



Governance Gazette

the newsletter of Brookdale Governance

December 2009

Chair's message

Hello Colleagues:

As amazing as it may seem, we are midway through this academic year in Governance!! And, what a busy yet exciting time it has been. The committees and subcommittees have been very busy working on their charges. The employee and student engagement and participation have been tremendous.



This Forum will include a presentation by Academic Council. The committee will update the College on its work with curricula. Information regarding catalog changes will also be discussed. Academic Standards will follow with a discussion on Matriculation. IPEC will finish with an update on the VVM and begin their discussion on the Matrix.

In this Gazette you will also find a nomination form for positions on Steering. Yes, can you believe it is that time again!! Nominations for the standing committees will follow after the Steering elections are held. Please consider serving on this committee.

This is the last Forum of the year!! See you all there!!!

Phyllis T. Shafer.
Governance Chair

December 8, 2009

FORUM MEETING

11:45 in Twin Lights I & II

***Also on Bluesnet and broadcast to the Western Monmouth Branch Campus and the Wall, Eastern Monmouth, Long Branch, and Northern Monmouth Higher Education Centers.**

Agenda

1. What's On Your Mind
2. Academic Council -
Barbara Burk and Dan Leyes, Co-Chairs
3. Academic Standards-Matriculation
Darlene Macomber and Glenn Noe, Co-Chairs
4. Institutional Planning and Effectiveness-
Vision, Mission, Values; Matrix
Arnie Gelfman and Dave Stout, Co-Chairs
5. Announcements

Governance Election Process to Begin

The election process for positions in Governance will begin the first week in February. First, we will solicit nominations and then, hold elections for the position of Vice-Chair and for the open positions on the Steering Committee.

The position of Vice-Chair is a critical one -- the elected candidate serves as Vice Chair for one year and shall become the Chair the next year, also for a one-year term. Candidates for election to Vice-Chair (Chair Elect) must have at least five years of experience at the College. The Vice-Chair represents a constituency different from that of the previous Vice-Chair. This year we must elect either an **administrator** or **staff member** as Vice-Chair. The nomination can come from anyone and self-nominations are encouraged. If you nominate someone else, you should have that person's consent first. A nomination form is on page 10 of this issue.

Here are the "job descriptions" for both Vice-Chair and Chair:

Responsibilities of the Vice Chair

- Write the Governance Gazette; which is published before each Forum meeting. This involves soliciting reports from Standing Committee Chairs and from any special committees, writing reports after each Forum meeting and including the complete text of any recommendations for discussion or vote.
- Serve as primary advisor to the Chair on all matters of Governance.
- Take over the responsibilities of the Chair in the absence of the Chair.
- Meet once a month with the President of the College for discussions of all matters pertaining to Governance.
- Act as a liaison to one of the Standing Committees by attending its meetings and communicating its concerns to Steering.

Responsibilities of the Chair

- Set up and conduct weekly or biweekly meetings of the Steering Committee during the summer and the academic year to set the agenda for the coming academic year.
- Supervise the writing of the charges for the Standing Committees.

- Set agendas for all Steering Committee meetings.
- Set agendas, in consultation with the Steering Committee, for all Forum meetings.
- Meet once a month with the President of the College for discussions of all matters pertaining to Governance.
- Act as liaison to the Chairs of the Standing Committees, monitoring progress on charges.
- Advise the President on the establishment of special ad-hoc committees and task forces, when warranted.
- Preside at all Forum meetings.
- Communicate Forum recommendations to the President and engage in appropriate follow-up.
- Communicate the President's actions on Forum recommendations to the appropriate committee and the campus community.
- Write a Chair's Message for the Governance Gazette.

Compensation

The **Faculty** or **A&E** member elected to the Vice-Chair position will receive compensation equivalent to one class section at the adjunct rate each semester.

