



Governance Gazette

the newsletter of Brookdale Governance

Mid-March 2010

Chair's message

Hello Colleagues:

Please join your colleagues at the March 30th forum. Cast your vote on the funding model presented by the Professional Development Committee. Academic Standards will discuss their charge which on Eligibility for Graduation. College Life will come to the forum for a second discussion on the smoking charge and we will hear the final presentation on the ESMP.

Congratulations to the newly elected Governance Steering representatives Jeana Malmros, A&S; Jim Crowder, Faculty; and Cathy Goode, Faculty (1 year term). The voting process for the Staff position has been quite exciting although a nail-biting experience for the candidates!! Both the first and second outcomes of the vote have resulted in a tie. Currently the third vote is in process. The staff constituency must cast their votes by 5:00 PM on March 26 to Sue Kenney in the President's office. Please make sure you vote. You know what they say: "the third time's a charm." Although I am never sure who "they" are, I am confident it will be!! Although the process for self-nominations for the Standing Committees cannot start until this is complete please think about self-nominating when nominations begin. The descriptions of the committees can be found on the Governance page of the Brookdale website.

I am looking forward to seeing you all on March 30th.

Phyllis T. Shafer.
Governance Chair

MARCH 30, 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, and Northern Monmouth, and Wall Higher Education Centers.**

Agenda

1. What's On Your Mind
2. **VOTE!** Professional Development -Funding
Debbie Almeida and Patricia Sensi, Co-chairs
3. Academic Standards-Eligibility for Graduation
Darlene Macomber and Glenn Noe, Co-Chairs
4. College Life-Smoking Regulation
Alison Fitzpatrick and Anne Marie Sparaco, Co-Chairs
5. ESMP
6. Announcements

VOTE REPORTS

PROFESSIONAL DEVELOPMENT COMMITTEE

Professional development will come to the forum for a vote on their funding model. The following is a recap of their presentation on February 23, 2010.

Charge: Identify 2010-11 college-wide themes and priorities in accordance with the Professional Development Blueprint.

1. Identify annual college-wide themes and priorities.
2. Communicate those themes and priorities campus-wide allowing for discussion and planning of professional development activities.

The committee began work on the identification of themes and priorities from strategic plans and individual professional development plans in September 2009. The annual PD survey was revised and distributed approximately 4 months earlier than ever before with results guiding the committee's recommendations in time for the second Forum discussion on Feb 2, 2010.

The Forum discussion resulted in one suggestion – add “assessment” to the list of themes. In response to this recommendation, the College’s Administrator, Assessment, suggested that the committee recognize the integral connection of “assessment” with the themes and priorities rather than as a separate category. For example, the committee should support the **assessment** of the use of **technology** as it impacts student learning under the Technology theme.

The committee considered both the suggestion to add assessment and the recommendation for how that might be accomplished by supporting assessment-related requests into the proposed themes and priorities. We agree

that the Assessment Administrator’s recommendation addressed the matter appropriately. Assessment can be tied to one or all of the themes listed. The Committee’s recommendation for FY11 Themes and Priorities are as follows:

Technology

- Innovative ways to address the needs of our changing students
- Administrative applications

Collaboration and Communication

- Classroom management
- Managing people

Management and Leadership Development

- Supervisory skills
- Leadership skills

Diversity

- Institutional culture and climate – student and workforce
- Global awareness

Curriculum Development

- Aligning credit and non-credit programs
- Community responsiveness – career programs, industry/business trends
- On-line, multi-campus, multi-modal programs

ISSUES

ACADEMIC STANDARDS COMMITTEE

ELIGIBILITY FOR GRADUATION IN MULTIPLE OR SUBSEQUENT DEGREES AND/OR CERTIFICATES

The Committee should:

1. Review Regulation 6.1700R, *Eligibility for Graduation* and make recommendations to address the attainment of multiple or subsequent Associates degrees and/or Certificates.

Matrix Reference:

I.B. Implement recommended changes and continue comprehensive review of credit and noncredit curriculum.

