



Governance Gazette

the newsletter of Brookdale Governance

November 2009

Chair's message

Hello Colleagues:

I would like to begin my message by letting you know that I am so pleased with the attendance and participation at the Forums. The committees are hard at work, the employees and students are engaged, the discussions are lively and the ideas are flowing!! And our student representative on Steering, Alec, has been particularly busy. This past week he visited three committees plus attended a PTK meeting during the college hour. Plus, he is busy spreading the word to students about Governance. Thank you all for your support of College Governance.



The topics for this Forum's discussion include Professional Development's progress on programming as well as a preliminary assessment of funding for the 2008-2009 academic year. IPEC will take the stage next with the continuation of the mission review. To assist your preparedness for discussion, two documents submitted by IPEC accompany this issue of the Gazette for review prior to the Forum. The College Action Teams for Sustainability (CATS) will provide an update on their committee work as well as provide ideas for keeping our environment clean and healthy for decades to come.

See you on Tuesday.

Phyllis T. Shafer.
Governance Chair

November 3, 2009

FORUM MEETING

11:45 in Navesink I

***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. Professional Development Committee – Programming and Funding Model
Debbie Almeida and Pat Sensi, Co-Chairs
3. Institutional Planning and Effectiveness Committee – Mission Review
Arnie Gelfman and Dave Stout, Co-Chairs
4. College Action Team for Sustainability- Update
Jimmy Episcopia, Tom Mason, Steve Nacco
5. Announcements

ISSUES

PROFESSIONAL DEVELOPMENT

Charges:

1. Develop and implement in-house programming to support the 2009-2010 themes and priorities.
2. Assess and provide recommendations on the Professional Development Committee funding model.
3. Collaborate with the Diversity Council and the College Life Committee to develop and implement programs and activities that support recommendations of the Diversity Council Report.
4. Identify annual college-wide themes and priorities.
5. Communicate those themes and priorities campus-wide allowing for discussion and planning of professional development activities.

Status on Programming

Subcommittees have made multiple recommendations for in-house programs, which are being developed:

- Supervisory Workshops – multiple programs targeted to both new and veteran supervisors
- Grant Writing Workshop
- Presentation Skills Using Power Point
- Working Effectively with Different Work Styles – Myers Briggs Assessment
- The Melting Pot – (Collaboration with the Diversity Council)
- Spinning into Butter – (Collaboration with the Diversity Council)
- Faculty Showcases – 4 in total for year, topics TBA
- Discouraging Classroom Cheating
- Workplace Ethics

Status on Funding Model

In keeping with the Guiding Principles for Professional Development, Committee decisions for funding reflect institutional themes and priorities, take advantage of collaborative efforts, and use resources as efficiently as possible. Qualitative decision making continues to be a trademark of the Subcommittees as they consider funding requests aligned with the themes and priorities. In addition, the Subcommittees recognize the value of leadership by funding conference presenters at a higher amount than conference participants.

The Subcommittees have moved away from encumbering a percentage of their funding in segments throughout the year since they found it difficult to deny funding in the Fall semester when the Fall encumbrance was expended without knowing what the Spring requests would be. Colleagues are encouraged to submit requests as early as possible for FY10 funding, through June 30, 2010 to increase the likelihood that funding will still be available.

Decisions for FY10 Resource Allocations are as follows and reflect some preliminary assessment of last year's revisions:



Faculty:

Conferences:

- \$550 for requests that are strictly responsive to FY10 College Themes and Priorities
- \$250 for hybrid requests (related to FY 10 Themes and Priorities and departmental issues)

Programs:

- \$1,000 – Faculty Showcases

Recognition:

- \$2,500 - Outstanding Adjunct Awards (to be requested early in Spring semester)
- Outstanding Faculty Awards, "Well Done" Peer Recognition, and BIG grants

Administrators:**Conferences:**

- \$250 per administrator per year for registration fees only, connected to FY10 Themes and Priorities
- \$500 per administrator for conference expenses for presenters. Conference must be related to FY 10 Themes and Priorities

Recognition:

- \$1,400- Outstanding Administrator Awards, Peer Recognition, and BIG Grants

Staff:**Conferences:**

- \$250 for requests that are strictly responsive to College Themes and Priorities
- \$275 for presenters at conferences

Programs:

- \$700 Co-sponsored program with Diversity Council – Melting Pot, Date: Dec. 7
- \$1,600 - Annual Staff Program: Working Effectively with Different Work Styles – Myers Briggs Assessment

Recognition:

- \$2,325 - Outstanding Staff Awards, Peer Recognition, BIG grants

One of the issues that will be included in the Funding Model recommendations is the missing Police Officer constituency in the subcommittees.

Status on Collaboration with the Diversity Council on Programming

As noted above, there are several programs the 2 Committees are co-sponsoring. We expect additional collaborations before the end of the year and in the future.