Responsibilities of Steering Members

In addition to participating in Steering Committee meetings (which are held year-round) and attending Forums, Steering members do the following:

- Act as a liaison to one of the Standing Committees by attending its meetings and communicating its concerns to Steering.
- Share responsibility of one function – maintaining the Governance website, keeping track of membership or recruiting students – with another Steering member.

The Steering Committee urges all of you to think carefully about the Vice-Chair position and all the available positions on the Steering Committee. Consider nominating yourself or someone you know. Nominees should have a good overview of the College and believe strongly in the Governance process.

Candidates for Vice-Chair and the Steering Committee positions will be required to submit a 50-word paragraph highlighting their qualifications for the position. This will be printed in the ballot.

Once the Vice-Chair and Steering elections have been completed, nominations and elections will be held for all the open positions on the Standing Committees. Once again, think about nominating people with a strong commitment to Governance who are interested in working on college-wide issues. The nomination form, which contains submission instructions and deadline, is included at the end of this issue.

ISSUES

ACADEMIC COUNCIL

Our first charge for Academic Council is to continue the process of reviewing and approving curriculum. Here is a summary of our activities for the first charge:

At our first meeting, we reviewed courses that have not run in 3 academic years. This is a continuation of a process that we developed 2 years ago to “clean up” the catalog and identify courses for potential deletion. The process runs as follows:

1. The registrar provides Academic Council with a list of courses that have not run in 3 academic years.
2. Academic Council representatives bring this list to faculty in their respective divisions for discussion.
3. Faculty decide if courses are appropriate for revision or deletion or if there is a reason for keeping a course pending
4. If deletion is appropriate, faculty initiate the course deletion process as outlined in the curriculum handbook.

It is noteworthy that the list of courses that have not run is smaller than it has been in previous

years. The process is working very well in reducing the number of courses listed in the catalog that are not currently being offered.

Also related to our first charge, Council approved the following curriculum matters:

- Course Revisions: Math 022, Math 025, Math 151, COMP 137, Auto 243, Comp 137, DIGM 115, DIGM 116, DIGM 126, NURS 260, PHTY 105, PHTY 112, RESP 161, RESP 162, RESP 163, RESP 164, RESP 261, RESP 262, RESP 263, RESP 264, RESP 265 and title changes to 13 Language Courses.
- Course deletions: Math 161, 162, 263
- Program changes: Auto Tech, Electronics Tech, Digital Animation, Nursing, Respiratory Therapy

December and the first two months of the year are usually the busiest time for us; we anticipate many more changes coming in the next few months.

A message was recently forwarded to Academic Council regarding a revision to the current timeframe for submitting curriculum changes that will appear in the upcoming catalog.

“In discussion with Kim Toomey, the effective dates have been revised for curriculum revisions/additions for this academic year (attached*). One of the major differences is that course revisions and new courses approved through May by Council will be effective in Fall of the same year. New programs and program changes approved in the Spring Semester are not effective until the following Summer and catalog year.”

While this change represents an improvement over the previous time frame, Academic Council is investigating ways to improve the process and reduce the time between approval of changes and when they appear in the catalog.

ACADEMIC STANDARDS

Academic Standards is currently working on our first charge to examine the College's Matriculation Regulation, 6.1502R. From Steering we were given the following:

The Committee should:

Assess changes made to the *Matriculation Regulation*, 6.1502R, Section IV.D. and make recommendations.

Matrix Reference:

- II.B.1. Expand initiatives to increase student success
- II.B.2. Assess impact of Lampitt Bill
- II.B.4 Develop a culture that promotes post-associate degree attainment through the Communiversities and "Bachelor's through Brookdale."

Explanation:

In the 2003-2004 academic year, the College, through Governance, approved a change to the *Matriculation Regulation*, 6.1502R, adding Section IV.D., which states:

Students must meet all program requirements listed in the catalog academic year in which he/she matriculated. After matriculation, if a student is not enrolled for one calendar year, he/she must meet all requirements listed in the current catalog for the semester or term in which he/she resumed study.

