



Governance Gazette

the newsletter of Brookdale Governance

Mid-October 2009

Chair's message

Dear Colleagues,

The October 20th forum will feature discussions by Academic Standards, College Life, and Student Development. Academic Standards will discuss the College's Matriculation Regulation relative to stop-out students and program changes. College Life will discuss increasing Governance participation among all constituencies: employees and students. Student Development will address the use of on-line technology to increase student engagement, success, and retention.

There is a running theme for this forum.....**STUDENTS!** Please encourage your students to attend. The first two forums were well attended by our students thanks to the special efforts of our student representative on Steering, Alec Moran, and the President of the Student Life Board, Collin Dube, which is a wonderful thing! Their comments, ideas and suggestions have been invaluable to the Governance process of engaging students.

Lastly, if you missed the first forum, you can view parts of it on TV on Demand under the videos for employees. There are two videos, **Governance with Dr. Burnham** and **Governance IPEC, VVM and Matrix**. I would like to extend a special thanks to Chris Zdyrski, a student from the Brookdale Network, for offering his time to edit the videos and prepare them for viewing. Great job Chris!! Thanks!

See you at the forum on October 20, 2009. Come early to get a seat!!!!

Phyllis T. Shafer.
Governance Chair

October 20, 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. General Announcements
2. Academic Standards – Matriculation Regulation
Darlene Macomber and Glenn Noe, Co-Chairs
3. College Life – Governance Participation Among All Constituencies
Anne Marie Sparaco and Allison Fitzpatrick, Co-Chairs
4. Student Development - Student Engagement, Success, and Retention using Technology
Diana Glynn and Rosemary Kochman, Co-Chairs

ISSUES

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 Communiversity 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:

If we agree to keep the current one year requirement, we should replace "one calendar year" with "12 consecutive months."

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.

Discussion Issue:

Is one year 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, perhaps this makes one year 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.

The Committee welcomes any and all feedback on this issue.

COLLEGE LIFE

The committee has been working on their first charge of explore ways to increase governance participation among all constituencies which have been defined as Students, Faculty, Administrators, Professional Staff and Police. This presentation will discuss the committee's course action to date and future strategies. We welcome your input at the College Forums.

Note: Please see attached CL PowerPoint presentation for your review prior to the forum.

STUDENT DEVELOPMENT

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.

At our meeting on September 15, 2009, the Committee discussed methods of approaching the charge from Steering. Our first step was to contact colleges that are "most like us" as identified by the Middle States Report to see what on-line avenues they are using to engage students, and if these approaches are successful. The colleges being contacted are Anne Arundel Community College, Miami Dade College, Lane Community College, Foothill College, Kirkwood Community College, and Sinclair Community College. As of this date, two colleges have responded to our questions.

Our second step was to invite Steve Nacco, Director, Marketing Services, Patty Kahn, Facilitator of ITAC, and Robert Quinones, Director of Student Life and Activities to present to the committee on the use of on-line social networking and technology that is currently being used at Brookdale.

In all the presentations, it became clear that any future on-line technology (portal) must be student driven, that any portal must be used or it becomes meaningless, and that there needs to be a portal for main applications on campus which uses a one log-in, one password.

We are now working on our third step, and that is, developing and distributing a survey for faculty and staff on their use of on-line technology. (Survey will be distributed at the Forum meeting). We are also developing a separate survey for students on their use of social networking sites, and what they would want from a potential Brookdale portal.

Questions we have for the Forum:

- What is the best way for the faculty and staff to respond to the survey to achieve the best results?
- What is the best way for students to respond?
- What would motivate you to respond?

REPORTS

REPORT ON THE OCTOBER 6 FORUM

Governance Chair Phyllis Shafer opened the Forum with General Announcements from audience members, then welcomed the students in the audience. Next, Chair Phyllis Shafer introduced the edited video highlights from the first Forum. You can now view these videos on-line. These include President Peter F. Burnham's introductory remarks and the IPEC presentation by Arnold Gelfman. Student workers in BTV assisted Chair Phyllis Shafer in the editing of these Forum

highlights, under the guidance of Academic Division Dean William Burns and Executive Director Cheryl Cummings.

This endeavor increases student involvement in Governance and will also serve to increase communication. Chair Phyllis Shafer informed the audience that the Forums have been reduced by two this year to allow for participation in various campus activities. The goal for the Forums this year is more time for discussion and to voice concerns.

