



Governance Gazette

the newsletter of Brookdale Governance

Mid-April 2010

Chair's message

Hello Colleagues:

As I remember the first forum, I remember the first forum. It seemed like it was just yesterday that Dr. Burnham started off the year with his welcome message. This Tuesday, please join me for the last forum of the 2009-2010 academic year. There is much to do to finish the year. There are several votes and final presentations. Please read the reports in this Gazette carefully as your input and votes do matter.

Can't make it out???? Watch the forum right from your desk!!! Thanks to Cheryl Cummings and Roger Conant and the staff at the Brookdale TV Network for bringing Governance Live. The forum can be viewed from the BCC site by going to the home page, clicking on "Click here for more videos" and then selecting "Live TV Stream". Hope you can join in from wherever you are.

Soon we will end another year in Governance. It has been a great year for me. Thank you all for your hard work, participation, and support.



Phyllis T. Shafer.
Governance Chair

APRIL 27, 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 and Live TV Stream from the Brookdale Website**

Agenda

1. What's On Your Mind
2. **VOTE!** Academic Standards
Darlene Macomber and Glenn Noe, Co-Chairs
3. **VOTE!** Student Development
Diana Glynn and Rosemary Kochman, Co-Chairs
4. **VOTE!** ESMP
5. Academic Council
Barbara Burk and Dan Leyes, Co-Chairs
6. Institutional Planning and Effectiveness-Matrix
Arnie Gelfman and Dave Stout, Co-Chairs

7. Student Life Board Update
Alec Moran, Student Life Board President
8. Basic Skills-Update
Arminda Wey, Chair
9. Information Technology Advisory Council
Patty Kahn, Executive Director-Information Technology Services
10. Big Four-Update
11. Announcements

<p>VOTE REPORTS</p>

☛ VOTE! ACADEMIC STANDARDS

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 Communiversities 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 all requirements specific to the additional degree, with a minimum of 15 additional credit hours beyond the previous degree.
- The Graduation Application must specify that the student is seeking a subsequent degree.

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

VOTE! STUDENT DEVELOPMENT

CHARGE TO STUDENT DEVELOPMENT: 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.

The Committee has found that today's students don't communicate by traditional methods, and we need to connect with these students where they are. Students expect instant information, and we need to be current with their needs and to provide the information that will drive them to the portal through interest, content and connectivity. Brookdale also needs to find the bridge to handheld, portable devices and be proactive in implementing future on-line technology. But Brookdale must also be cognizant of the legal issues involved with on-line technology and social networking, and must ensure that the Brookdale community is aware of what information can and cannot be disseminated on-line.

The Committee also realizes that Brookdale needs to promote a cultural change within the college community with regard to the portal and other future technology for it to be successful.

Recommendation

1. Legality:

- The appropriate college official should ensure that Brookdale's legal team has experience in new-media law and legislation, and that they are versed in digital copyright, web content origin, institutional policy and cyber bullying.
- The Brookdale Acceptable Use Policy should be evaluated and appropriate changes made to reflect social networking sites and other technologies at Brookdale.
- All BCC users should receive FERPA training, and where appropriate HIPPA training.
- There should be a separate sign on for all social networking sites on the portal.

2. Technology:

- There should be ongoing scanning for emerging technology.
- The appropriate college committee should be proactive and timely in implementing new on-line technology.
- A portlet should be provided for user feedback and for reporting inappropriate content.

3. Compliance/Cooperation:

- The College should promote the use of the portal and any other emerging technology as an avenue to engage and retain students.
- The College should provide ongoing training for all constituencies on the portal and other emerging technologies.
- The portal information should be maintained and monitored by each department/division for accuracy and currency.

- No “back-door” access to the applications on the portal.

☞VOTE! ESMP 2020

As part of the Governance process, before the ESMP2020 is brought to the Board of Trustees for approval, the Forum has the opportunity to endorse it through a vote. The draft document has been presented at two forums this semester. The plan will be in its final form by the end of the week and available for review online. The campus community can view the document prior to the Forum presentation by going to the ESMP2020 link on the Executive Vice President’s webpage.

ISSUES

ACADEMIC COUNCIL

Academic Council was given two charges for the 2009-2010 academic year: 1) Continue the process of reviewing and approving curriculum, and 2) Work with the Honors committee to recommend a new model for Honors at Brookdale.

The Council continued the “catalogue clean-up” initiative by examining courses that have not run in several years and asking the academic departments to consider either revivifying or deleting them. Several outdated courses have been deleted as a result. The ongoing goal is to keep the catalogue current so that courses do not appear which students are unlikely to have the opportunity to take in their two years at Brookdale. Council also reviewed multiple experimental courses. An Experimental course is often a “test run” of a potential new course, but does not require Council approval to run. If successful it may later be submitted for approval as a new course.

