show an almost-even split between Deans serving ex-officio or as general members; there were few votes for liaison and no suggestions for other.

Steering's discussion of the issue revealed a similar split between the two main choices. In an attempt to formulate a recommendation, each Steering member expressed his or her view. While some member arguments for the Academic Division Deans serving in an ex-officio capacity were cogent, the majority vote of the Steering Committee was for general membership, mainly because the Deans positions are so new and their expertise lack specificity (per the definition

of ex-officio *Roberts Rules of Order*, Article IX *Committees and Boards*, Section 51 *Ex-Officio Members of Boards and Committees*, states: “Frequently boards and committees contain some members who are members by virtue of their office, and, therefore, are termed ex-officio members.”)

Therefore, in the spirit of collegial Governance, the Steering Committee has decided not to make a recommendation for the Academic Division Deans’ Governance role. Steering has determined that it would be best to let the campus community decide between the roles of ex-officio or general membership. The vote will take place on November 11, by secret ballot which will delineate the two choices. The position receiving the majority votes will be recommended to President Burnham.

REPORTS

REPORT ON THE SEPTEMBER 30 FORUM

Governance Chair Avis McMillon welcomed the college community to the Governance forum. She announced that as part of Brookdale’s Green Initiative, Marketing Services has provided “green bags” made of recycled materials. These bags could be used for a variety of things, especially groceries. They were available for the members to take after the forum. Thank you Marketing Services!

Academic Standards – Transfer Credit

Darlene Macomber and Beth Boylan reviewed the committee’s charge as well as the work completed by the committee in March of 2007 concerning the Awarding of Academic Credit for non-traditional learning. The committee explained that they are currently working on the Transfer Credit Regulation 6.1003R. The process is to:

- Examine the current regulation.
- Identify those processes and procedures already in place.
- Compare their findings with other colleges.
- Examine modes of communicating the transfer credit process to students.

It was emphasized that the communication process was important, especially in regards to the non-traditional student.

In respect to communication, Darlene and Beth demonstrated how to get information on Brookdale’s website for transfer information. It was a bit confusing; however, the information was ultimately located on the Recruitment Services page. The information on this page is more specific than the college catalog.

The following questions were presented to the forum for feedback:

- Should the guidelines spelled out on the Recruitment Services page be included in the Transfer Regulation?

- How can the college most effectively inform students of the transfer process, including the student’s responsibilities?
- Can WebAdvisor be used to facilitate the process by posting preliminary credits?
- Should acceptance of transfer credits be subject to time limits, especially in areas such as technology or science where the skills learned can become outdated or even obsolete?

Student Development – Student Engagement and Success

Paul Keating and Rosemary Kochman reviewed the committee’s charge. The committee discussed approaching the concept of student engagement and success from three vantage points:

- Curricular – inside the classroom
- Co-curricular – related to the classroom
- Extra curricular – outside the classroom

Discussion included the definitions of success from the student’s perspective as well as that of the College. The committee also noted that the Community College Survey of Student Engagement (CCSSE) primarily focused on student success inside of the classroom.

The committee will narrow its focus on the students outside of the classroom. The questions they presented to the forum are:

- What is Brookdale’s definition of engagement?
- What is Brookdale’s definition of success?
- How can Brookdale blend curricular and co-curricular activities to foster engagement, retention, and success?

Steering – Academic Deans Participation in Governance

Avis McMillon, Chair of Governance, reopened the discussion of the Academic Division Deans role in Governance. The issue of the role of the Academic Division Deans was first presented in the 2007-2008 academic year. A brief history of the charge, discussions, and the outcome of the vote were presented.

The concept of “participatory governance” was reviewed. Also, to clarify each of the types of membership in Governance, the roles of ex-officio, elected members, general membership, and liaisons were reviewed.

Dr. McMenamin submitted a letter to the college explaining her position on this issue. Dr. McMenamin stated, “In particular, I strongly believe these academic leaders should

serve as ex-officio members of Governance Standing Committees.” Dr. McMenamin provided her reasoning for her position and also addressed some of the concerns of the campus community. The entire letter was included in the September 30th Gazette.

There was a poll on the Governance website made available for the campus community to weigh in with their opinion on the role of the Academic Division Deans on Governance. The poll closed at 5:00 p.m. on Wednesday, October 8th. The results will be made available at the October 14th forum.

Professional Development – Professional Development Blueprint

Co-chairs Marianne Drake and Dean Pat Sensi continued their discussion of the Professional Development Blueprint. There was not enough time for them to complete their discussion at the September 16th forum. The discussion specifically focused on funding and the new procedures for funding that were developed during the summer of 2008.

