



# Governance Gazette

The Newsletter of Brookdale Governance

December 2010

## Chair's message

The busiest time of the year has begun. In less than three weeks, the fall semester will be over. All of the Governance committees have been working feverishly on their charges. In the Special Forum on December 1, important suggestions were made for Steering's charge on the relationship of the College-wide committees to Governance. To give Steering time to consider these suggestions, the planned vote on this charge has been postponed. At this Forum, we have a full agenda, with a Vote on the Steering charge on the Student Steering Representative, followed by an update on the Student Life Board by Alec Moran, president. Academic Standards will hold their second discussion on Repeating courses. Next, there will be an update by Academic Council on their fall accomplishments.

Steering is very excited to be finalizing the Governance Portal Community, which will have an enormous, campus-wide impact on the communication of Governance issues. All of the Governance committees will be involved in the portal community. We appreciate the assistance of Patty Kahn and the IT team in this monumental effort!

Wishing all of you a peaceful, restful, and happy Holiday Season,

**Marianne Drake**

Chair

**December 7, 2010**

**FORUM MEETING**

**11:45 in Twin Lights I and 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. What's On Your Mind
2. **VOTE!** Steering Charge: Student Steering Representative
3. Report: Update from the Student Life Board: *Alec Moran, President*

4. Discussion: Academic Standards; Repeating courses, D2: *Kathy Pultar and Glenn Noe, co-chairs*
5. Update: Academic Council: *Dan Leyes and Caroline Calogero, co-chairs*
6. Announcements

**VOTE  
REPORTS**

## STEERING: STUDENT STEERING CHARGE

Student Steering Charge: Vote Report

### Charge:

1. Clarify the role of the Student Representative on the Steering Committee.
2. Formalize the relationship between the Student Steering Representative and the Student Life Board President.

**Matrix Reference:** I.A.; III.B.

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**Explanation for the Charge:**

One of the initiatives of Governance for 2009-10 was to strengthen the ties between college-wide Governance and the student body. This is also a recommendation in the ESMP 2020. The Governance chair and vice-chair worked with the members of the Student Life Board and the Director of Student Life to try to increase student participation on Standing Committees and Governance Forum discussions. For the first time, students were formally invited and played a major role in the mid-year Governance retreat.

As a result, participation by students increased. The Student representative to Steering asked that the responsibilities of the Student Steering Representative be re-examined to strengthen the relationship between Governance and the Student Life Board and to seek ways to formalize the relationship, possibly through a constitutional change. The Governance Constitution and the Student Life Board Constitution do not address the role of the Student Steering Representative in Governance.

**Recommendations of the committee**

Change the language of the Governance Constitution to formalize the role of the Student Steering representative and to include the following:

Two students, each with at least 12 credits, will be appointed from the student population. The appointments will be made by the Chair and Vice-Chair of Governance and the positions will be open to anyone interested in participating. Appointments will be staggered, one serving from September to August, one serving from January to December each year.

In addition to other Governance Steering duties already outlined in the Constitution, the Student Steering Representatives will be responsible to establish and maintain open lines of communication between Governance and the Student Life Board, students at the Branch Campus and Higher Education Centers, and students serving on Governance committees. These changes will be incorporated into the Governance constitution and be presented to the Forum in Spring 2011 when other constitutional changes will be reviewed.

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**ISSUES****STUDENT LIFE BOARD**

The fall 2010 semester has been a busy one for the Student Life Board. The Board has put on such events as the outdoor movie at the Wall Higher-Ed center, Extend-A-Hand, a Halloween Dance, Open-Mic Night, the Smoking Ban Speak-Out, and Brookdale's 1<sup>st</sup> annual Dodgeball Tournament. The Board has supported the office of Student Life and Activities in events such as the "Laugh at Lunches", speakers, musical acts, and a number of diverse programs. The SLB has done a fantastic job reengaging clubs and advocating for a diverse group of students. All students at Brookdale in some way benefit from the SLB's dual role as Student Government and Programming Board. The Board recently reached out to the Northern Monmouth Higher-Ed center's Student Advisory Board to discuss programming and to receive feedback on the smoking ban. The coming semester promises to be an exciting time for the Student Life Board as a veteran's outreach committee has been established, Spring Fling returns, and preparations for this year's Gold Stars awards are underway. The Board welcomes all members of the campus community to share in the fun that is the SLB. Meetings are every Monday from 12-1 in the Lower Level of the SLC. Questions or comments email [slb@brookdalecc.edu](mailto:slb@brookdalecc.edu) or join the community via the portal!