ACADEMIC COUNCIL

During their second meeting, Academic Council continued the work of communicating with their departments about courses that have not run in three academic years. The goal of the communication is to determine if faculty feels the courses are appropriate for deletion. At the same meeting, Council approved program revisions for the Auto Tech program. Council would like to remind faculty that if there are curriculum changes they would like to see in the next catalog, to please submit during the month of October.

DIVERSITY COUNCIL

The Diversity Council updated the Forum on its progress of its charge. The presentation covered the key areas the Council would focus their efforts on completing this academic year: 1) formal workplace training; 2) student competition; 3) events / speakers; 4) *Brookdale Conversations*; and 5) communications. The theme identified for this year is *Discovering the Power of Diversity @ Brookdale*.

Forum participants provided addition topics and venues including use of CVA Gallery, expanded foreign film offerings, and special diversity discussion topics. The Higher Education Centers and Branch campus are being incorporated into the Diversity Council blueprint.

Collaboration with the Professional Development Committee for a lunchtime event is in the final stages of planning. Other linkages have been established with the International Center and the Holocaust, Genocide and Human Rights Education Center for co-promotion of program.

Additional suggestions may be forwarded via email to the co-chairs dlong@brookdalecc.edu or scannon@brookdalecc.edu.

INSTITUTIONAL PLANNING AND EFFECTIVENESS

There are few more important activities on the part of any institution than a periodic review of its vision, mission, and values. The September edition of the Gazette described the current review process that began at the President's Cabinet, moved to the Institutional Planning and Effectiveness Committee (IPEC), and then forwarded to the College community via the September 22 Governance Forum. Based upon feedback from that Forum, IPEC made changes to the proposed Vision, Mission, and Values Statement. Accordingly, attached to this Gazette, please find an updated version of what was distributed at the Forum with changes noted in red.

IPEC is currently working on making its blog available to all. In the interim, please feel free to forward your comments, reactions, thoughts, and recommendations to Arnie Gelfman at agelfman@brookdalecc.edu. These will be considered by IPEC at its next standing committee meeting. The next presentation to the Forum is slated for November 3.

PROFESSIONAL DEVELOPMENT COMMITTEE

The subcommittees of Professional Development have met and determined the levels of funding their budgets will support this year for conference requests related to the FY10 Priorities and

Themes and for recognition activities. The full Committee is also reviewing individual professional development plans, the Blueprint, and FY11 strategic plans as part of the process for identifying the College's priorities for next year. We will also be distributing the annual PD Survey earlier this year to get employee input. The survey has been improved by converting the open-ended questions to multiple choice responses, making it easier for the responder, and which we think will give us more representative data for analysis. The Survey is slated for on-line participation in early November and hard copy distribution at the November 3 Forum. After all this information is collected, the Committee will be able to present its findings for next year's Priorities and Themes.

On another exciting note, with support from Norah Kerr-McCurry, the Professional Development Committee is building an Angel shell to facilitate committee communications between meetings.

The Staff Professional Development subcommittee and the Diversity Council will be co-hosting a lunch and learn workshop, "Celebrating Diversity," with breads and soups from around the world on December 7.

WHAT'S ON YOUR MIND/ANNOUNCEMENTS

There are still some openings on the following committees. Please encourage your colleagues to participate in Governance.

Also, please reach out to your students. They are needed on a variety of committees.

Your opinions matter. Let your voices be heard.

Academic Council:

Staff - Learning Assistant Representative

Academic Standards:

English & Reading - Faculty Representative

Basic Skills:

Faculty-Student Development

Faculty-Writing

College Life:

English & Reading - Faculty Representative

Counseling - Student Development Specialist

Professional Development:

English & Reading - Faculty Representative

Counseling - Student Development Specialist

Student Development:

English & Reading - Faculty Representative

Counseling - Student Development Specialist

IMPORTANT DATES IN OCTOBER/NOVEMBER

October 20	Forum
October 27	Standing Committees Meet
October 28	Gen Ed Committee Meets
October 29	Honors Committee Meets
October 29	Basic Skills Committee Meet
November 3	Forum – Navesink I
November 10	Standing Committees Meet
November 11	Gen Ed committee Meets
November 12	Basic Skills Committee Meet
November 17	Forum