A meeting was held on September 25th at 4:00 p.m. for the campus to further discuss the new procedures and to address concerns. The committee provided examples of funding requests that would fall into the categories of the six college-wide priorities.

The committee advised the college that there would be a meeting on October 6th to evaluate the funding requests received for the fall 2008 term.

STANDING COMMITTEE NEWS

ACADEMIC COUNCIL [MAC 204]

At the start of the FALL 08 semester, the registrar provided Academic Council with a list of courses in Colleague that have not run since Spring 2005. Academic Council was very proud and pleased that the list was much shorter this year: 20 actual courses, 4 originally designated as LAB, and 11 experimental courses that should no longer be in Colleague. Three of the 20 courses have new department designations, so they too should be subtracted from the count of “non-runners,” leaving only 17 courses.

Faculty division representatives shed light on the remaining 17 courses, according to the Course Deletion process outlined last year. So far, 3 of the 17 will be brought forward for deletion. Others on the list have planned revisions in content or scheduling and will attempt to run again. Other courses are still in question as to their status, and Academic Council members will report further at our next meeting.

So far, Academic Council has approved changes to the following four programs and two courses.

- Communication Media- Audio Production option
- Communication Media- TV Production option
- Humanities-Creative Writing option
- Humanities- Public Relations option
- MATH 021, MATH 137

In addition, MATH 035 was approved for deletion.

Academic Council is pleased to have two student members this year: Elissa Cohen and Kevin Soldo.

ACADEMIC STANDARDS [MAC 202]

At the 9/23 meeting of Academic Standards discussion on the Transfer Regulation continued with a visit by Kristin Worthley of Recruitment Services. She explained current transfer practices to the committee. The committee gave its first discussion presentation to the forum on 9/30 wherein we explained our progress on the charge and listened to feedback from the forum. At our next meeting (10/6) the committee will discuss the feedback and continue work on our charge.

COLLEGE LIFE [MAC 206]

The College Life Committee is charged to:

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.

In formulating the charge to College Life, the Steering Committee raised the following questions/comments:

1. Are there any Federal or State regulations or administrative codes that govern use of information technologies and/or the content accessed or transmitted within these facilities?
2. What guidelines (policies, procedures, etc.) are in place to ensure that currently enrolled BCC students have primary access to information technologies in these facilities?
3. Are these guidelines implemented consistently at all Brookdale locations?
4. Should community members be issued some form of identification card (ID) to use these facilities?
 - a. Should security personnel check users for valid ID's?
 - b. Should security personnel/staff track and log visitors/students using the facilities?
 - c. Should a login and password be required to access information technologies in these facilities?
5. Are community members and students aware of facility usage guidelines and hours? If not, how should they be made aware?

6. Are the hours of operation clearly posted at all buildings and in Student Success Centers?
7. What are the security issues within these facilities?
8. Should community members have the same technology privileges as Brookdale students?
9. What access do Monmouth County residents have to Brookdale's resources? What are they legally entitled to as taxpayers?
10. Should Monmouth County residents have different access privileges than non-Monmouth County residents?

Committee work to date:

The committee compiled a list of resources applicable to the charge and is currently reviewing related regulations, policies and documents, and state/federal laws. The resource list is substantial and includes review of the Clery Act, US Dept of Education Handbook for Campus Crime Reporting, Computer Crime and Intellectual Property Section-US Dept of Justice, Brookdale's annual report on crime, US Federal Code on Institutional security policies and crime statistics, College Regulations 2.0012R, 3.9008R, 6.3000R, 2.9000R, 7.0010R, 2.1000R, 3.9002R, Bankier Library Policies, American Library Association Bill of Rights, Facilities Master Plan, Student Conduct Code, Digital Millennium Copyright Act, NJ State Code on Computer Criminal Activity, US code on Fraud and Related Activity in Connection with Computers, laws concerning child pornography, and the First Amendment. Additionally, the committee met with the Executive Director of the Library, Dean of the Community and Higher Education Centers, and the Director of Students Services of Branch Campus to gain insight into the current and possible future issues related to the Information Commons and the Branch Campus/Higher Education Centers. The committee began work with a literature review of the above resources and assessment of the questions/concerns raised by Steering. The committee expects future work will include possible revisions to some of the regulations, and meetings with additional Brookdale resource people. Additionally, the committee is in the process of developing surveys which will be distributed to staff, students, and community users of the Information Commons/Student Success Centers to assess current use and concerns. Hopefully, results will be presented at the November 25 Forum.