**ACADEMIC STANDARDS**

The Academic Standards Committee has been investigating the frequency of students repeating courses, impact on students and the potential causative factors contributing to the need for students to repeat courses. The following information as well as extensive discussion has contributed to the committee's proposed recommendations regarding this charge. To determine the extent of the problem the committee reviewed data concerning the frequency of students repeating courses as summarized below. The committee recognizes that the data summarized here may not be representative of all classes however the data does provide an adequate sample to identify trends and patterns.

**Number of Repeaters in Selected Courses**

	Fall 2009	Spring 2010
Total Enrollment	18,686	14,864
Number of repeaters	2,902	2,812
Percent of Repeaters	15.5	18.9

Data prepared by PAR, September 2010

The number of students repeating 2, 3, 4 and 5 times in selected courses

Number of attempts	Number of prior enrollments (Spring 2010)	Number of prior enrollments (Fall 2009)
2	38-284	37-294
3	4-72	7-78
4	1-23	2-22
5	0-9	1-9

Data prepared by PAR, September 2010

The committee also surveyed New Jersey Community Colleges regarding their policies on repeating classes. Seven Community Colleges responded and a summary of the survey is listed below:

- Unlimited attempts to repeat courses
- May repeat 2 or 3 times without permission
- Third attempt requires permission and probation (1 College)
- Permission may be from Department Chair or Academic Dean
- All attempts and grades appear on transcripts
- Most Colleges use the highest grade for the GPA (1 College uses most recent, 1 averages 2<sup>nd</sup> and 3<sup>rd</sup> attempt)
- Transferred courses cannot be repeated
- Official withdrawals are not counted as an attempt (2 Colleges)

The committee agreed early on in our discussions that there should be no limitation on the number of times a student can repeat a course but realized that at some point there should be an intervention. Consensus was reached that the intervention should be with a counselor. When that intervention should occur became a topic of debate and multiple viewpoints were shared and considered. After much deliberation the committee voted that the intervention with a counselor should occur after the student's second unsuccessful attempt in the course. The student should not be allowed to register for the course a third time without a counselor's approval. The committee agreed to

include withdrawal from a course as a course attempt. The majority felt that intervention after a second attempt provided early intervention with the potential for increased student success. Implementation issues such as meeting the needs of the number of students and "flagging" students were discussed and it is important to note that the implementation would require additional discussion.

Therefore, The Academic Standards Committee presents, for your consideration, the following recommendations regarding course repetition:

- There should be no proposed limit on the number of times a student can repeat a course.
- After a student's second unsuccessful attempt in a course the student must obtain permission from a counselor before registering in the course a third time.
- Withdrawals are included as a course attempt.

**ACADEMIC COUNCIL**

Academic Council continues to fulfill its charge to "conduct the ongoing work of oversight of the approval process for new and revised courses and programs". The committee has seen an unprecedented volume of curriculum changes this semester, which are detailed below. The co-chairs would like to give special thanks to Pat Wuelfing and former chair Barbara Burk, without whom we simply could not function as efficiently and productively as we have.

A second charge to "collaborate with the Honors committee to determine the criteria for designating a course as having Honors status" will be thoroughly addressed in the spring semester, as Honors develop set of criteria.

The following curriculum items have been reviewed and approved this semester.

**New Programs Approved**

- Legal Nurse Consulting Academic Credit Certificate
- Computer Repair Academic Credit Certificate of Achievement
- LAN/WAN Academic Credit Certificate of Achievement

**Program Changes**

- Health Information Technology

Diagnostic Medical Sonography  
Respiratory Therapy  
Networking  
Engineering, AS Program  
CADD  
CADD Certificate of Achievement  
Electronics Technology Program AAS  
Electronic/Computer Technician Option  
English  
Mathematics/Science AS, Biology Option  
Mathematics/Science AS, Science Option

#### **Program Deletions**

A+ Computer Repair Technician Academic  
Certificate Program  
Computer LAN/WAN Technician Academic  
Certificate  
Cisco CCNA Certificate

