



# Governance Gazette

the newsletter of Brookdale Governance

October 2009

## **Chair's message**

The first Forum of 2009-2010 was an exciting one. I am looking forward to all of the Forums to be as interactive as the first.

The October 6<sup>th</sup> meeting will start off with general announcements. For the first 10 – 15 minutes attendees will be given the opportunity to briefly share activities or upcoming events in their areas. Then, Patricia Kahn, Executive Director-Information Technology Services, will give a brief update on campus technology. The discussion will specifically address the use of a single sign on solution, or a portal, in an effort to improve, enhance, and maximize the use of technology at Brookdale.

Next, the Diversity Council will discuss their series of Diversity and Cultural Competency programming. The programming ideas include conversations, workshops and methods to foster student involvement. The Council's report lists several initiatives that will be addressed.

The Big Four Project is noticeably moving along. Robert Southward, General Manager for Capital Projects & Facilities will be available to answer any questions regarding the project.

The Forum will conclude with a presentation from the Honors Committee. The committee will share their preliminary work on the review of the current structure of the Honors program as well as a discussion on admission and graduation issues.

As you can see, the agenda is ambitious. However, the Gazette is full of background information for you reading pleasure. Come ready to discuss, query, ask, and comment!!! Let's keep the conversations going. See you on October 6<sup>th</sup>!

**Phyllis T. Shafer.**  
Governance Chair

**October 6, 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 at Higher Education Centers.**

## **Agenda**

1. General Announcements
2. Information Technology Advisory Council - Update  
*Patricia Kahn, Executive Director-Information Technology Services*
3. Diversity Council - Programming  
*Sondra Cannon and Dina Long - Co-Chairs*
4. Big Four Update  
*Robert Southward, General Manager for Capital Projects & Facilities*
5. Honors Committee  
*Laura Nietzel and Jonathan Moschberger – Co-Chairs*

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## ISSUES

### INFORMATION TECHNOLOGY ADVISORY COUNCIL

Community colleges continue to remain affordable and accessible to a diverse student population; the role of technology continues to be a major component in enhancing academic and administrative operations at the college. Brookdale continues to strive for excellence and seeks technology enhancements that promote reliable and efficient access to appropriate data and instruments that complement the “One Brookdale” environment that we strive for. As noted in the College’s Information Technology Strategic Plan (ITSP III), Brookdale emphasizes the importance of technology as a tool for accomplishing the business of higher education, rather than becoming an end in itself through a systematic approach.

As Brookdale continues to move its information technology improvement agenda forward, it is guided by a set of principles designed to ensure a common understanding of the role and mission of information technology. Part and parcel of this objective is the desire to obtain a single sign on solution that will maximize scope and access to College offerings, facilities, and services as well as expand access to academic programs for students at all locations. The Information Technology Advisory Council (ITAC), who serves as a collegial advisory body was charged with the mission of exploring single sign on solutions that would be the best fit for Brookdale.

Led by the Executive Director of Information Technology, ITAC ‘s exploration of a portal solution for Brookdale that met the single sign on requirements for our administrative (Colleague), learning management system (Angel), and Email applications (Outlook and Gmail) resulted in a thorough analysis of several vendor provided solutions such as Datatel’s ActiveCampus, TimeCruiser’s CampusCruiser, and Sungard’s Luminis. The result of this analysis was the selection of CampusEAI’s MyCampus portal as the most viable solution for meeting the academic and administrative goals and objectives of the college. It was evident that Campus EAI’s consortium model in accordance with the products and services that were being offered, as well as

core values professed on their website, definitely aligned with the set of principles outlined in Brookdale’s Strategic Plan and remains consistent with the “One Brookdale” philosophy. The MyCampus solution seemed to be the best solution meeting not only the above stated requirements but also support social networking features such as profile summary, friend lists, instant messaging, blogs, message walls, and wikis as well as resource planning applications such as PeopleSoft and Banner.

Campus EAI’s consortium model was even more compelling based on the opportunity for higher education institutions to apply for a grant, which could possibly fund the hardware, software, project management, installation and training costs necessary to install and operate a Campus Portal. Awards range between \$250,000 to \$1,000,000 in software, hardware, and services, depending on the size and requirements of the school.

