



Governance Gazette

the newsletter of Brookdale Governance

March 2011

Chair's message

It would be remiss not to acknowledge that we Brookdalians are dismayed at the actions of the past week and are adjusting to the news that we have an acting President, Dr. William M. Toms. True to the collegial nature of Governance, often stressed and upheld by Dr. Burnham, we will introduce Dr. William M. Toms at the beginning of the Forum. There is an ambitious agenda, starting with the Honors Committee's Vote on course criteria. Next, Student Development will give their second discussion on the Policy on Computer Resources, Network & Facilities Use with the accompanying Regulation to include the Portal. After this, there will be a Vote on Academic Standards' recommendation on repeating courses, followed by a discussion of their second charge, on the withdrawal policy. The Professional Development Committee will present on programming. As usual, we welcome Announcements and items for What's On Your Mind.

Steering had a WebEx training session on the Portal, with an excellent overview and hands-on experience in adding content to the Governance Portal Community. The goal is to have this up and running later this month, to improve Governance communication for the entire campus. Thanks to Patty Kahn, Amy Perea of Sungard, and Frank McGaughran of ETS for the success of this training.

Please remember to vote for the Vice-Chair of Governance and the open Steering Committee positions. The ballot, voting directions, and candidate biographies were emailed on March 3 and must be returned to Sue Kenney by Friday, March 11, 2011 at 5:00 pm. Staff are encouraged to write-in for staff representative.

See you at the Forum!

Marianne Drake

March 8, 2011

FORUM MEETING

11:45 in Twin Lights I & II

***Also on Bluesnet and broadcast to the Western Monmouth Branch Campus and the Eastern Monmouth, Long Branch, Northern Monmouth, and Wall Higher Education Centers**

Agenda

1. **VOTE!** Honors Committee: Criteria for Honors courses
2. Student Development: 2.900 Policy and Regulation Review, Discussion 2;
Diana Glynn and Rosemary Kochman, co-chairs
3. **VOTE!** Academic Standards Committee: Repeating courses
4. Academic Standards Committee: Withdrawal policy, Discussion 1
Kathy Pultar and Glenn Noe, co-chairs
5. Professional Development: Programming, Discussion 2
Dara Evans and Norah Kerr-McCurry, co-chairs

VOTE REPORTS

Honors Committee

The Honors Committee has been charged, through Academic Council, to “determine the criteria for designating a course as having Honors status.” We will **VOTE** on the following criteria:

Criteria for Honors General Education Courses

An Honors section uses the same course syllabus and strives toward the same course learning outcomes as regular sections of general education courses. The pedagogy, course materials, course requirements, and assessment criteria for an Honors section should be indicated in the addendum to the syllabus.

These are meant to be broad guidelines. Specific criteria will differ according to academic discipline. Honors courses are differentiated by many, if not all, of the following criteria.

Pedagogy

- Courses emphasize discussion and active learning over lectures and information-delivery. They are run as seminars, when/where appropriate.
- Courses are more intensive learning experiences as they study subject matter in greater depth than a regular General Education section
- Students assume leadership roles in the classroom.
- Where appropriate, interdisciplinary connections are emphasized.

Course materials

- Textbooks are supplemented / replaced with other course materials, including primary sources and interpretive secondary sources.
- Campus and community resources are utilized to broaden the classroom experience and bring in interdisciplinary perspectives.

Course requirements

- Assignments are rigorous and foster stronger critical reading and thinking skills
- Assignments require students to synthesize sources and ideas both in writing and in oral presentation.

- Many Honors courses include a capstone-eligible research paper or project. These are student-conceived and require the integration of multiple sources and/or perspectives.

Assessment

- Student work is evaluated with higher standards of performance expectation and the weight of course assignments reflects rigorous Honors course requirements.
- Assessment focuses on synthesis of ideas, critical thinking, and innovation over test-taking or mastery of facts.

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. After considering the feedback generated from two Forum discussions, meeting with various members of the College Community and a great deal of committee deliberation, our recommendation, to be voted on at the March 8th Forum is as follows:

The Academic Standards Committee recognizes that there is a significant problem with course repetition and recommends a mandatory intervention with a counselor after the third unsuccessful attempt in a course.

ISSUES

Student Development Discussion on 2.900 Policy and Regulation

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. By using Brookdale Community College’s IT Guidelines Draft as adapted by Dr. Patricia Kahn and the guidelines of 4 comparable colleges, the Student Development Committee has refined College Regulation 2900.

