



Governance Gazette

the newsletter of Brookdale Governance

November 2010

Chair's message

Hello everyone,

We are working on setting up the Governance Portal Community, which will increase the level of communication between Steering, the committees, and the college community. Communication is a priority for our Steering Student Rep, Chris Cummings who is meeting with the student reps to the committees to encourage regular attendance at committee meetings and at Forums. Attendance is a priority issue for Steering as well as the committee co-chairs. Every committee member is important in the Governance process and we encourage members to maximize meeting attendance.

At this Forum, the Professional Development Committee is reporting on the funding process and themes. They will introduce an exciting Professional Development for Employees One-Stop Web (landing) Page. Next, there will be an update on the Facilities Master Plan, followed by IPEC's Communication Update focusing on measuring student success. The General Education Committee will discuss the two-step process of obtaining general education status for a course.

Last week I attended the students' Extend a Hand outdoor rally, sponsored by the Student Life Board to "extend a hand to support one another in our common goal of learning." Many speakers commented on Brookdale's welcoming and supportive environment. It was an inspiring event. Please check out the Announcements section of the Gazette for student news!

See you at the Forum!

Marianne Drake
Governance Chair

November 2, 2010

FORUM MEETING

11:45 in Twin Lights 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/Announcements
 2. Professional Development Committee – Themes and Programming
Debbie Almeida and Norah Kerr-McCurry, Co-Chairs
 3. Facilities Master Plan update
Dr. James Sulton, EVP, Administration, Operations and Information Technology Services
 4. IPEC Communication Update
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Jim Cody and Jeanne Vloyanetes,
subcommittee Co-Chairs

5. General Education Update
Robin Smith, Co-Chair

ISSUES

PROFESSIONAL DEVELOPMENT

The Professional Development Committee has had substantive discussions concerning the perception and realities of the Professional Development funding process as well as the Themes that guide our work.

Professional Development approves funding, not the trip. Divisions operate differently, sometimes causing confusion in the process. The themes may play a part in the confusion, as well as website information layout. The Committee tackled these issues, setting up a sub-committee to improve the web site and the form, and having face-to-face and electronic discussions concerning the themes.

Web Site Information Issues: To attempt to centralize all website / portal information, a subcommittee was formed to determine what is “out there” about Professional Development and reported back with their findings. **Debbie Almeida, Joyce Cangelosi, Laura Quissaunee, Tracy Smith and Norah Kerr-McCurry** all volunteered their time for this subcommittee; Dan Greenwood of the TLC provided technical assistance.

Charge: To **intuitively** locate the Professional Development Committee of Governance Request for Funding Application

Method: Search the Brookdale website using the terms

- Professional Development
- Professional Development Form
- Human Resources

Results: This search resulted in nearly 20 different web page links including

- OBCD PD programs
- The PD Survey
- History of PD Committee Charges
- Faculty PD tracking forms
- HR training programs
- The TLC Handbook
- The PD Blueprint
- Several outdated and obsolete PD forms
- Two versions of the Application with different titles

Determination: The Request for Funding Application was lost in the search

- The term Professional Development is inherently broad, and we should use the term Professional Development *for Employees*

Recommendation: Eliminate old and obsolete forms from the web. Create a **Professional Development for Employees one-stop web page (ie. Landing page)** that will link to already existing pages of information, such as

- Sources of funding
- Application for funding
- Themes
- HR training
- Faculty, Staff and Administrative Subcommittee pages
- PD Committee charges and history

Through all internal marketing means, launch the new **Professional Development for Employees** one-stop web page upon completion.

The subcommittee identified and deleted 10 dead/old links. Changes to the website were made and include: the addition of the 2010-2011 PDC membership list; the creation of separate links to the application, themes/priorities and the flowchart for filling out forms; and a link to the Administrators professional development webpage.

Constituency Web Pages: As mentioned, the administrators already have a professional development webpage specific to its constituency. **Fidel Wilson and Valerie Bonilla**

have created and will maintain a similar page for faculty professional development, and the staff sub-committee will work on identifying a member to create and maintain a page for the staff constituency.

The Professional Development Application: It was noted that the current application on the PD website is a .pdf file. This will be changed to a Word file so requesters can fill out their application by typing instead of hand-writing. Suggestions were made to add the current year to the application form, and to include the themes/priorities on the form (so users could check off which themes/priorities apply).

Developing Themes for 2011-2012: The committee's discussion revolved around two major areas: the professional development survey and the 2011-2012 Matrix.

The Survey: The survey has been a useful tool to gather input for the themes and is sent to all college constituencies. At the next meeting, the committee will finalize the survey which will be administered later this semester. This survey has two purposes—one is to gather input for the themes, but it is also used as a way to help develop in-house programming through the TLC and HR.