Brookdale has recently submitted a grant application and has been notified that we were selected as one of the CampusEAI Portal Grant recipients. Upon receipt of the Confidentiality Agreement, Campus EAI will proceed to provide us with specifics about the Grant Award Package.

### DIVERSITY COUNCIL

Diversity continues to be a critical element of every aspect of Brookdale Community College. Both our strategic and tactical plans reflect the need to address this issue. The Diversity Council has been charged by the Steering Committee to “plan and implement a series of cultural competency programs / initiatives for the college community.”

As you are aware, the Diversity Council prepared a report in January 2008 focused on diversity. The full report is available for your review on the Diversity Commitment site of our homepage (<http://www.brookdalecc.edu/PDFFiles/Diversity%20Council/Diversity%20Council%20Report%20January%202008.pdf>). This report provided a blueprint for looking at diversity with a long-range focus on the topic with six target areas for action.

In that report Target Area 1 was General Awareness & Education (overall campus community & stakeholders). The efforts of the Council in fulfilling our charge is directly linked to the view that we implement initiative and activities

which reflect the values embodied in diversity according to the blueprint.

The Council has been called upon to implement a series of diversity-related activities. We have used the following framework to form a multi-pronged approach for a Diversity Action Plan. This plan will include the following elements:

1. **Formal Diversity/Workplace Training**
  - a. Diversity session in New Employee Orientation
  - b. Diversity session in New Faculty Development
  - c. Paid training for adjunct and hourly staff (\$)
2. **On-going Diversity Training**
  - a. Diversity topic covered at one faculty day per year.
  - b. Diversity topic covered on one staff professional development day per year.
  - c. Diversity topics covered in new student orientation session.
3. **Events/Speakers**
  - a. One speaker/lecture on diversity topic per academic year (\$)
  - b. Two film and discussions per year: one per semester.
4. **"Brookdale Conversations"**
  - a. Twice a year, hold open dialogue (with guidelines) on diversity topic, open to all: one per semester.
5. **Communications**
  - a. Improve/enhance use of website to provide a comprehensive listing of all BCC events relating to diversity/culture/awareness.
  - b. Use website to provide a repository for diversity-related articles and scholarship.

The Council members conducted a charge-related brainstorming session that brought to light a wide range of subjects, issues and actions. The Diversity Council series for 2009-10 based on the theme *Discovering the Power of Diversity @ Brookdale* will incorporate the following:

#### **Brookdale Conversation I –**

##### *Discovering Diversity @ Brookdale*

A panel discussion moderated by the Diversity Council to discuss the many forms of diversity at Brookdale Community College. The panel will include staff from Planning & Research, Student Life, Student Development, Business &

Community Development and the Faculty who will provide examples of diversity encountered in their workplaces and what measures are taken to ensure an inclusive environment. Participants will be encouraged to share their own examples. Prior to the session, the College community will be asked to submit questions to the Diversity Council for use during the discussion.

#### **Brookdale Conversations II –**

##### *Implementing a One Brookdale Strategy for My Department*

An open conversation with the college community facilitated by the Diversity Council to discuss furthering the aims of *One Brookdale* with emphasis on gathering information about how departments are utilizing the strategy. The members of Cabinet will be asked to provide examples of successful application of the strategy for use in the discussion. Participants will brainstorm ways that they contribute to the strategy and the results will be share with the college community through the "Diversity Commitment" website.

#### **Brookdale Conversations III –**

##### *Nothing Succeeds Like Success – Students Who Closed the Gap*

Moderated by the Diversity Council, this panel will showcase diverse Brookdale graduates who are pursuing baccalaureate and graduate degrees. The panel will be asked to discuss the strategies, services and support mechanisms that contributed to their successful transition into upper-level undergraduate and graduate level study. They will also be asked to give their recommendations for enhancing the environment for other diverse students. Prior to the session, the College community will be asked to submit questions to the Diversity Council for use during the discussion. The recommendations will be share with the College community through the "Diversity Commitment" website.