During our discussions, the Committee has made the following major changes:

1. Order changes (e.g., 'Authorized Use' section now followed by 'Unauthorized Use', and is immediately followed by 'Penalty of Violation.'
2. Language changes: from 'Permitted Use' to 'Acceptable Use.'
3. Added links to pertinent College documents (e.g., Student Conduct Code, Human Resources Code of Ethics).
4. Revised to incorporate portal and emerging technologies not yet developed ensuring security and access.
5. Revision history list to track updates to the regulation.

The Committee welcomes any comments and suggestions.

Diana Glynn – co-chair – Psychology -
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Rosemary Kochman – co-chair – Police Department -
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2.9000R

BROOKDALE COMMUNITY COLLEGE COLLEGE REGULATION

Proposed Revision March 2011

2.9000R

I. Title of Regulation

Computer Resources, Network, and Facilities Use
Regulation

II. Objective of Regulation

To establish rules, procedures and guidelines for
College computer resources, network and facilities use.

III. Authority

Board of Trustee Policy 2.9000, Computer Resources,
Network and Facilities Use

IV. Regulation Statement

In accordance with the Board Policy on Computer
Resources, Network and Facilities Use and the Board
Policy on Academic Freedom, the following is to
establish appropriate conduct for all users of
computing and information technology resources

owned or managed by Brookdale Community College,
including resources available to the College through
outsourcing and applications service providers. Faculty,
staff, students, and guests who are accessing the
College's information resources must adhere to these
guidelines, which promote acceptable usage of College
computer resources. This includes but is not limited to
College-owned resources, networks, facilities, printed
documentation, as well as all current and any future
technology that is serviced by the Office of Information
Technology in support of Brookdale's technology goals.

A. AUTHORIZED USE OF COMPUTING RESOURCES

The College will not censor or limit
access to any information that does not violate federal,
state, or local laws. To maintain a workplace sensitive
to the diversity of its employees and students while
preserving a dynamic and inclusive on-line community
that is necessary to the function and purpose of higher
education, the authorized and responsible exercise of
computer privileges for academic and professional
activities is required of all users.

Use of College computing resources is a privilege and
must be treated with the highest standards of ethics
and respect for others. Individuals working on
the Brookdale campuses and those connecting to the
Brookdale network from remote locations will be held
to an equal standard of conduct for the appropriate
use of computer resources. Academic and College
business use takes priority over personal and
community use.

Authorized users recognize and accept the standard for
appropriate use and will confine their activities to the
established guidelines, which include but are not
limited to:

1. Conducting the business of the institution.
2. Completing an assignment or other body of
work directly related to a course or program in
which the individual is enrolled.
3. Conducting research for educational purposes.
4. Communicating with other users, both within
and outside the Brookdale community, in a
reasonable manner.
5. Downloading public domain, free, trial or
demonstration software, and other files to
removable media owned by the individual.

6. Changing the individual's password to maintain security.
7. Creating and maintaining individual web pages located on the Brookdale Community College web site, participating in social networks (i. e. Facebook or MySpace), and maintaining personal profile pages located on the MyCampus Brookdale Portal, according to the guidelines posted for such publication.
8. Accessing information resources at other institutions in a non-invasive manner.
9. Developing more effective technological skills.
10. Using email as a professional resource to assist Brookdale students in attaining their educational goals and faculty and staff in meeting the responsibilities of their jobs.

B. UNAUTHORIZED USE OF COMPUTING RESOURCES

Brookdale Community College considers any violation of this policy as a serious offense. Violators are subject to College disciplinary action as prescribed in conduct policies, the student handbook, employee handbooks, and other applicable College policies and standards. (See below reference list for access to these handbooks) Offenders may also be prosecuted under terms described in such laws (but not limited to) as the Computer Fraud and Abuse Act, Family Educational and Privacy Act, Digital Millennium Copyright Act, and applicable federal, state, and local statutes.