II.B.1. Expand initiatives to increase student success.

II.B.4. Develop a culture that promotes post-associate degree attainment through the CommuniversitY and “Bachelor’s through Brookdale”.

Explanation:

In the 2008-09 academic year, the College, through Governance, approved a change to the Eligibility for Graduation Regulation, 6.1700R. However, the awarding of multiple or subsequent Associates degrees and/or Certificates is not addressed in the revised regulation.

In 1978-1979, a procedure was implemented by Vice President Jack Gallagher titled “Admissions and Records Operating Procedures – Second Brookdale Degree” that states:

The requirements for a second Associate Degree from Brookdale Community College are: the completion of a minimum of fifteen credit hours above the first degree, and the completion of all requirements specific to the second degree. The application form for the second degree must indicate that this is application for a second degree and must indicate the degree already earned.

This procedure was created at a time when all degrees required only 60 credits. In the 2009-2010 catalog, Associate degree programs require anywhere from 60 to 87 credits. Additionally, some degrees share many of the same courses (e.g., Humanities, Social Sciences, Automotive certificates).

In addition to completing the specific Associate degree requirements, the College currently requires 75 credits for a 2nd Associate degree, 90 credits for a 3rd Associate degree, and so on in 15 credit increments. There is no additional credit requirement for receiving multiple or subsequent certificates.

The current Regulation 6.1700R warrants a review to ensure the integrity of graduation eligibility for attainment of multiple or subsequent Associates degrees and/or Certificates.

The Academic Standards Committee recommends the following be added to the Eligibility for Graduation Regulation (6.1700R):

The requirements for earning additional degrees from Brookdale Community College are: the completion of a minimum of 15 additional credit hours for each subsequent degree beyond the first degree and the completion of all requirements specific to the additional degree or degrees. The application form for the additional degree or degrees must indicate that this is an application for an additional degree or degrees and must indicate the degree already earned.

Additional certificates may be granted by meeting the requirements for the additional certificates.

COLLEGE LIFE COMMITTEE

For 2009-2010, College Life Committee was given the charge to “Review and assess the recommendations from the 2004-2005 College Life Smoking Regulation.”

The College Life Committee will present its research and recommendations for revision of College Regulation 2.6000R, “Smoke-Free College Environment.” This will be submitted to a Forum vote on April 13. The full texts of the current Regulation and the Regulation with recommended revisions are follows.

Recommended changes are in **bold**.

**BROOKDALE COMMUNITY COLLEGE
REGULATION**

2.6000R

I. Title of Regulation

Smoke-Free College Environment

II. Objective of Regulation

To ensure compliance with New Jersey State Law concerning the provision of a smoke-free *educational*

institution that protects, preserves, and fosters the health and safety of all persons.

III. Authority

Chapter 320, Public Laws of 1981, as amended by Chapter 96 of the Public Laws of 1989 and codified at NJS 26:3D-16-21. 1989, c.96, Section 1

IV. Regulation Statement

Effective September 1, 2005, the smoking and sale of tobacco products shall be prohibited in all *locations* owned, leased, or otherwise utilized for College purposes and over which the College has control of the smoking policy. *Smoking at any BCC Campus or Higher Education Center is permitted in Designated Smoking Areas (DSA) ONLY.*

A. Posting of Signs

The *Executive Director of Facilities Management and Engineering*, in concert with the *Executive*

Director of College Relations, shall be responsible for posting appropriate signs at entrances to all

College facilities, Designated Smoking Areas, and throughout *all* facilities informing persons of the

College's smoking policy. These NO SMOKING areas must be conspicuously posted according to state statute.

B. Educational Programs and Communications

The *Dean of Human Resources*, in concert with the *Dean of Enrollment Development and Student*

Affairs and the *Executive Director of College Relations*, shall be responsible for coordinating

educational efforts to discourage smoking by College employees and students, to make efforts to assist

smokers who wish to quit, and to increase awareness of the adverse effects of smoking.