#### **New Courses Approved**

Legal Nurse Consulting  
Nursing Malpractice  
Representing Gender  
Advanced Life Support and Emergency Care  
Computer Repair and Maintenance

#### **Prerequisite Changes**

RESP 161  
RESP 163  
RESP 261  
RESP 262  
RESP 263  
RESP 265

#### **Course Deletions**

HESC 155  
ENGL 128  
BUSI 171  
BIOL 97D  
BIOL 105  
BIOL 106  
BIOL 205  
BIOL 206  
OADM 105  
NETW 203  
ELEC 244

#### **Title Changes**

RESP 265

#### **Credit Changes**

RESP 162  
RESP 164  
RESP 264  
DRFT 106

CADD 121  
CADD 212  
CADD 214  
CADD 220  
CADD 225

#### **Description Changes**

RESP 161  
RESP 163  
RESP 261  
RESP 262  
RESP 263  
RESP 265  
ENGL 093  
CADD 214  
ANTH 115

#### **Code Changes**

HITC 124 to HESC 165

## **REPORTS**

### **REPORT ON THE NOVEMBER 16 FORUM**

Dina Long and Rasheda Young, Diversity Council co-chairs, presented definitions of cultural competence that had been developed by their committee. Forum members provided feedback about the wording and content of the definitions which will help the Diversity Council in their work on this charge.

Arminda Wey, chair of Basic Skills, gave an update about the Basic Skills program review which measured Basic Skills effectiveness. She also described how Basic Skills students compare to the rest of the students at Brookdale and with students nationwide. Anyone interested in reviewing the report in detail should email her at [awey@brookdalecc.edu](mailto:awey@brookdalecc.edu). Mindy also announced that the next outreach conference, which will focus on best practices in the high schools and at Brookdale, will be held on April 8, 2011. It will focus on early intervention programs, counseling collaborations and student advocacy for transition to college. All are welcome to attend.

Gail Harrigan, vice-chair of Governance, and Chris Cummings, student Steering representative, led the second discussion on the Steering charge to formalize the role of the Student Steering representative in Governance. Comments from the Forum participants included the following:

keep the appointment structure and maintain flexibility in who can serve on Steering, strengthen ties and communication with the Student Life Board, make the charges and discussions relevant to students, create mentorship for the students who want to participate. Voting on this charge will take place at the December 7 Forum.

### FOLLOW-UP FROM THE DECEMBER 1 SPECIAL FORUM

Former Governance Chair, Phyllis Shafer led the second discussion about formalizing the relationship of the college-wide committees to the Governance structure. Members of the General Education committee and Honors committee expressed concern that the use of the term “sub-committee” implies an oversight by the assigned standing committee that might impede the work of the committees. In addition, questions were raised about veto powers if the college-wide committee becomes a subcommittee of the standing committee. These issues will be addressed by Steering.

Dr. Jim Sulton gave an update about the Action Plan for a Tobacco Free College. He discussed how information about the change in policy is being distributed, the cessation programs that are available, and the enforcement issues that are still being formulated.

In an effort to engage the campus community in the discussion, IPEC has posted a number of articles on their Blog.

### ISSUES FOR A TOBACCO-FREE CAMPUS



Image courtesy of: EDINBORO UNIVERSITY, Pennsylvania  
**A Tobacco-Free Campus on 1-1-2011**  
 Brookdale Community College will be joining the growing ranks of colleges and universities prohibiting the use of tobacco on their campuses. Here is a sampling of links to sources related to this initiative. To see more, visit the IPEC blog:

<http://www.bccipec.blogspot.com/>  
**Questions about Smoking, Tobacco and Health**, from the American Cancer Society provides a 26 page informative general overview <http://www.cancer.org/acs/groups/cid/documents/webcontent/002974-pdf.pdf>

**One Step at a Time to a Tobacco-Free Campus**, a 40 page manual for colleges and universities <http://www.tobaccofreeu.org/pdf/foal.pdf>

**Colleges and Universities with 100% Tobacco-Free Campus Policies**, a national list by the American Lung Association from November 2010 [http://www.lungoregon.org/tobacco/pdf\\_word\\_doc/Tobacco-Free Colleges and Universities 100.pdf](http://www.lungoregon.org/tobacco/pdf_word_doc/Tobacco-Free%20Colleges%20and%20Universities%20100.pdf)