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)

INSTITUTIONAL PLANNING AND EFFECTIVENESS [MAC 208]

At its last meeting on September 23, the Institutional Planning and Effectiveness Committee (IPEC) discussed the Governance Forum feedback on the 2010 Strategic Planning Matrix. A number of the members indicated pleasure with the amount and depth of the feedback which consisted of

numerous emails and written responses. All feedback was considered on an individual basis, and changes were made where committee consensus could be obtained. The next step will be to forward the Matrix to the President for Cabinet input and eventual forwarding to the Board of Trustees for approval.

IPEC also decided to split up into three subcommittees. One subcommittee, to be chaired by Barbara Boyington, will lead the efforts to develop the 2011 Strategic Goals Matrix. The second subcommittee, to be chaired by Louise Horgan, will concentrate on putting together a narrative for the 2010 Matrix that also includes sample outcome statements for each of the listed goals. That subcommittee will also work with the 2011 matrix subcommittee to develop a narrative and sample outcomes for that matrix. Finally, Mary Ehret will chair an environmental scanning subcommittee that will lead IPEC's efforts to keep the College community informed about that which can have a direct effect and impact on Brookdale's future.

PROFESSIONAL DEVELOPMENT [MAC 210]

The Professional Development Committee has been discussing the implementation of the Resource Allocation Guiding Principles. The subcommittees are meeting to make their recommendations to the full Committee.

In addition to the Forum presentation made on September 16th and the follow-up discussion at the September 30th Forum, the Committee Co-Chairs met with the Academic Division Deans on September 22nd and conducted an Open Discussion meeting on September 25th to communicate and seek further input on funding allocation changes that are consistent with the Guiding Principles established and approved in FY08. A summary of the September 25th meeting was distributed to all September 30th Forum attendees. In addition, the revised application form, a broadcast email, and the Inside Track also communicated the themes to college employees, responding in part to the Committee's second charge, *to recommend methods to forecast and communicate priorities and themes to college employees*. Forecasting the priorities and themes was completed as identified in the Blueprint, utilizing the Needs Assessment Survey and Summary, the Matrix and other Strategic Plans, the PD Blueprint, and available individual professional development plans. Discussion within the Committee acknowledges the need to complete this in future fiscal years no later than the previous Spring.

The Committee's first charge, *to identify annual college-wide priorities and themes in accordance with the PD Blueprint*, is complete. College-wide priorities have application across campus and would benefit from broad employee development in these areas. To provide additional clarity on professional development that would fall within each of the college-wide themes, the following examples were developed:

- *Teaching & Serving the Digital Student –best practices for on-line teaching and learning; blogs, wikis, or ipod*

technology to support instruction; using technology to support teaching; web-enhanced learning; technology to expand communication with students (such as discussion forums); mobile learning; keeping up with teaching and learning technology; developing services that will retain the on-line student; utilizing technology as a tool for engaging students and enhancing the learning process

- **Diversity** – *Best practices for the recruitment and retention of a diverse work force; supporting diverse students; diversity across the curriculum; enhancing an inclusive environment; general awareness; communications that value diversity & the implications for building a stronger community; championing diversity; serving adult learners/special needs learners, etc*
- **Supervision/Ethics/Leadership** – *from basic to advanced supervisory skills; ethical decision making; business ethics; incorporating ethics into the curriculum; leadership programs; effective process development; presenting at a conference*
- **Student Centeredness** - *active learning modalities (putting the student at the center of the teaching process); developing effective group work/group dynamics in the classroom; expanding student creativity for better learning; course content and techniques to get students more actively involved in learning; student engagement – CCSSE related domains (active and collaborative learning, student effort, academic challenge, student-faculty interaction, support for learners)*
- **Sustainability for Green Initiatives** – *identifying and implementing green initiatives; putting course content on-line; environmental responsibility in course content*
- **Assessment** – *data driven decision making; best practices in assessment and change; assessing student learning outcomes; assessment of student success; assessing core competencies and imbedding them in programs/courses; enhancing student retention efforts*

Some work has been completed on the third charge, *to develop, enhance and recommend programs and processes that support the goals of the PD Blueprint*. These were reported in the Gazette published for the September 16th Forum.

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.