In addition, beginning 2007-2008, the Lampitt Bill went into effect, changing the General Education requirements for all Associates degrees. As a result of these changes, stop-out students and students who have changed programs are impacted.

The current Regulation 6.1502R warrants a review to facilitate clarity and consistency.

Recommendations from the committee:

Currently the regulation states: "Matriculation means enrollment in a particular program leading to a Degree or Certificate." The regulation should have language which reflects the current practice which regards program changes and option changes within a program as a new matriculation.

IV. Regulation Statement:

Replace "Matriculation means enrollment in a particular program leading to a Degree or Certificate." with "Matriculation means enrollment in a particular program *or option* leading to a Degree or Certificate."

Change IV.D. from above to:

"...After matriculation, if a student is not enrolled for one year from the end of the semester in which they were last enrolled, he/she must meet all requirements listed in the current catalog for the semester or term in which he/she resumes study."

Discussion Issues:

We believe one year is an appropriate period of time.

It can be argued that to have academic integrity a program and/or option must be current. Although some programs and/or options do not require changes to stay current, there are some where this is required, often due to advances in technology. This is especially the case in career programs and/or options such as Nursing, Automotive Technology, Computer Science, Cad, and Paralegal.

Program changes happen within an academic year and the catalog is updated every year. Thus, one year is a fitting period of time.

While it is true that, when changes were made to the General Education requirements in Fall of 2007 due to the Lampitt Bill, IV.D of the regulation caused problems for many students who had stopped out or changed their programs and/or options. However, as time has passed and more students are enrolling under the new General Education requirements, these problems have decreased. There has been an increase in the

number of students requesting exceptions, but the number of students requesting exceptions because of the Lampitt Bill should decline over time.

Some additional suggestions:

Explain the meaning of matriculation and the impact of changing program or option with regard to catalog year via the college catalog and the website.

Students impacted by the regulation should be notified at registration that their program or option requirements may have changed and they should consult with a Student Development Specialist.

Look for ways to reduce the paperwork involved in the exception process.

The Committee welcomes any and all feedback on this issue.

INSTITUTIONAL PLANNING AND EFFECTIVENESS

The Institutional Planning and Effectiveness Committee (IPEC) reviewed the Forum feedback regarding the revised Vision, Mission, and Values Statement. Since the strategic Matrix goals should flow from this statement, it was felt that the committee should report as soon as possible to the Forum. It was agreed that this report could replace a planned report to the Forum from the Environmental Scanning Subcommittee. Since IPEC is presenting at the upcoming Forum, more information will be found as attachments to this Gazette.

REPORTS

REPORT ON THE NOVEMBER 17 FORUM

Chair Phyllis Shafer welcomed everyone and mentioned that the students attending Forum today received a food voucher, coordinated by Alec Moran, the student representative on Steering. Alec has been actively working on engaging students in Governance and has been attending, and contributing to, various Standing Committee meetings.

STUDENT LIFE BOARD

This presentation was given by Collin Dube, President of the Student Life Board. Collin mentioned the recent Speak Out on parking and transportation. The SLB met with Jimmy Episcopia to introduce student requested value meals in the Jersey Blues Dining Room. The SLB is involved in helping students resolve judicial issues. They have written to legislators on budget issues, and attended the NJ Council of Community Colleges conference in Trenton to press for increased financial aid.

The SLB is involved in programming events, working with Student Life and Activities on Open House, Orientation, and events such as the Rock Band Tournament, Speak Outs, Coffee Houses, and Laugh at Lunch with visiting comedians.

The SLB is involved with the supervision of student clubs to ensure their compliance with Brookdale's Mission. The board co-sponsors events such as the PTK tree planting, Dr. Maulana Karenga's lecture, and the PAC Haunted Theater. The annual Gold Star Awards dinner recognizes staff, students, and clubs. Funding for events must be approved by the Finance Committee.