The Matrix: The Matrix is very similar to the Matrix 2011. The committee will use the Matrix and its companion documents (ESMP, ITSP, and FMP) to identify overarching themes. Two areas that were specifically mentioned in discussion were the possibility of the First Year Experience (bullet point in I.A.) and New & Renewed Curriculum (II.F.) being considered as potential themes/priorities.

The Committee has determined that the current themes should remain in place. The themes are:

Technology

Collaboration and Communication

Management and Leadership Development

Diversity

Curriculum Development

FACILITIES MASTER PLAN 2020

The Facilities Master Plan (FMP) 2020 is underway. A Steering Committee has been formed and has been given a charge. Jim Sulton will be providing a status on the progress made to date on the FMP 2020. He will describe some of the activities that will be taking place over the next several months. The importance of the entire campus community to be engaged in the project in order for the FMP 2020 to be a success will be emphasized.

INSTITUTIONAL PLANNING AND EFFECTIVENESS



How Do We Measure Student Success?

How Should We Measure Student Success?

Are These Two Different Questions?

Do completion rates adequately define success at community colleges? Some students require remediation. Some students transfer to four year institutions without attaining a two year degree. Some students are seeking job retraining. Some students simply want to take a few classes. If these students do not meet the definition of success are they then failures?

The *Higher Education Opportunity Act* - (Public Law 110-315) has set guidelines for measuring the success of community colleges. Currently, success focuses on graduation and completion rates, that is, the completion rates for first-time,

full-time students. According to federal data, only 22% of these students graduate within three years. (http://chronicle.com/article/Community-Colleges-Are-in-the/124816/?sid=cc&utm_source=cc&utm_medium=en)

The Bill & Melinda Gates Foundation have proposed the *Completion by Design* program which will spend \$35-million over five years to help increase the graduation rates of community colleges. Melinda Gates wants to make college completion a national priority.

The American Association of Community Colleges and the National Governors Association have proposed measuring student success against many variables in a voluntary accountability system. This work has the potential to change the current federal requirements. (<http://www.insidehighered.com/news/2010/10/21/data>)

IPEC would like to engage the BCC community in this discussion. Check out the IPEC blogspot (<http://www.bccipecc.blogspot.com/>) and come to the Forum to participate in a discussion on this important issue.

GENERAL EDUCATION COMMITTEE

The General Education committee is currently looking at how to realign our general education rubrics with new general education rubrics being proposed by the NJCC President's Council. The rubrics include the NJ Guiding Principles and Middle States requirements.

Obtaining general education status for a course is now a two step process; internal and external. The first step is the same internal college approval in existence – review and approval by both Academic Council and the General Education Committee. The second step is receiving affirmation from the NJ community college presidents. The NJ President's Council is likely to approve the external process where courses are reviewed three times a year. Aligning Brookdale's rubric with the rubrics that will be used statewide will help expedite this process.

Information on the new rubrics and applications forms for a course to attain general education status can be found on the BCC academic affairs site at <http://www.brookdalecc.edu/pages/689.asp>. Courses applying for general education status will be required to complete the BCC and statewide approval forms to expedite the approval process.

Our committee currently has two **vacant** positions for the English/Reading departments and one **opening** from the Social Sciences Division. We would appreciate having representatives from these departments join us. We look forward to presenting this information to you at the Forum.

REPORTS

REPORT ON THE OCTOBER 19 FORUM

Announcements about upcoming events on campus included the following:

October 28: Bullying, a Diversity offering

October 28: TLC Roundtable on Academic Rigor

November 2: Watching the Election Returns

November 12: Diversity in Education Conference

Academic Standards co-chairs Glenn Noe and Kathy Pultar led a discussion about their charge to review the issue of students repeating courses. After presenting the documentation surrounding the charge, the co-chairs took questions and comments from the Forum to take back to their committee. The committee is looking at the multiple variables surrounding why students repeat courses and its impact on the greater campus community.

Honors co-chairs Laura Neitzel and Jonathan Moschberger presented the first discussion of their charge to create criteria for designating a course as having Honors status. They presented the findings of previous Honors committees and described how their committee was incorporating these findings into the creation of a rubric to outline an Honors course. Feedback from this presentation will be used by the committee in developing their recommendations.

College Life co-chairs, Anne Marie Sparaco and Allison Fitzpatrick presented their committee's work on the charge to create a clearinghouse of

experts who could be available for inhouse and community programs. The committee is working on the mechanics of such a system and reviewing how such a concept is handled by other colleges.

Student Development co-chairs Diana Glynn and Rosemary Kochman presented the recommendations of previous Student Development committee work about the college student email and how a move to using only Brookdale email addresses would benefit the college community. This is an offshoot of their charge this year to review the regulations guiding network use at the college.

PowerPoints of these presentations are available upon request. Please contact Gail Harrigan, gharrigan@brookdalecc.edu if interested.

