



Governance Gazette

the newsletter of Brookdale Governance

March 2010

Chair's message

Dear Colleagues:

The ballots are out!!! Attached to this broadcast for the Gazette you will find the ballot and bios for those running for the Governance Vice-Chair and Steering positions. Please participate in this important decision-making process by casting your votes by March 12th, 5:00 p.m. Instructions and bios are also included. You may also find this information in a broadcast e-mail sent out on March 2nd. Remember that write-ins are also accepted. Refer to the Governance Constitution for a description of the position responsibilities. You may find the link on the Brookdale homepage.

Please join us at the March 9th forum to hear discussions from the Diversity Council on Program Assessment. The General Education Committee will provide an update on their work and IPEC will begin their discussions on environmental scanning. The weather should be sunny and in the mid-40's so I hope to see you all there!!

Phyllis T. Shafer.
Governance Chair



March 9, 2010

FORUM MEETING

11:45 in Twin Lights I & II

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

Agenda

1. What's On Your Mind
2. Diversity Council – Program Assessment
Sondra Cannon and Dina Long, Co-Chairs
3. General Education Committee - Update
Shay Delcurla and Laura Miceli, Co-Chairs
4. Institutional Planning and Effectiveness Committee- Environmental Scanning
Arnie Gelfman and David Stout, Co-Chairs
5. Announcements

ISSUES

DIVERSITY COUNCIL

Charge: Plan and implement a series of cultural competency programs / initiatives for the college community.

The Council is pleased to return to the forum for the third time to report on the progress on its governance charge. In previous presentations we discussed suggested programming and budget development for diversity-related activities. During this presentation our purpose is to engage the forum in a discussion of the final aspect of our charge: a proposed assessment mechanism.

In a previous presentation, the Council identified several outcomes associated with the broader areas of interest.

- Expand in-house capabilities of Council members
- Prepare a core of diversity leaders to maintain and expand diversity initiatives
- Increase the number of employees exposed to diversity concepts in a consistent manner
- Enhance diversity efforts within the College and surrounding community
- Improve dissemination of the diversity message at Brookdale
- Increase awareness of diversity programs offered throughout the college
- Continue efforts to increase the visibility of diversity in the community by providing topical cultural events through the College
- Build diversity knowledge and resources on the subject by constituent groups
- Attract in-state expertise in improving / expanding diversity initiatives
- Build a collection of student created diversity messages that enhance skills, augments coursework, develops personal experiences in the area of diversity
- Comparative assessment the impact of diversity efforts and awareness building over time

Council members have recognized both the necessity for and the difficulty in assessing diversity programs. While there are many options, our first focus has been to recommend a consistent qualitative assessment of the programs offered to the college community. By offering participants the opportunity to provide narrative responses to a brief survey about interest, impact, and follow-up programming, the Council will gather data to assess and build our programs.

We are suggesting the use of both technological and traditional survey methods to gather feedback. To date, the collaborative programs have gathered paper & pencil evaluations that asked participants to discuss:

- What was interesting / thought provoking?
- What additional topics / more information would be desired?
- What would improve the program?
- Are there additional comments?

Technology will provide more flexibility to the Council by automating the data collection function through a service like *Google docs*. As many of you are aware, in addition to providing a format to capture individual comments, the service provides mechanisms for summarizing the information in an *Excel* format to ease the work of data analysis. By asking participants to register and provide email addresses the survey could be sent directly after the event.

A test model has been placed on the *Diversity at Brookdale* link on the Brookdale home page. The test site currently provides five questions to be used in assessing individual programs. We ask members of the forum to comment on these queries.

- In what way(s) did the program raise your awareness?
- What new skill(s) did you learn?
- What individual or departmental need was met by this program?
- What will you do differently as a result of this program?

- Would you be willing to participate in a subsequent focus group discussion about diversity at Brookdale? (Please provide name / contact information)

Your input about our recommendations for initial assessment of diversity programming is needed. Are the questions for the brief survey comprehensive enough to aid not only the Diversity Council but other departments developing diversity-related initiatives?