#### **Brookdale Conversations IV –**

##### *Exploring Roles in a Multi-cultural Environment: Adding to the Power*

A discussion facilitated by the Diversity Council to focus on ownership being the power of diversity. Members will brainstorm the various roles that exist in creating an inclusive organization, the actions necessary to ensure success and how individuals take responsibility for achieving the goal. Prior to the session, the College community will be asked to submit questions to the Diversity Council for use during the discussion. The

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recommendations will be share with the college community through the “Diversity Commitment” website.

**Competition –**

*Discovering the Power of Diversity @ Brookdale*  
Using the theme “*Discovering the Power of Diversity @ Brookdale*”, the Diversity Council will offer the opportunity to current Brookdale students to share their vision of diversity through any original media including video, writing, photographs, one-act plays or painting. The Council will identify finalists and the College community will select the winners for the award of monetary prizes. The winning submissions will appear on the College’s website and other venues throughout the campus.

**Intensive Diversity Workshop-**

New members of the Diversity Council, senior Leaders and selected members of the College community will be asked to participate in a one day (two ½ days) intensive workshop on diversity. Participants will explore the many facets of diversity and participate in hands-on exercises designed to increase awareness of and sensitivity to diversity issues. This professional development is designed to increase the number of College community members with broader knowledge of diversity.

**Workplace Diversity Workshop -**

These sessions are designed to provide a large cross-section of the College community with professional development on various diversity-related issues. This introduction is designed to help us understand how our thoughts and belief affect perceptions and expectations of others. Through hands-on exercises participants will examine culture and identity as well as techniques for challenging bias in the workplace.

In developing this plan the Council recognized the need to evaluate not only the program content but the institutional impact of the efforts. Steps have been taken to review previous data collected on the climate of the college to use as a baseline to assess impact. We have also agreed that there should be individual assessments of the sessions to include requests about future needs. The plan anticipates follow-up with series participants about the value / impact of the sessions to the College.

The Council has been asked to collaborate with both the Professional Development and College

Life Committees to coordinate diversity efforts. Each of these groups has members looking at programming with a eye toward diversity. We plan to build upon these efforts to create even greater inclusion for the students and employees of Brookdale. We encourage anyone with suggestions for topics or an interest in participating in the diversity action plan to contact members of the Diversity Council.

The Diversity Council’s next regular meeting for the 2009-10 Academic Year will be held at **11:45AM on Tuesday October 13, 2009 MAC 212**. We invite anyone interested in entering the on-going dialogue to join us. If you are unable to come to the meeting and want to share an agenda item, please contact Sondra Cannon x2695 [scannon@brookdalecc.edu](mailto:scannon@brookdalecc.edu) or Dina Long x1882 [dlong@brookdalecc.edu](mailto:dlong@brookdalecc.edu). Don’t forget to visit our webpage “Diversity Commitment” for updates.

**BIG FOUR UPDATE**

The Big Four Construction Projects

***Western Monmouth:***

The top two floors of the Education Center in Western Monmouth have been completed, are occupied and instruction and learning are occurring. The remaining work on the first floor is ongoing and is on track for completion within the original schedule.

***Autotech***

Phase One was completed on time for class but two weeks later than scheduled. It was discovered that over time, the growth of the campus in Lincroft outran the capacity of the original water distribution system. This meant that the pressure was not sufficient to satisfy the theoretical requirements for the fire suppression system. And that meant a real chance of not receiving a certificate of occupancy. So we decided to install a new 12 inch line in a classic utility loop to feed the campus. That line is complete.

***Arena and Fitness Center***

The huge precursor to visible construction, the existing utilities relocation project is substantially complete. Concrete foundations have begun and

steel erection will commence in a few weeks. The work started late for a variety of unforeseen events and the contractor is currently mitigating those delays with surgically selective overtime efforts.

## HONORS COMMITTEE

This year, the Honors Committee has been charged, through Academic Council, with the task of reviewing the College Regulation pertaining to Honors and with making recommendations concerning the proposed reorganization of the Honors Program. In this presentation, we will discuss the reasons for the reorganization of the program and describe how the new model would differ from the existing Honors Program. Issues will include: admission into the Honors Program and requirements for completion.