STANDING COMMITTEE NEWS

ACADEMIC COUNCIL [MAC 206]

Academic Council continues its catalog cleanup initiatives by inquiring about courses that have not run in three years or more, and processing course deletions when requested by the academic departments. Numerous new programs, program changes, and course changes are in the pipeline and will be coming before council this semester.

ACADEMIC STANDARDS [MAC 202]

Academic Standards continues discussion on their first charge: Investigate the frequency of students repeating courses, impact on students and the potential causative factors contributing to the need for students to repeat courses.

Our October 26 meeting focused on review of the comments and feedback that were shared during the committee's presentation at the last forum. Discussion moved to address several questions brought to the forum as follows: Should there be a limit on the number of times a student can repeat a course, if so what should that limit be? At what point should there be an intervention for students repeating courses and what should that intervention consist of?

The committee's goal is to bring recommendations to the December 7 forum for further discussion.

COLLEGE LIFE [MAC 206]

At the last Forum, College Life presented their progress on the charge to "Create a clearinghouse of subject matter experts, topics, and publications from the Brookdale community for use by internal and external constituencies for such purposes as professional development, in-house training, student programming, conference follow-up, student and community programming, and public relations/marketing".

Feedback at the Forum was discussed at the last meeting and the committee began to formulate some recommendations which may include the following:

- Explore use of the Portal and the College Website as a tool for storing/archiving all the information,
- Create a the clearinghouse with a prompt to enable experts to renew on an annual basis,
- Utilize College Relations as the department to be the main point of contact for the clearinghouse.

The committee will be continuing to work on their recommendations at their next meeting.

DIVERSITY COUNCIL [MAC 212]

The Diversity Council just hosted its first conversation on bullying to an intimate audience of faculty, administrators, and students. News media was present.

Diversity Council is in the process of devising programs for all constituencies that reflect the Cultural Competence Model.

Additionally, we are moving forward with our charge to create a cultural competency model that takes into account the attitudes, structure, policies and services of the college.

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.

After our presentation to Forum last week, the Committee sent our review of the 2008 Committee's findings on "Student E-mail Account Guidelines" and our reaffirmation of the "Guidelines for Administration and Student Use of E-mail Accounts" to the President's Office.

The Committee is researching the Acceptable Use of Information Technology Policy from four colleges: Sinclair Community College, Anne Arundel Community College, Miami-Dade Community College, and Loma Linda University. The Committee has been divided into four sub-committees to compare and contrast these policies with Brookdale Community College Regulation 2.9000R.

Anyone with feedback to provide to the committee can do so by contacting either co-chair:
Diana Glynn, Psychology,
dglynn@brookdalecc.edu or at ext.2423
or
Rosemary Kochman, Police Department,
rkochman@brookdalecc.edu or at ext. 2350

BASIC SKILLS COMMITTEE**[ATEC 218]**

The primary discussion for the Basic Skills Committee for the October 28 meeting is to be about effectively informing incoming students of Brookdale's placement procedures. The concern is the national and local growth of reading, writing, and math deficiencies such that students are not college ready at the time they enter community college. Additional concerns are student attitudes about basic skills courses and value of education, as well as efficient use of time and resources related to developmental education. Throughout the academic year, the committee will discuss issues of concern noted through the Basic Skills Program Review, the Annual Basic Skills Profiles and trends noted by committee members.

On October 14, 2010, the Basic Skills Committee held its bi-annual Outreach Focus Group meeting to review the outcomes of the 2009 Outreach Conference and brainstorm for the 2010 Outreach Conference. There were approximately 20 members of the Focus Group consisting of Basic Skills Committee members and high school teachers, supervisors and counselors. The 2010 conference will be a Best Practices style conference and the Basic Skills Committee will be working on planning the conference around the ideas and suggestions brought forth from the Focus Group. The Outreach 2010 Conference is scheduled for April 8, 2010.

Anyone wishing to have access to the Basic Skills Committee Angel shell can contact Committee Chair Arminda Wey (awey@brookdalecc.edu) to be added to the roster. Basic Skills Committee meetings are held in ATEC 217 during college hour. Our remaining meeting dates are December 2, January 20, February 10, March 31, April 28, May 5.

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

Did you know the student newspaper **The Stall** is now available online? Check out the website: <http://ux.brookdalecc.edu/student/stall/drupal-6.17/node?page=1>. We are committed to improving campus-wide communication and are looking for ways to keep our students informed of issues facing the campus community. Any other ideas for how we can improve this link? Send comments or ideas to Gail Harrigan, gharrigan@brookdalecc.edu. Thanks.

Also, listen in at WBJB 90.5 FM, on Monday evenings from 6-7 pm. The Student Life Board has a radio show! Tune in and ask questions.

IMPORTANT DATES IN NOVEMBER

November 2 Forum

November 9 Standing Committees **CANCELED**.
Collegewide presentations to meet the
EVP candidates

November 10 General Education Committee

November 16 Forum

November 25 HAPPY THANKSGIVING!

November 30 Standing Committees