On September 30, 2008, the Student Development Committee made their first presentation to the Governance Forum. At the Forum, we presented the following:

- ✓ Terms: Engagement, Success
- ✓ Social Networking
- ✓ Learning Communities – Hybrid classes
- ✓ CCSSE
- ✓ Student Monitoring System

We provided suggested definitions of Student Engagement and Student Success. We provided examples of Social Networking and Learning Communities at BCC, and we briefly touched on the third charge about positive ways to use the data from the Student Monitoring System. We also solicited and received suggestions from the Governance Forum. We thank you for your input which was discussed at our meeting on Tuesday, October 7th.

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 College-wide committee held its initial meeting for the 08-09 academic year on Thursday, September 25th, in ATC 218. New members were welcomed and old and new members began by sharing thoughts on what defines basic skills and what being on the Basic Skills committee means to them. The year's goals, initiatives and charges were then shared with the committee.

This year, Basic Skills will **identify specific student learning outcomes in selected developmental courses** and work to **increase the completion rates in lower level developmental courses**. The committee also will address the effectiveness of **SAT cut-off scores** used to waive students from being required to take placement tests. In addition, preparation and assessment of mandated guidelines regarding **placement testing** will be a key focus of the committee in 08-09. The research, conceptualization, and implementation of **learning communities** consisting of basic skills students in various disciplines will continue to be an important basic skills initiative throughout the year. The **effect of online components in developmental courses** will

IMPORTANT DATES IN OCTOBER-NOVEMBER

October 21	Standing Committee Meets
October 21	Steering Meets
October 28	Standing Committee Meets
October 28	Steering Meets
October 30	Basic Skills Committee Meets
November 11	Forum
November 18	Standing Committee Meets
November 18	Steering Meets
November 25	Forum

SIGN UP TODAY FOR A DIVERSITY COUNCIL SUBCOMMITTEE!

Send the following completed form to co-chairs:
Dina Long, English Department or
Sondra Cannon, Human Resources

✂

DIVERSITY COUNCIL SUBCOMMITTEE

Name: _____

Email: _____

Phone Ext. _____

I am interested in serving on the following sub-committee:

___ General Awareness & Education

___ Hiring, Promotion & Reclassification

___ Communications

___ Equality of Service / Quality of Service /
Extracurricular

___ Diversity Across the Curriculum

___ Tolerance Taskforce

continue as a focus of study and discussion as well. The committee will also work to determine if **Computer Literacy should be a basic skill at Brookdale**. A revision of the **Basic Skills Review and Outcomes Assessment Document** is scheduled for completion in the Spring of 2010. As a result, the coordinators will be conceptualizing the design, format, and content this year. **The Basic Skills Website** created last year as a repository for announcements, agendas, reports, minutes, and Basic Skills materials will branch out to include discussions of Basic Skills issues. **The upward trends of students' retention and completion rates in developmental courses** will be examined with the objective of maintaining and increasing these favorable results. The committee plans to increase **contact with faculty, staff, and administration** about Basic Skills needs and to invite "key player" faculty, staff, and administrators to coordinator and college-wide meetings to discuss specific issues and initiatives related to Basic Skills. Discussion is planned to consider **making HUD 107 required for students needing two or more Basic Skills courses**. Finally, we will be actively involved again with annual **Outreach initiatives**.

Outreach 09 is slated for March 27th. The Fall Focus Group meeting, attended by county high school and administrators to assist in the planning of the conference, is scheduled for **Thursday, October 16th, between 3:00-5:00 in MAS 130**. The **next college-wide Basic Skills meeting will be held on October 30th, in ATC 218 between 11:45-1:15**. All members of the college community are welcome to join us.

GENERAL EDUCATION COMMITTEE

The General Education committee continues to work on reviewing courses and programs that are sent from Academic Council. The following courses received General Education status in Mathematics: MATH273, MATH274, MATH285. SPAN215 received GE status in Humanities. The Diagnostic Medical Sonography Program was reviewed and approved. In addition, COMP129 was reviewed and was approved for Ethical Dimension status effective immediately. In addition, members of the committee continue to participate in the state committees working on implementation of the rules created by the Lampitt bill.

HONORS COMMITTEE

The Honors committee has continued the incorporation of a cohort-based system to the Honors program currently in place. The honors committee will hold a joint meeting with Phi Theta Kappa on Tuesday, November 11, at 11:30 in MAN 103. Instructors of Honors courses will be invited to advertise their course to the students. Eligible students to take Honors courses will receive a letter informing them of their eligibility and a flier that advertises the courses available for the Spring 2009 semester. There are vacancies on the committee from the business/technology division as well as student vacancies. Please contact Eric Goll if you are interested in filling those vacancies.