Status on Identifying College Wide Themes and Priorities Earlier in the Year for FY11

The Committee tackled this charge at its first several meetings. A significant change was made to the survey. The open ended questions on page 2 have been converted to check boxes, using information provided on previous surveys and the Committee's study of the College's strategic plans for FY11 (Matrix, ESMP, ITSP) and the Blueprint. The priorities listed in these documents have been added to the PDC Survey, which will be distributed and posted on-line on November 3. The College Community will have an opportunity to identify which of the strategic plan priorities they feel are most important for purposes of PDC funding and will have an opportunity to identify others for consideration.

Although Individual Professional Development Plans were intended to be included in the analysis for themes and priorities, this information is available for the current year only. They will be considered for the purpose of FY10 program development.

The survey results will be tabulated after the closing date of December 1st, in enough time for the Committee to review preliminary survey results at its December 15th meeting. The survey is an additional tool used by the Committee in its recommendation of themes and priorities for the following fiscal year. FY11 Themes and Priorities will be presented to the College Community in February, 2010 for discussion and planning purposes.

INSTITUTIONAL PLANNING AND EFFECTIVENESS

Over the past year, the Cabinet has engaged in a review of the College's existing Vision, Values, Mission, and Goals (VVMG), which were adopted nearly a decade ago. Proposed revisions to the VVMG were presented by the Cabinet to the Institutional Planning and Effectiveness Committee (IPEC) over the summer. IPEC subsequently proposed additional changes before

presenting the new proposed Vision, Mission and Values (VMV) at the September 22 Forum. The IPEC Committee will now return to the Forum on November 3 to discuss changes that have been incorporated into the VMV based on Forum input.

Attached to this Gazette, you will find the revised draft of the VMV Statement. You will notice that our Vision recognizes the many abilities that our community members have, the Mission emphasizes the delivery of high quality certificates and associate degrees, and that we do, in fact, Value academic freedom and cultural enrichment. Also, just in case you thought we have forgotten our Goals, the Matrix is now the College's Goals statement. This is just a sampling of the proposed changes made by members of the Forum, Cabinet, and IPEC that have helped to strengthen the proposed VMV. Please review these documents carefully and join us for our discussion on November 3.

COLLEGE ACTION TEAM FOR SUSTAINABILITY

Jimmy Episcopia, Tom Mason, and Steve Nacco will describe the President's charge to the College Action Team for Sustainability. They will detail the CATS accomplishments in the past year, initiatives for 2010, and actions everyone can take on and off campus to sustain our natural resources and environment for your grandchildren.

REPORTS

REPORT ON THE OCTOBER 20 FORUM

Governance Chair Phyllis Shafer welcomed everyone, including the members of the Branch Campus and Higher Education Centers who participated in Forum through the ITV rooms. This is an important technological asset that fosters increased participation in Forum.

ANNOUNCEMENTS

Chair Phyllis Shafer announced that Committee co-chairs can let her know in advance if they would like their presentations videotaped at future Forums and shown on BTV's TV on Demand.

We all wish Dr. Burnham a speedy recovery and all the best. It was noted that seven students attended today's Forum. Their participation is appreciated by all.

ACADEMIC STANDARDS

Academic standards outlined the committee's accomplishments to date in relation to its first charge, to examine the College's Matriculation Regulation, 6.1502R. Due to the Lampitt Bill, stop-out students and students who have changed programs are impacted. The committee recommends, if we agree to keep the current one year requirement, we should replace "one calendar year" with "12 consecutive months." Discussion ensued on this issue.

COLLEGE LIFE

The College Life Committee has been working on their first charge of exploring ways to increase Governance participation among all constituencies, defined as Students, Faculty, Administrators, Professional Staff, and Police. They met with Patty Kahn, explored technology options, and met with students. Suggestions were given on the logistics of their planned survey and on increasing participation. One suggestion: have absentee voting to get votes from those who care but can't make Forum. Incentives were also discussed.

STUDENT DEVELOPMENT

The committee discussed their charge of Student Engagement, Success, and Retention Using Technology. They've been collaborating with MUG and ITAC, and have received responses from two

of the six colleges that are “most like us.” Through their research to date, it has been apparent that any future online technology (portal) must be student driven and must be single sign-on. They elicited opinions on their upcoming survey for students on their use of social networking sites and what they would want from a potential Brookdale portal. It was suggested that the survey be supplemented with discussion in a focus group.

STANDING COMMITTEE NEWS

ACADEMIC COUNCIL [MAC 206]

Academic Council has been busy reviewing the list of courses not running and working with faculty on identifying courses appropriate for deletion. Today Academic Council met with the Chair of the Honors Committee to discuss how Council can work with Honors to review the current Honors at Brookdale Program and make recommendations for changes. Council also approved title changes for 13 Language Courses. A revision to AUTO 243 and Electronics AAS program were also approved by Council.

ACADEMIC STANDARDS [MAC 202]

At our meeting of the 27 of October, we discussed the feedback from our forum discussion of October 20 and continued our discussion about the Matriculation Regulation. The main focus of our committee’s discussion was whether one year is appropriate and, if so, whether it should be twelve consecutive months or one year from the end of the semester in which the student last enrolled. We will next meet November 10.