GENERAL EDUCATION COMMITTEE

The Committee will provide an update of this year's activities. There will be a discussion on the Technological Competency or Information Literacy category. The committee has been reviewing methods of assessing these competencies when the student opts for 0 credits as allowed by the current model.

INSTITUTIONAL PLANNING AND EFFECTIVENESS

The committee is currently reviewing its third charge.

Environmental Scanning

The committee should:

1. Formalize the process for ongoing environmental scanning.
2. Gather, analyze, and dispense information for use in the college's strategic plans.
3. Devise a plan to educate the college community about environmental scanning and its uses.

The concept and process of environmental scanning is to be prepared for the future. Brookdale Community College needs to be responsive to the external community. With planning and foresight the college can be proactive instead of reactive when developing its strategic plans. In an effort to introduce environmental scanning into the planning process, IPEC created an environmental subcommittee two years ago. On Faculty Day in Sept. 2009 at the

request of IPEC, Joel Lapin from the Community College of Baltimore County shared his expertise on environmental scanning. Subsequently, Governance Steering added the charge outlined above.

The first step in formalizing the process for ongoing environmental scanning was to develop a working definition. IPEC has agreed on the following definition:

“At Brookdale Community College, environmental scanning is a planned, purposeful process to gather and share information within the college community. The external environment, including social, technological, environmental, economic and political factors, is examined to identify trends or events which could have future implications for the college. By understanding these forces of change, effective responses may be developed in order to plan for the future, identify challenges, be aware of opportunities and gain competitive advantage.”

The scanning subcommittee has been developing the IPEC Blog as its primary information sharing mechanism. The blog will serve as a site to organize and dispense information for use by the college community. As the scanning subcommittee worked on its charges, it came to the realization that analysis was best left to those with the expertise to do so. Governance Steering agrees with this and the charge has been amended. The individual stakeholders and PAR will continue to analyze the information pertinent to their needs. IPEC will provide an avenue to disseminate the information. The scanning subcommittee also recognizes that the IPEC Blog can only provide an overview, or a sampling of currently available information relevant to Brookdale Community College. The IPEC Blog is not intended to be a comprehensive or exhaustive information resource.

The IPEC blog can be accessed at <http://www.bccipec.blogspot.com/> and from the IPEC site of the Governance web pages.

Examples of the types of content selected for posting on the IPEC Blog include:

**Political information: MONDAY,
FEBRUARY 15, 2010**

[Governor Christie's Report: FY2010 BUDGET SOLUTIONS AS A FOUNDATION FOR REFORM](#)

For Fiscal Year 2011, the state will have to resolve a more than \$11 billion gap at the outset – the largest shortfall per taxpayer of any state in the country by far. On February 11, 2010 Governor Chris Christie announced \$2.203 billion in budget solutions to balance New Jersey's current-year budget. Among some of the largest impacts from the budget solutions:

- Withholding \$475 million in local school aid for the balance of the fiscal year, with the amount of individual aid reductions tied to surpluses in the school districts. The withheld aid will not result in any reduction in approved school spending this year.
- A \$62.1 million reduction in aid to county and senior public colleges and universities, also tied to existing surpluses.

To read the Governor's report:

http://www.state.nj.us/governor/news/budget/FY2010BudgetSolutions_press.pdf

Technological information:

**THURSDAY, FEBRUARY 4,
2010**

[Wired and Online 24/7--What Are the Future Implications of Our Digital World?](#)

In *Digital Nation: Life on the Virtual Frontier*, the PBS series FRONTLINE presents an in-depth

exploration of what it means to be human in a 21st-century digital world.