A new project that is in the beginning stages is Faculty Profiles. It is hoped that faculty will share information about themselves, their academic interests, and teaching style. This project is based on initiatives at Rutgers and Quinnipiac University. The proposal will be submitted to the Academic Division Deans.

DIVERSITY COUNCIL

The Diversity Council presented on their Programming charge. The theme is "Power of Diversity at Brookdale." Fall programs, developed through direct planning and collaboration with the Professional Development Committee and the Teaching and Learning Center, were discussed. These include a Faculty Roundtable on combating classroom bigotry; a lunch and learn titled "A Taste of Diversity;" and "Spinning Into Butter," featuring the film and a discussion facilitated by Dr. James Sulton, Jr. on December 15.

Spring programs include "Journey into Diversity, a continuation of the intensive workshops conducted by the American Conference on Diversity. A student video competition is planned, "The Many Faces of Diversity," with award prizes.

The Council has identified line items for inclusion in their budget request. They asked for ideas on identifying assessment tools. Dr. Sulton affirmed that assessment should include the three areas of students, faculty and staff, and the overall campus environment. It was suggested that the amount of students attending diversity programs be a measure of success; also, that assessment be done prior to and after an event, since the numbers may not show the full impact of an event. It was also suggested that the assessment forms should be customized for events. Linda Wang, an early Diversity Council member, commended the current Council on the wonderful job they're doing, and suggested providing more programs for faculty, and bringing back "Diversity Across the Curriculum."

HONORS COMMITTEE

An update was provided on the work to date on reorganizing Honors at Brookdale, including the finalization of admissions requirements, and the committee's discussions of curricular issues. It was expressed that Honors at Brookdale should be synonymous with excellence. Focus has been on the transferability of interdisciplinary seminars and making the program's offerings more balanced. Discussion was held on proposed

changes in requirements for graduation, and the creation of a "second-year option" to provide students who are not part of the incoming cohort the opportunity of taking Honors classes. Various suggestions were made, and the importance of creating an entirely transferable program was stressed.

BASIC SKILLS COMMITTEE

The impact of the increasing number of underprepared students was discussed, as well as strategies to increase the preparedness of potential Brookdale students. Suggestion was made for faculty training to recognize issues with students and how faculty can provide help. It was mentioned that there needs to be more rigor in high schools. Needy students are coming in from every district. Remedial classes for the lower grades were suggested.

The committee is planning for Outreach 2010 on April 16. They continue to frame the Basic Skills Program Review, and welcome ideas.

STANDING COMMITTEE NEWS

COLLEGE LIFE

[MAC 206]

College Life Committee has continued discussion on the first charge: "Explore ways to increase governance participation among all constituencies." They have been working to create a survey to distribute to the Brookdale community to evaluate the reasons why members participate or don't participate in college governance. The committee is meeting with Arnie Gelfman to finalize the survey questions, and the final survey should be available to the college community before December 10. Members of the committee have been working with their respective unions to gather additional ideas on how members can best participate in the governance process.

DIVERSITY COUNCIL**[MAC 212]**

The Diversity Council updated the Forum on progress with its charge, which is to create a diversity program and activities annual plan, both this year and on-going, that includes a calendar, outcomes component, assessment tool and budget.

The Forum presentation covered a run-down of events and programming that have taken place or are upcoming for the Fall '09 semester. It is because of linkages with other committees and departments within the college that the Diversity events calendar has been so robust. The Spring 2010 calendar will be equally so, and will include a number of professional training opportunities for staff and faculty. The Council is also finalizing plans for a student video competition, "The Many Faces of Diversity," that will be held in the Spring.

At Forum the Council also presented draft budget line items and outcomes, and requested input from Forum members toward the creation of a full assessment tool for diversity programming. Your thoughts on assessment of diversity initiatives, and on other diversity issues as well, are welcomed by the co-chairs Sondra Cannon, scannon@brookdalecc.edu, and Dina Long, dlong@brookdalecc.edu.