## REPORTS

### REPORT ON THE SEPTEMBER 22 FORUM

Governance Chair Phyllis Shafer welcomed the college community to the Governance forum. She announced that this will be an exciting year with collaboration between committees. She then introduced Dr. Peter F. Burnham.

Dr. Burnham reported that Prince George County Community College came here early this summer to study our Governance structure. They gave tremendous feedback and have begun to implement some of the procedures they gleaned during their visit. Dr. Burnham gave a context for the upcoming IPEC discussion on the proposed 2011 Matrix, as well as the examination of the college's Mission, Vision, and Values. Dr. Burnham is looking forward to attending Forums and committee meetings.

Susan Rosenberg conducted the drawing for a gift card for participation in the Professional Development Survey. It was awarded to Eric Compton of Mathematics.

## ACADEMIC COUNCIL

Academic Council met for the first time on September 15. During the meeting, Council reviewed the list of courses that have not run in 3 academic years. Division reps will bring this list back to faculty for review and to see if any courses are appropriate for deletion. At the same meeting, Council approved course revisions for Math 022, 025 & 151. Council also approved the deletion of Math 263.

## ACADEMIC STANDARDS

Academic Standards had its first meeting on Sept. 15. We welcomed new members: Kathy Pultar (Science and Health Sciences), Dee Anderson (Learning Assistant), Alice Dressner-Ehrlich (Student Development), Suzanne Parker (Basic Skills), Howard Miller (Arts/Communication) and Michael Mullin (Student Representative). We have a vacancy in English and Reading.

We began to look at our first charge: "Assess changes made to the Matriculation Regulation, 6.1502R, Section IV.D. and make recommendations."

IV.D reads: "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."

Initial questions raised by the committee were:

- Is that the right amount of time?
- Does this affect some cohorts more than others?
- What about students who change programs and/or options?

## COLLEGE LIFE

At our first meeting, the committee reviewed the charges for the year. During the committee's review of our first charge, "Explore ways to increase governance participation among all constituencies", we thought it best to invite Dr. Patricia Kahn, Executive Director of Information Technology Services to our next meeting. Dr. Kahn will be attending our next meeting on September 29. She will address the committee

about what options the college might have in using technology to reach our constituencies who are unable to attend committee meetings regularly. The committee also thought we should reach out to student groups and clubs to get input from them on possible ways to improve student participation in Governance. A subcommittee was formed to speak to Robert Quinones about attending a Student Life Board meeting and other clubs meetings

## **INSTITUTIONAL PLANNING AND EFFECTIVENESS**

At its September 29 meeting, the Institutional Planning and Effectiveness Committee (IPEC) discussed feedback from the September 22 Forum. Members indicated that they were pleased with the amount and variety of input and wished that more Forums were as lively. However, concern was also expressed about the tone of some of the discussion. Specifically, IPEC looked more closely at the concepts of “academic freedom”, “cultural enrichment, and “learning”. The issue was raised regarding the relationship between academic freedom and assessment. Does one get in the way of the other? The Committee reviewed the academic freedom language in the Faculty Contract and Standard 6 (Integrity) in the Middle States Commission on Higher Education Characteristics of Excellence in Higher Education. As a result of these discussions, recommended changes were made to the Vision, Mission, and Values Statement. Discussion will continue at the next IPEC meeting. After the last Forum, some College community members emailed the co-chairs to ask for some more consideration of the term “open access” in the proposed Mission Statement. A meeting was set up for October 6 to discuss their concerns.

## **PROFESSIONAL DEVELOPMENT**

The Professional Development’s Themes and Priorities were posted in a special Inside Track on September 9, 2009. Any Professional Development funding request that connects to the themes and priorities should be submitted to the Professional Development Committee, using the form on our website. Requests will be reviewed by the Subcommittees using the following FY10 schedule:

- September 30 for requests covering October – February (or beyond)
- January 30 for requests covering February – June (or beyond)
- April 30 for requests covering May – October (or beyond)

By October 30 the subcommittees will report on:

Resource Allocation Principles for the year using the Guiding Principles in the Blueprint, to include encumbrances for recognition as well as funding for PD requests.