View the program online or see their related content and links:

http://www.pbs.org/wgbh/pages/frontline/digitalnation/?utm_campaign=DigitalNation&utm_medium=Search&utm_source=DigitalNationBrand

**WEDNESDAY, DECEMBER 23,
2009**

[Electronic textbooks: set to take over?](#)

What do students think about electronic textbooks? Will they be the newest format for general use on the college campus now or later? *University Affairs*, a Canadian-based website, offers one perspective:

<http://www.universityaffairs.ca/electronic-textbooks-set-to-take-over.aspx>

Questions for Discussion

- What information would be most useful to have accessible on the blog?
- How should updates to the blog be communicated to the stakeholders, the college community?
- Is the information organized in a user friendly format?
- What suggestions do you have to improve the scanning process?

Please send emails and suggestions to jvloyanetes@brookdalecc.edu and mehret@brookdalecc.edu, co-chairs of the Environmental Scanning subcommittee of IPEC.



REPORTS

REPORT ON THE FEBRUARY 23, 2010 FORUM

Governance Chair Phyllis Shafer welcomed everyone to the Forum. Participants in Western Monmouth, introduced by Dean Anita Voogt, included Dean Carl Calendar, Ann Tickner-Jankowski, Marilyn Ryder, and Student Services staff, Valerie and Meghan. The Higher Education Centers were also acknowledged. Dean Voogt expressed appreciation for the videoconferencing of the Forum, and encouraged faculty teaching in the Branch Campus and HEC's on Forum days to participate in this manner.

ACADEMIC STANDARDS COMMITTEE

A presentation was given on the progress the committee has made on their second charge of reviewing *Eligibility for Graduation Regulation 6.1700R*. They reviewed policies at other community colleges, finding a wide range from no minimum number of credits for each additional degree, to 15 additional credits required for each subsequent degree. Discussion ensued on whether there should be a minimum credit requirement for subsequent degrees, and, if so, the number of credits required. The ideas of the Forum will be discussed with the committee. Further comments should be emailed to the co-chairs.

HONORS COMMITTEE VOTE – HONORS REGULATION

The three major recommendations on revision of College Regulation 5.0035R "Honors at Brookdale," were summarized. It was pointed out that the third one, the earning of an Honors Certificate of Recognition by students who complete 9 credits of Honors sections of General Education courses, is a reaction to ideas generated at previous Forums. The Vote resulted in approval of the revised Honors Regulation, with 87 Yes, 13 No, and 14 Abstaining.

PROFESSIONAL DEVELOPMENT COMMITTEE VOTE – THEMES

It was pointed out that the committee discussed the suggestion from the last Forum, on adding Assessment to the five proposed themes. A response from Susan DeMatteo, the Administrator of Assessment, suggested keeping the proposed themes and priorities as is, with integration of assessment within them, as opposed to having a separate category.

After discussion, the committee decided to acknowledge the connection of assessment with the existing proposed themes. Sherri West inquired about funding of discipline specific activities, which the committee refers to departments to fund. Jack Ryan staunchly felt that Teaching and Learning should be included as a Theme. Carl Calendar, responding from Freehold, expressed the frustration of travel increases and the expense of important conferences, versus a limited budget. He isn't against the proposed themes, but is concerned with the system that doesn't allow for funding special projects of importance to remain "cutting edge." Greg Liano, co-chair of the Faculty Subcommittee of PD, replied that his subcommittee, co-chaired by Elaine Olaoye, has had many discussions on the topics brought up by the Forum attendees.

The Vote resulted in approval of the proposed College-Wide Themes and Priorities for funding allocation, with 62 Yes, 38 No, and 18 Abstaining.

PROFESSIONAL DEVELOPMENT COMMITTEE- FUNDING DISCUSSION

Today's discussion focused on the part of their second charge, "Assess and provide recommendations on the Professional Development Committee funding model." The committee, after much discussion, would like to eliminate things from the funding model that don't work (e.g., the deadline dates). The recommendation for the Faculty Subcommittee to maintain more open dialogue with the Academic Division Deans should help the funding model in the future.