Finally, in conjunction with Academic Council, changes to the Honors Regulation were approved by Governance, thus creating a new cohort-based model for Honors. The revised Honors program will commence in the Fall of 2010.

Academic Council List of Curriculum Matters:

New Programs Approved

- Music Technology, AAS
- Sustainable Energy, AAS

Program Changes

- Auto Tech
- Electronics Tech
- Digital Animation
- Nursing
- Respiratory Therapy
- Culinary Arts

New Courses Approved

- MUTC 101
- MUTC 102
- MUTC 201
- MUTC 202
- MUTC 111
- MUTC 112
- MUTC 211
- MUTC 212
- MUTC 105
- MUTC 205

Prerequisite Changes

- LANG 102
- FASH 224
- MUSI 103
- CULA 105

Course Deletions

- FITN 116,
- FITN 118
- OADM
- MATH 161
- MATH 162
- MATH 263

Title Changes

- GRPH 295
- GRPH299
- Medical Coding and Billing Certificate of Achievement

Credit Change

- READ 087
- CULA 105
- Course Code Changes
- READ 084-088 TO ACAD 084-088

Description Changes

- PLGL 210
- COMM 101

**INSTITUTIONAL PLANNING AND
EFFECTIVENESS COMMITTEE**

- Due to the inability to obtain a quorum, the Institutional Planning and Effectiveness Committee (IPEC) did not hold its final meeting of the academic year. The purpose of that meeting would have been to discuss the attached draft of the 2012 Strategic Goals Matrix. In reality, that Matrix only contains very minimal changes to the previous version which was discussed at length in a previous IPEC meeting.
- It is important to note that IPEC has embarked upon presenting Matrices that have far less jargon and that focus on the easily recognizable strategic directions. The eventual purpose will be to place it online with provide “drill-down” capabilities. That will allow members of the College community to click on a heading and to see what tactical efforts are underway to “make it real” and the progress that is being made.

**INFORMATION TECHNOLOGY ADVISORY
COUNCIL**

The MyBrookdale Campus Portal Committee is making great progress with the design and implementation of the portal. The Portal will

provide members of the campus community with “single sign-on” (SSO) capabilities for the many applications that Brookdale supports. Users will no longer have to sign on separately to applications that sustain their daily activities. All of the applications will be accessible from one location upon login. In the first phase, SSO will be provided for student and faculty email, Webadvisor, Angel, and the Library.

Besides SSO, what really makes the portal a powerful experience is the way content can be displayed as content is unique to the individual upon login. Providing current information to faculty, staff, and students is only the beginning. The Portal has the ability to create communities of practice allowing committees and student organizations to have their own portal presence. Communication and file sharing will now be easily facilitated across the organization. In addition, social networking functions such as discussion boards, polling, instant messaging, blogging, and wikis, will be readily available. MyBrookdale also has a document library, where users can upload and work on projects privately or post publically. It also provides yet another option for safe storage and access to important paperwork. To learn more about MyCampus portal capabilities visit:

http://www.campuseai.org/Products/campus_portal_features.html

http://www.campuseai.org/downloads/myCampus_Features.pdf

For up to date information about the portal and the committees, please visit our [MyBrookdale Google Site](#).

Our anticipated launch is set for September. For more information contact Patty Kahn at ext. 2061.

STUDENT LIFE BOARD

The Student Life Board has had a very busy spring semester. Serving as the student government, event programming board, and the

school's finance board, the organization made an impact in nearly every area of campus. The Student Life Board's Speak-Out for the spring featured the "Smoking Issue." A student survey was compiled in an effort to plan for the event. With nearly three hundred responses from students in a short time frame, the Board was pleased with the result of both the survey and the Speak-Out itself. Roseanne Alvarez, Ellie Horgan, Chief Sandford, Nurse Evans, and Dr. McMenamin all served on the Speak-Out panel and were greeted with a room packed with students. Results from the survey and Speak-Out were provided to the College Life committee for use of their "Smoking Charge."

The Spring Fling committee did a fantastic job planning a week of music and of "Music and Sustainability Themed" festivities as the Warner Student Lounge was filled with the smell of cotton candy, popcorn, snow cones, desserts, free t-shirts, and, of course, lots of music. The event was a huge success.

The Gold Stars committee has been actively planning the annual Gold Stars event which recognizes clubs, students, faculty, administrators, staff, and athletes. The event is on May 6 and will take place at the Berkeley Hotel in Asbury Park.

The Student Life Board's service project featured a letter writing campaign to save the NJ Stars program. The Board is hoping that pleas to local government officials can save this great program. Finally, the Finance committee dealt with dozens of proposals this semester and delegated funding for countless club events this spring.