**Time** magazine article from March 22, 1971, "Cigarettes: After the Blackout" about the banning of cigarette advertising from American television and radio, for a historical perspective on the issue <http://www.time.com/time/magazine/article/0,9171,904941,00.html>

## STANDING COMMITTEE NEWS

COLLEGE LIFE

[MAC 206]

The committee continues to work on its first charge and review the input/ recommendations from the College Forum presentation of October 20. The committee will also be sharing their minutes and agenda with the Diversity Council as well as Professional Development. The committee will be reaching out to the chairs of Professional Development to invite them to a meeting after the holiday break. College Life has been investigating other institutions' examples of expert clearinghouses and wants to share this information with Professional Development. We have also developed recommendations and will to incorporate these recommendations into our next Forum presentation in February. We also will be showing examples that meet the criteria of their recommendations.

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**DIVERSITY COUNCIL****[MAC 212]**

The Diversity Council is preparing for its next presentation to Forum by researching various speakers to engage the campus community on ways to be more culturally competent. Leaders in the industry from various four-year schools and corporations have been contacted. Rasheda Young, Dina Long, co-chairs.

**IPEC**

At the Nov. 16 governance forum IPEC presented an environmental scanning update. The Brookdale community was invited to participate in a discussion of how to define student success. The federal government defines student success based solely on graduation rates. This definition is currently under review. The IPEC blog spot has updated research and articles on this topic and the recent White House Summit on community colleges. (<http://www.bccipec.blogspot.com/>)

Also on Nov. 16, the IPEC committee members were invited to meet with the consultants preparing the recommendations for FMP 2020. The relationship between the Matrix and the FMP were reviewed and Matrix priorities were outlined.

Matrix 2012 was finalized by IPEC and sent to Dr. Burnham and the Board of Trustees for approval. Matrix 2013 development was initiated.

The outcomes subcommittee is working on developing a document to outline measurable outcomes of the Matrix 2012 goals. In addition, the responsible parties for implementing the outcomes are being discussed and identified.

**STUDENT DEVELOPMENT****[MAC 205]**

CHARGE FOR ACADEMIC YEAR 2010-2011:

**Evaluate and recommend appropriate changes to Policy 2.9000 Computer Resources, Network & Facilities Use along with the companion Regulation 2.9000 to include proper usage of the portal, ensuring access and security.**

**Recommend strategies to keep future technology advances in line with revised Policy and Regulation.**

The Student Development Committee is comparing and contrasting the computer use policies of 4 colleges to the current Brookdale policy.

The Committee has been divided into 4 sub-committees and is currently discussing those components that are consistent with Brookdale's policy, those components that broaden Brookdale's policy, and those components that are repetitive and unnecessary.

The Committee has also discussed documents that the policy can link to.

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

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

<b>COLLEGE-WIDE COMMITTEE NEWS</b>
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**BASIC SKILLS COMMITTEE****[ATEC 218]**

The Basic Skills Committee continues to discuss issues related to testing and placement, basic skills curriculum and student success initiatives. The next meeting is Thursday December 2 in ATC 218 at 11:45.

**GENERAL EDUCATION COMMITTEE****[MAS 130]****HONORS COMMITTEE****[MAC 206]**

<b>WHAT'S ON YOUR MIND</b>
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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.

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Please submit any questions you may have to  
Marianne Drake:  
[m Drake@brookdalecc.edu](mailto:m Drake@brookdalecc.edu) or call extension 2472.



## ANNOUNCEMENTS

On Monday, December 6 from 11:30 to 1:30 there will be a program for Professional Staff entitled “December and Diversity” featuring a workshop on, and foods representative of, Chanukah, Kwanzaa and Christmas. This is a collaboration between the Professional Development Committee and the Diversity Council.

There will be a fundraiser for Darfur on December 9 in the PAC from 7-9 pm.

## IMPORTANT DATES IN DECEMBER/JANUARY

December 6:	“December and Diversity”, SLC, 11:30 to 1:30
December 7:	Governance FORUM
December 9:	Make a Difference: Darfur Fundraiser, 7-9 pm, PAC
December 14	Standing Committees
December 15	General Education Committee
HAPPY HOLIDAYS TO ALL!	
January 20	Basic Skills Committee Honors Committee
January 27, 2011	<b>MID-YEAR RETREAT</b>
February 1	Standing Committees
February 2	General Education Committee
February 8	Forum