C. Sanctions Against Violators

It is the College's intent to encourage all individuals, both smokers and nonsmokers alike, to cooperatively work together in the implementation of the Board Policy and College Regulation concerning Smoke-Free College *Environment*. New Jersey Public Law states that any person who is in violation of the Smoking Policy (or Regulation) is considered a petty disorderly person and is subject up to a \$200.00 fine.

Enforcement Procedures

This regulation incorporates three levels of enforcement including a verbal warning, a written warning and a summons complaint. The Campus Police, **Security Guards and Designated College Officials (per student conduct code)** may exercise the following levels of enforcement:

It is encouraged that written warnings be the first levels of enforcement and that only after such warnings that a summons complaint be considered. All individuals must understand, however, that New Jersey Public Law provides for the issuance of a summons complaint without any previous warning(s). The campus community should make every effort to support the campus police/security officer in enforcing this regulation; consequently, any person is entitled to contact the Campus Police, **Security Guards or Designated College Officials** in order to assist in the enforcement of this regulation.

First offense - Written warning, offender will receive the list of penalties for future offenses.

Second offense – \$20 fine, offender must attend a mandatory smoking workshop.

Third offense – \$50 fine, offender must complete community restitution.

Fourth offense – Summons complaint completed by *Campus Police, offender is subject to court appearance and fine.

***A fourth offense taking place at the Western Monmouth Branch Campus or a Higher Education Center will be reported by the security guard on duty to the police department with local jurisdiction.**

Once the summons is completed, Middletown Township Municipal Court will process the summons. The offender will be required to appear before the Court. If found guilty, New Jersey Public Law provides for a fine not to exceed \$200.00.

In addition, the offense may be witnessed by a complainant who has up to twelve months from the date of the offense to lodge his/her complaint; however, if a complainant withdraws his/her complaint after it has been completed, he/she is subject to a minimum Municipal Court fee of \$25.00

D. Designated Smoking Areas

Smoking is strictly prohibited on College property or campus(es) except for inside personal vehicles and Designated Smoking Areas only. The result of this regulation is the prohibition of smoking not only in and around all buildings, but throughout all areas and locations of the College property or campus(es) with the exception of Designated Smoking Areas; accordingly, this prohibition includes, but is not limited to smoking in and on walkways, parking lots (inside personal vehicles only), grounds, gardens, playing fields, and the perimeter of any building not specifically assigned and demarcated as a Designated Smoking Area.

V. Responsibility for Implementation

Executive Vice President for Administration, Operations, and Information Technology Services

Effective: 1 September 2005

Additional Recommendations:

- **Increase awareness of smoking policy and use of designated smoking areas. Create a college-wide marketing effort to promote awareness about new**

changes to the smoking policy. Empower Brookdale employees and students to tell others about the policy. Encourage the Brookdale community to take pride in a safe and healthy college environment.

- **Smoking cessation programs offered through the Health Center should be marketed as part of the above recommendation.**
- **Designated smoking areas behind the MAC building (near SLC) and next to the library should be designated “non-smoking” gazebos. Gazebo placement around campus should be further evaluated for its effects on student and employee health.**
- **Smoking shelters should be installed at the Western Monmouth Branch Campus and the Higher Education Centers, where possible. At locations where installation is not possible, smoking areas should be designated and clearly posted.**
- **Outside groups reserving space at a Brookdale location should be made aware of the college smoking policy. As part of the space reservation process, they will sign a waiver confirming awareness of the policy.**
- **One year after implementation, the new policy should be reexamined to see if there has been a positive impact on the college environment.**

ESMP

For the past several months, Brookdale Community College has been in the process of creating a new Educational Services Master Plan (ESMP) with this process nearing a conclusion. Please join the Forum on March 30th to hear the update of the work being done by the many members of this committee.