STUDENT DEVELOPMENT**[MAC 205]****Charge for Academic Year 2009-2010:**

Student Engagement, Success, and Retention
Using Technology

The Committee should:

In collaboration with the Marketing Users Group (MUG) and the Information Technology Advisory Council (ITAC) identify and recommend on-line

avenues to increase student engagement, success and retention.

For the past month, the Committee has been focused on collecting data regarding the students' use of on-line technologies. With input from the student ambassadors, and with the help of Liz Deignan and Tani Ortore, a Student Opinion Survey was developed. This survey has been available to the students through Survey Monkey as a link on the Angel shell and on the Brookdale home page.

The survey was also available in the Student Life Center from November 10 through November 20. The survey will also be given out at Registration through December 20, at the Success Centers at the Higher Education Centers, and in classes by various faculty members.

In the coming months, the Committee will focus on the suggestions of the staff and faculty for the use of on-line technology for student engagement.

The Committee has also been attending webinars and reading articles pertaining to social networks and their potential to help students become more engaged.

Some Committee members attended the Portal Kickoff teleconference regarding the future portal for Brookdale.

We are also continuing our efforts to contact those comparable community colleges, as identified by Middle States, to identify their use of on-line avenues for student engagement, and their success with it.

COLLEGE-WIDE COMMITTEE NEWS
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BASIC SKILLS COMMITTEE**[MAS 212]**

No update at this time.

GENERAL EDUCATION COMMITTEE
[MAS 130]

The committee has approved the changes to the Respiratory Therapy A.A.S. Program. RESP 265 was approved for Ethical Dimension designation. Our next meeting will be on December 16.

HONORS COMMITTEE [MAC 206]

No update at this time.

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 Marianne Drake:
mdrake@brookdalecc.edu or call extension 2472.

ANNOUNCEMENTS

Steering has been asked to provide time for additional presentations. Please see special forum scheduled for February 16, 2010 at 4:30 p.m. Details to follow.

**IMPORTANT DATES IN
DECEMBER/JANUARY/
FEBRUARY**

December 15	Standing Committees Meet
December 16	Gen Ed Committee Meets
December 17	Basic Skills Coordinators Meet
Happy Holidays!	
January 21	Honors Committee Meets
January 28	Mid-year Retreat
February 2	Standing Committees Meet
February 9	Forum
February 16	Standing Committees Meet
February 16	Special Forum Twin Lights 4:30 p.m.
February 23	Forum

The members of Steering wish you all a happy and safe holiday season. See you in 2010!!!!

**HAPPY
NEW YEAR**

BROOKDALE COMMUNITY COLLEGE GOVERNANCE

NOMINATION FORM

VICE-CHAIR – Faculty or A&E:

The Vice-Chair position is for one year; the Vice-Chair then becomes the Chair. This year we elect a Faculty or A&E member as Vice-Chair. See the **December 2009** Gazette for a list of the responsibilities as well as compensation. Anyone may nominate a Faculty or A&E member for this position – please secure the consent of the nominee first. Self-nominations are encouraged. **Candidates will be required to submit a 50 word paragraph highlighting their qualifications for the position. Due with Nomination or by Friday, February 5, 2010.**

NOMINATION _____

STEERING COMMITTEE

Steering Committee positions are two-year positions. There are three positions to be elected. You may self-nominate or nominate someone else, within your constituency. Please secure the consent of the nominee first. See the **December 2009** Gazette for a list of the responsibilities of Steering members. **Candidates will be required to submit a 50 word paragraph highlighting their qualifications for the position. Due with Nomination or by Friday, February 5, 2010.**

Nomination for Faculty Position _____

Nomination for Administrator Position _____

Nomination for Staff Position _____

Note that Steering Committee meetings are scheduled during the summer as well as throughout the year.

Please return this form to Sue Kenney in the President's office by **Friday, February 5, 2010, or e-mail your nomination information to her at skenney@brookdalecc.edu.**