BASIC SKILLS COMMITTEE

The Basic Skills Committee hosted the 8th annual Outreach Conference on April 16, 2010. The conference was attended by 19 Monmouth County high schools, 2 middle schools as well as Brookdale faculty, staff and administrators. We had excellent presentations and a superb, well

received student panel Thank you to all who volunteered; you made the conference a big success!

On April 1, the Committee hosted a recorded webinar titled Best Practices in Developmental Education. 15 members of the college community attended the webinar. It was noted that Brookdale's Basic Skills program already employs many of the strategies mentioned as best practices. We continue to identify areas of the program to improve.

The Coordinators are continuing to work on the Basic Skills program review with PAR and with Susan DeMatteo.

The last meeting scheduled for the semester is on May 11. This meeting may become a meeting of coordinators only, since the last day of the semester is so hectic for faculty and learning assistants on the committee.

We have 4 positions on the committee that are open for nominations this spring. Names must be submitted to Sue Desiderato by Monday April 26. If you need a copy of the election form you can email Committee Chair Arminda Wey at awey@brookdalecc.edu. The positions are:

Faculty – English

Faculty – Student Development (2-year term)

Faculty – Student Development (3-year term)

Faculty-At-Large(2-year term)

Faculty-At-Large(3-year term)

BIG FOUR UPDATE

An update on the Big Four construction projects will be given, with emphasis on the progress of the Fitness Center and Arena.

REPORTS

REPORT ON THE APRIL 13 FORUM

Governance Chair Phyllis Shafer welcomed everyone to the Forum, including attendees at the Western Monmouth Branch Campus and Higher Education Centers. The election to Standing Committees is underway, with announcements of new members to be made prior to the next meetings on April 20 so that new members can attend.

🗳️ VOTE! DIVERSITY COUNCIL

The winners of the Diversity Council Student Video Contest, “The Many Faces of Brookdale,” were announced, and the first place winner, John Eagan (President of PTK) accepted his prize and debuted his video, “The Human Element.” The second place was awarded to Justin Guerrieri, and third place was awarded to Michelle Moreland. All three videos will be on the Diversity Council Website.

The vote was taken on Diversity Council’s accomplishment of their charge, resulting in 71 Yes, 3 No, and 6 abstaining votes.

🗳️ VOTE! ACADEMIC STANDARDS-ELIGIBILITY FOR GRADUATION

Laura Longo reviewed the recommendations of the committee prior to the vote on Eligibility for Graduation. A motion was made to carry the vote to the next Forum due to the absence of several of the faculty. The motion to carry was passed with 43 Yes, 23 No, and 2 Abstaining votes.

🗳️ VOTE! COLLEGE LIFE-GOVERNANCE PARTICIPATION

A discussion was held on the technology recommendations of their charge. Concerns were expressed that these recommendations were not

discussed at Forum, and that more time should be spent on these recommendations. A “friendly amendment” motion was made from the floor to change the wording of the recommendation to:

“The college will explore the possibility of increased use of technology to improve accessibility.”

The vote on the recommendations was taken, resulting in 48 Yes, 17 No, and 15 Abstaining votes.

🗳️ VOTE! COLLEGE LIFE-SMOKING REGULATION

The committee presented a number of recommendations which were presented in the form of two options. Discussion was held on the two options presented by the committee, with Option 1 recommending that the College “become a smoke-free institution, and smoking should not be allowed on any Brookdale-owned or leased property.” This option recommended that a “presidential task-force should be assigned to change Regulation 2.6000R: *Smoke-Free College Environment*.” Although this option was not discussed previously, the attendees of the Forum agreed to move forward with discussion and the vote.

The original recommendations that the committee presented at the March 30 Forum which addressed their charge were contained in Option 2 (arising from their Charge). Due to the confusion of having two options to vote upon, a motion was made to divide the options and vote on Option 1. This resulted in the Forum attendees approval of Option 1, with 46 Yes, 31 No, and 4 Abstaining votes.

ACADEMIC COUNCIL

Since the Co-Chairs of Academic Council were not in attendance at Forum, and no one stepped up to speak on their behalf, their report was not presented and discussed.

STUDENT DEVELOPMENT

Discussion was held on the committee's recommendations for their Charge, Student Engagement, Success, and Retention Using Technology. The committee accomplished their charge in collaboration with MUG and ITAC.

Their recommendations fall into three categories, Legality; Technology; and Compliance/Cooperation.

SEEKING STUDENTS

Steering is in the process of looking for a student representative for the committee for the 2010-2011 academic year. If you know of a student who would be interested in participating in this collegial process and would serve well in a leadership position, please contact Marianne Drake, X2472. The student must be a full-time student, have 12 or more credits, and be in good academic standing.

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 MAY

May 11 Honors Committee Meets

Mark your calendars!

**May 14
Year-End Retreat**

11:30 – 1:30

IN TWIN LIGHTS I & II

Have a great summer!!!!!!