Recipients of funding should share their acquired knowledge on the administrator's website; in

articles; in workshops; or on Faculty Days. The committee is striving for more opportunities for the sharing of acquired information from professional development activities. The various college-wide sources of funding were enumerated. Frank Rother informed us that “departments” actually should be Division/Departments. Gail Harrigan gave an impassioned plea to streamline the method of obtaining professional development funding. The current process works, but is too time-consuming. Greg Liano pointed out that the latest PD survey numbered 15 concerns related to the funding of conferences. The Faculty Subcommittee is looking into this matter. Dean Nancy Kegelmann felt that the funding model is very complicated and the process should be streamlined. Maris Lown acknowledged that it is indeed a very knotty problem, including needs that are division or department specific. The discussions need to be continued. The Committee has already expressed the need “to enhance communications among the sources of potential funding.”

COLLEGE LIFE COMMITTEE

Today’s discussion revolved around the charge to “Explore ways to increase governance participation among all constituencies.” The committee’s recent survey showed that 95% of employees are aware of Governance; 89% have a basic or thorough understanding of Governance; and 60% participate in Governance. The most popular reasons for not participating in Governance include 47%-lack of time; and 44%-cannot attend meetings during college hour. The committee is working with Marketing to set up student focus groups to gather student input on Governance participation. This year, we have already seen increased student involvement with Governance, including the Mid-Year Retreat and attendance at Forums. The discussion elicited useful comments, including Long Branch Director Ed Johnson’s commendation of the videoconferencing with the centers, and the recommendation to step forward with online participation. The College Life Committee will bring all of the ideas generated at today’s Forum back to the committee for discussion.

STANDING COMMITTEE NEWS

ACADEMIC COUNCIL

[MAC 204]

Academic Council has approved the following curriculum matters:

Changes to the RADT AAS program and changes to RADT 140-143, 145-148, 240-242, 245-248 and changes to the Electric Utility AAS program.

ACADEMIC STANDARDS

[MAC 202]

Academic Standards gave a discussion presentation to the forum on Feb. 23 on our charge: Eligibility for Graduation in Multiple or Subsequent Degrees and/or Certificates. At our March 2nd meeting we reviewed feedback from the Forum and continued discussing the issue of whether, and, if so, how many, additional credits should be required to earn subsequent degrees.

COLLEGE LIFE

[MAC 206]

The College Life Committee discussed the feedback of both presentations this past month which were related to the review of the smoking regulation and feedback of our survey on why people do or don’t participate in College Governance.

The committee met this past week and is currently working on recommendations based on the feedback we have received for increasing Governance participation and preparing a survey for all Brookdale employees on whether they feel the current smoking regulation is working. The committee will be giving its second presentation on smoking later this month, on March 30, and hopes to have the survey out by March 9.

**INSTITUTIONAL PLANNING [MAC 208]
AND EFFECTIVENESS COMMITTEE**

The Institutional Planning and Effectiveness Committee (IPEC) had a very special guest, Dr. Peter Burnham, at its most recent meeting. He reported that he was feeling good and that he was looking forward to returning as soon as possible to the full-time presidency. He spoke about the very difficult economic environment while clearly indicating that, with proper planning, including a revamping of the business model, the College could emerge stronger and better. Difficult decisions will have to be made and the decision-making process will need to be as transparent and collegial as possible. He stated that one of his first orders of business will be to meet in retreat with the Board of Trustees where policy options need to be discussed and, where possible, decided. These discussions also will need to occur with the Cabinet and College community. Dr. Burnham clearly indicated that he views IPEC as the major two-way communication conduit via the Governance Forum.

In a previous meeting, Mary Ehret and Jeanne Vloyanetes, Co-Chairs of the Environmental Scanning Subcommittee, led a committee-wide discussion and demonstrated the "IPEC Blog". Some of the results will be shown at the next Forum and are described elsewhere in this Gazette.