INSTITUTIONAL PLANNING AND EFFECTIVENESS COMMITTEE

At the March 2 meeting, Dr. Burnham presented his analysis of the state of higher education at the national, state, and local levels. The message was that as we navigate through some very difficult challenges, we need make sure that our responses/actions not only do not compromise our standards of quality but that they also allow us to continue to improve.

The Environmental Scanning Subcommittee showcased the IPEC Blog Spot to the March 9 Forum. One request was for College community members to access the blog and complete a one-item poll. Since only 15 people have voted, the subcommittee is once again requesting that you do so. The poll may be found at <http://www.bccipec.blogspot.com>. While at the site, it is also recommended that folks can search the blog and add it to their favorites list. Questions, comments and suggestions can be sent to jvolyaneties@brookdalecc.edu or mehret@brookdalecc.edu.

During the Forum, Kevin Burkitt, from ETS recommended that IPEC consider RSS feeds for the blog spot. He then came to the March 23 meeting to present information about this technology. He provided excellent suggestions to IPEC on how to send out updates to subscribers to the blog.

On March 8 and 12, focus groups were conducted by IPEC to obtain community feedback regarding potential desired futures for Brookdale. Approximately 40 people (including two students) participated. One theme that was mentioned repeatedly related to “technology” in all its forms.

There has been a marked increase in the prominence of this theme over the course of the four years that these focus groups have been conducted. More information will be provided to the college community regarding this and other themes in the coming months.

REPORTS

REPORT ON THE MARCH 9 FORUM

Governance Chair Phyllis Shafer welcomed everyone including attendees at the Branch Campus and Higher Education Centers. The Chair asked College Life to return and finish their discussion; they’re getting responses from their online survey and are utilizing feedback from the last Forum. At the same time as Forum, the Student Speak-Out on Smoking was taking place in Navesink III. The students will share their findings with College Life.

DIVERSITY COUNCIL

The presentation focused on the last element of their charge, Program Assessment.

Outcomes:

1. Increase participation and visibility
2. Get the Diversity message out
3. Use existing campus vehicles and new methods
4. Utilize expertise within and outside our campus community
5. Assessing the impact is a “long term investment”

Assessment:

1. Small scale/large scale
2. College-wide survey in the future
3. Electronic tools
4. Diversity website-assessment testing
5. Use on regular basis to collect data

GENERAL EDUCATION COMMITTEE

A discussion was held on the Technological Competency or Information Literacy category.

The committee is working with statewide agreements and groups of colleagues outside Brookdale. The question is what to do to address competency if a student opts for 0 credit. Ten courses meet the little “t” designation. Discussion ensued on how this should be handled in the new model. The question was raised as to whether there are statewide discussions of splitting the two competencies. Some institutions require students to complete a 1 credit course.

INSTITUTIONAL PLANNING AND EFFECTIVENESS COMMITTEE

The committee’s Environmental Scanning charge was discussed by Subcommittee Co-Chairs, Mary ehret and Jeanne Vloyanetes. This involves being proactive in reacting to trends, e.g., in the matter of the Fort Monmouth closing, Brookdale was involved in surveying the situation from the beginning. The IPEC blog was discussed and the community was invited to take a one question poll on the site, responding to where the respondent would like to read environmental scanning information. IPEC would like information sent to them for inclusion on the blog.

WHAT’S ON YOUR MIND

A “What’s on Your Mind” issue was addressed in a previous forum by Mindy Wey of the Math Department. She inquired about the fall semester D grades on extended rosters for developmental courses. This wasn’t done previously and is there a process to get the D grades off?

The issue was discussed at the next Steering meeting. After research by Steering and communication with various campus community members, this response was forwarded to Mindy:

“There is no need for a new grading scheme for the basic skills Math courses since Math Department’s grading policy fits within the current grading scheme. That does mean that Math Faculty will see “D” as a grade option in WebAdvisor when faculty input grades, but because of their grading policy faculty will not assign “D” grades in developmental Math classes. So there is no need for Governance review or changes to WebAdvisor.”

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 APRIL/MAY

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 Year-End Retreat