COLLEGE LIFE [MAC 206]

The committee will continue to work on its first charge and review the input/ recommendations from the College Forum presentation of October 20th. The committee will also be sharing their minutes and agenda with the Diversity Council as well.

DIVERSITY COUNCIL [MAC 212]

The Diversity Council has not only been charged with planning and implementing a series of cultural competency programs/initiatives but to evaluate the programs and implement a feedback mechanism to assess the impact. The second part of completing this charge is to create an annual plan with a calendar, assessment tool, and budget for review.

The Council members are focusing on developing a proposed budget associated with on-going plans for diversity initiative, finalizing the panel discussions previously discussed and preparing the details for the student completion. An update will be provided for our upcoming Forum discussion.

Collaboration is the key to the diversity efforts. The Council is working with the Holocaust, Genocide and Human Rights Education Center for co-promotion of a program scheduled for November 9 at 7:30pm entitled “ Bias and Hate Crimes in Our Backyard” presented by Det. David D’Amico. Register by calling 732-732-224-2769 or email nsherman@brookdalecc.edu.

Another link has been established with the Professional Development Committee for a lunchtime event for professional staff set for December 7 from 11:30am-1:30pm. This “lunch and learn” activity will be facilitated by Janet Khanlian. Staff, mark your calendars and additional details will be posted.

We invite interested members of the Brookdale community to join our meetings. Additional suggestions for topics, speakers and activities may be forwarded via email to the Diversity Council co-chairs dlong@brookdalecc.edu or scannon@brookdalecc.edu.

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.

On October 20, 2009, the Student Development Committee gave its first presentation to Governance regarding our charge.

Using feedback from the Forum, the Committee refined the survey questions for the students regarding on-line technology, and planned strategy for the distribution of the survey. It was decided to target students during priority registration, and open registration using committee members and student ambassadors for distributing and collecting the surveys; also, to man tables in the SLC during the college hour to survey students.

We also discussed our continued efforts to gather information from comparable community colleges and their use and success with using on-line technology to engage students.

The Committee, at this point in time, is narrowing its focus on the students' input.

Diana Glynn – co-chair – Psychology -
dglynn@brookdalecc.edu – x. 2423

Rosemary Kochman – co-chair – Police
Department - rkochman@brookdalecc.edu – x.
2350

BASIC SKILLS COMMITTEE**[ATEC 218]**

Basic Skills Coordinators identified the outstanding 08-09 goals of the committee and the encroaching 09-10 goals. Recognizing the ongoing efforts of improving student retention and success in basic skills courses and introductory college level courses, the basic skills committee is collecting data to help us design more successful, more populated, and an increased number of learning communities. The Basic Skills Committee continues to identify specific learning outcomes in selected developmental courses, assess the success of various modes of developmental courses and to finalize the Basic Skills Review and Outcomes Document.

The topic of our first major discussion was briefly introduced at the September 24 college wide meeting and will be discussed in greater depth at the October 29 meeting. The topic of that discussion will be the need for a shelf-life on placement scores. The college community is invited and encouraged to participate. The third committee meeting will be December 3, 2009 in ATEC 218, 11:45 – 1:15. You may contact Committee Chair, Arminda Wey for an upcoming agenda or further information, awey@brookdalecc.edu or at X2169.

Additionally, the Basic Skills Committee is planning the annual Outreach Conference for Friday April 16, 2010. The Fall Focus Group meeting took place Thursday October 16.

GENERAL EDUCATION COMMITTEE**[MAS 130]**

At the October 28, 2009 meeting the committee approved description changes to Math 151 and also title changes for 22 language courses that were already approved by Academic Council. The committee is now meeting in MAS 130.

The Honors Committee held an additional meeting October 8 to discuss admission requirements to the new cohort-based program. We drafted the essay question that applicants to the program will be required to write. Additionally, we have been meeting via ANGEL to discuss admissions requirements as well as the capstone experience for the new program.

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

At the end of the Forum, the following announcements were made:

Shay Delcurla introduced Laura Miceli as the new Co-Chair of the General Education Committee.

Anita Voogt, speaking from Western Monmouth, thanked Bart Coma and the technicians for bringing the Forum to the branch campus and HEC's via the ITV rooms. Anita extended an invitation for Forum attendees to visit Freehold during future Forums.

Norah Kerr-McCurry announced that the next Faculty Roundtable is on October 29. Norah also mentioned a December 2 Jing Workshop by Bob McGovern.

Bill Burns announced that Arts & Communication has a Facebook page.

Kelli Sanders reminded the Forum about applying for funding through the Professional Development Committee.

IMPORTANT DATES IN NOVEMBER

November 10	Standing Committees Meet
November 11	Gen Ed Committee Meets
November 12	Basic Skills Coordinators Meet
November 17	Forum
November 24	Standing Committees Meet
November 26	Happy Thanksgiving!