PROFESSIONAL DEVELOPMENT [MAC 206]

The Professional Development Committee continues to examine the funding model. In light of limited funding, how do we allocate resources to maximize professional development gains? The Committee initiated, assessed and eliminated a number of ideas that did not produce the desired results. Others have been kept and/or are being more fully developed. Those include:

1. Identifying what is most important to the attainment of institutional goals. We believe the identification of themes and priorities from strategic documents and

employee input focuses our resource allocation appropriately.

2. Communication among all decision makers who have budgets for professional development is critical to a coordinated approach.
3. Maintaining consistency with the Blueprint's Resource Allocation Guiding Principles is appropriate.
4. Establishing a clear and user friendly process for identifying funding sources and obtaining approvals will encourage individual development.
5. Establishing venues for broadly sharing the information acquired through professional development activities increases the return on the College's PD investment and provides the bases for additional professional growth among colleagues.
6. Professional Development Committee input for in-house programming, based on colleague feedback, survey responses, individual professional development goals, and Blueprint proficiencies, is an indicator of a collaborative and coordinated professional development model.
7. Developing a method for tracking professional development expenditures will assist the College in determining actual rather than estimated dollars devoted to professional development.

The committee has discussed the observation made by some that the themes and priorities are too broad. One suggested response is to identify a set of themes and priorities for more than a year at a time, then narrow the emphasis each year to a segment of the multi-year themes. The committee also discussed electronic processing for funding approvals. Information Technology staff will be consulted on the electronic form. These ideas will be revisited at the next committee meeting.

As a point of information, the Committee would like to clarify that the PDC funds "hybrid" requests

for conferences that fall within the themes and priorities and also address discipline specific priorities. The hybrid requests are funded at a lower level by the Faculty Subcommittee based on the eligibility of additional funding from the academic divisions.

STUDENT DEVELOPMENT COMMITTEE

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.

After our second presentation to Governance on Feb.9, 2010, the Committee is continuing its research in identifying other on-line avenues to increase student engagement, success and retention.

We are also moving into our final phase of formulating several recommendations for Brookdale's implementation and use of these on-line avenues. We are looking into the issues of privacy, monitoring, maintenance, accountability and responsibility, and marketing.

Our third discussion is on April 13, 2010 with a vote on April 27, 2010.

COLLEGE-WIDE COMMITTEE NEWS

BASIC SKILLS COMMITTEE

Our meeting and our Webinar, "Best Practices for Student Success in Developmental Education," were snowed out. Information on the rescheduled Webinar will be forthcoming. The committee is

preparing the 8th Annual Outreach Conference to be held Friday, April 16, 2010 in the Student Life Center. The theme of the conference this year is "Ride the Wave of Success," and sessions will discuss the college placement exams, expectations for students with disabilities, and discipline specific content and its relatedness to college level coursework. At our next meeting on April 1st, we will be discussing the Outreach Conference, our learning community efforts, and the status on the Basic Skills Program Review.

HONORS COMMITTEE

Our meeting scheduled for 2/25 was snowed out. We have rescheduled for 3/9 with apologies to Forum. We are anxious to begin implementing the changes to Honors at Brookdale that were passed at the last Forum!

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.

IMPORTANT DATES IN MARCH/APRIL/MAY

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|-------------|--------------------------|
| March 9 | Honors Committee Meets |
| March 15-19 | Spring Break |
| March 23 | Standing Committees Meet |
| March 24 | Gen Ed Committee Meets |

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| March 30 | Forum |
| April 1 | Basic Skills Committee Meets |
| April 1 | Honors Committee Meets |
| April 6 | Standing Committees Meet |
| April 7 | Gen Ed Committee Meets |
| April 13 | Forum |
| April 15 | Basic Skills Committee Meets |
| April 20 | Standing Committees Meet |
| April 21 | Gen Ed Committee Meets |
| April 27 | Forum (Last of the year) |
| May 14 | Governance Retreat |