- Names of all subcommittee members
- One person from each subcommittee to work with co-chair Pat Sensi and Co-chair Debbie Almeida on funding model charge.
- Submission of initial programming recommendations

## **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 first committee meeting on September 15, 2009, Steering member Jennifer Jordan updated the committee on the changes that were made to the Student Monitoring System and Student Monitoring letters based on the committee’s recommendation and the forum’s vote from last year.

Diana Glynn, co-chair, updated the committee on her preliminary interaction with MUG and with Patti Kahn from OIT, and their progress in using on-line technology to connect and engage students at Brookdale.

The committee also discussed the charge from Steering, and suggestions on how best to approach the charge.

The committee has the following vacancies: English and Reading (Faculty Representative) and Counseling (Student Development Specialist).

Diana Glynn – co-chair – Psychology - [dglynn@brookdalecc.edu](mailto:dglynn@brookdalecc.edu) – x. 2423  
Rosemary Kochman – co-chair – Police Department - [rkochman@brookdalecc.edu](mailto:rkochman@brookdalecc.edu) – x. 2350

## COLLEGE-WIDE COMMITTEE NEWS

### BASIC SKILLS COMMITTEE

The Basic Skills Committee held its first meeting of the Fall 2009 semester on Thursday September 24. We identified four major items on which to focus for the year. We will be writing our program review, planning the annual Outreach Conference, discussing the possible need for and implementation of a shelf-life for placement scores, as well as participating in College initiatives related to reducing the “success gap” among identified student groups. The committee continued a discussion from the spring of the need for prerequisite checking. Coordinators from Math, English and Reading presented how each area carries out pre-requisite checking, and volunteered to aid other disciplines with the process.

Coordinators from Math have been working with the Manager of Educational Services System to improve a computerized pre-requisite checking system.

The fall Focus Group, comprised of Brookdale and Monmouth county secondary school faculty and administrators, will meet on Thursday, October 15, 2009 from 3 – 5 pm in Twin Lights II. The Focus Group brainstorms various designs for the Outreach Conference, and the Committee gives it full shape over the course of the fall and winter months. All are welcome to participate in the Focus Group, RSVP to Donna Cuddy X2574. The Outreach Conference is scheduled for Friday April 16, 2010. Save the date!

The next college-wide Basic Skills Committee meeting will be on Thursday October 29, 2009,

from 11:45 – 1:15 in ATEC 218. All members of the campus community are welcome to attend. 2009 – 2010 Chair and Coordinators are: Arminda Wey, Chair; Cathy Holl-Cross and Mary Young, Mathematics Coordinators; Brooke Batchler and Sue Nash-Ditzel, Reading Coordinators; Suzanne Parker, English Coordinator, Laura Miceli and Dai-juan Gao, Counseling Coordinators.

### GENERAL EDUCATION COMMITTEE

The committee had their first meeting of the year and has already begun to review courses approved by Academic Council. The committee is currently looking for 1 new representative from the Arts and Communication Division to serve a three year term. Meetings will be held on the Wednesdays that follow Standing Committee meetings in Man 113.

## WHAT'S ON YOUR MIND/ANNOUNCEMENTS



Let's bring back the days of conversation and connectivity. The first 10 to 15 minutes of the forum will be dedicated to announcements. If you have anything you would like to share with your colleagues about activities or events in your area please feel free to do so.

### Committee Vacancies

#### 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

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**Diversity:**

Ex-Officio-Student Life & Activities Administrator

**Professional Development:**

English & Reading - Faculty Representative  
Counseling - Student Development Specialist

**Student Development:**

English & Reading - Faculty Representative  
Counseling - Student Development Specialist

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

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| <b>IMPORTANT DATES IN<br/>OCTOBER</b> |
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|------------|------------------------------|
| October 6  | Forum                        |
| October 13 | Standing Committees Meet     |
| October 20 | Forum                        |
| October 27 | Standing Committees Meet     |
| October 28 | Gen Ed Committee Meets       |
| October 29 | Honors Committee Meets       |
| October 29 | Basic Skills Committee Meets |