Illegal use warrants immediate attention; any Faculty, Staff, or Student who has a reason to suspect a deliberate or significant breach of established policy or procedure should promptly report it to the appropriate administrator. **Link to Student Conduct Code.** Inquiries, complaints, violations and/or reports of concealment of violation should be referred to: The Administrator for Judicial Affairs and Student Information

Unauthorized uses include but are not limited to:

1. Using computer resources for personal or financial gain, such as selling access to College computer resources, distributing advertisements, or performing work for personal profit unauthorized by the College. Further limits may be imposed upon personal use in accordance with procedures as clarified in the State of New Jersey's Uniform Code of

2. Ethics and College handbooks published by the College.
2. Using computer resources to solicit others for commercial ventures, religious or political causes, or outside organizations.
3. Frivolous disruptive or inconsiderate conduct in the computer labs or terminal areas such as the Information Commons in the Bankier Library.
4. Engaging in activity that might be harmful to system performance or access, such as flooding the system with e-mail traffic or intentionally introducing a virus to the system, or making unauthorized changes to system settings.
5. Using computer resources with the intent of harassing an individual or entity.
6. Attempting to circumvent resource limits or security measures.
7. Engaging in illegal activities, such as attempting to gain unauthorized access to computing resources at another site.
8. Violating license agreements or copyright laws, such as transferring copyrighted material(s) to/from a College computer.
9. Allowing unauthorized users to access a Brookdale account, the Internet, or other computer resources. Accounts and passwords may not under any circumstances be shared with or used by persons other than those to whom they have been assigned by the College.
10. Misusing shared resources, which can include but is not limited to actions such as artificially maintaining a modem connection when not in use, clogging the server with too many files, and excessive printing from shared printers.
11. Violating College policies, regulations, rules, and procedures, such as lab and system regulations, and policies and regulations prohibiting discrimination and sexual harassment
12. Using College trademarks and logos without authorization to do so. Affiliation with the College does not, by itself, permit members of the College community to use the College's trademarks and/or logos without prior approval by designated College officials.

C. PENALTY OF VIOLATION

Alleged violations will be investigated. Students may be charged as outlined in the Student Conduct Code

and may face appropriate sanctions as deemed by a Student Conduct Board up to and including expulsion. Brookdale staff found to be in violation could face disciplinary procedures up to and including termination.

D. EMAIL POLICY

1. Activation and Deactivation of Email:

- A. Student Activation - Student accounts are created within a half an hour after a student has applied for the first time in the Colleague system. Students are notified of their Brookdale email address and account username and password by letter as well as an email sent to their personal email address.
- B. Student Deactivation - Student accounts will remain active for one year following the last active enrollment for any term (including summer). The exact time for deactivation will link to the close of drop/add for the spring or fall term, after which enrollment closes for the primary term session.
- C. Faculty/Staff Activation - Faculty/Staff accounts are created when new employees are entered into the HR/Payroll system. Their accounts will be available for use the day after they are entered into HR/Payroll.
- D. Faculty/Staff Deactivation - Faculty/Staff accounts will be deactivated when they are changed to an "inactive" status in HR/Payroll and have no other place in Colleague (e.g. also not a student).

2. Email Use Policy

- A. Incidental personal use is permitted as long as it does not have negative effects on any other email account, jeopardize the email system, compromise fulfillment of educational goals or violate the law or of any policy or guideline of Brookdale.
- B. Each user is responsible for using the email system in a professional, ethical, and lawful manner.

E. CONFIDENTIALITY AGREEMENT

Contents of electronic files will be examined or disclosed only when authorized by the user, approved by designated Brookdale officers (President, Executive Vice Presidents, Vice Presidents) or required by law. The College reserves the right, however, to inspect, copy, store, and disclose the contents of electronic files but will do so only when it believes it is appropriate to prevent or correct unauthorized use, satisfy a legal obligation, or ensure appropriate use of College resources. The College may monitor accounts of users, login sessions and communications without notice, as it reasonably appears necessary to do so to protect the integrity, security, or functionality of the College or other computing resources or to protect the College from liability.

F. RESPONSIBLE REGARD RE: INTELLECTUAL PROPERTY & COPYRIGHT

Brookdale Community College requires that all uses of copyrighted materials comply with federal law (Title 17, US Code, Section 107), and the Policies and Regulations of the Board of Trustees. The full text of the federal law (Title 17, US Code, Section 107), including the Fair Use provisions, and guidelines for determining compliance are available.

Any claims of copyright infringement should be reported to the designated agent, an appointment required by the Digital Millennium Copyright Act (1998), The Executive Director of the Bankier Library. Contact the Library by phone at 732-224-2706, or email questions to lmw@brookdalecc.edu.

Responsible regard for intellectual property and copyright includes but is not limited to:

1. Citing sources and complying with standards for proper citation when using a portion of another's work. Detailed information on citations standards is available at the Library web site.
2. Obtaining permission from the copyright holder when using all of a work (a full image, a complete poem, a whole song).
3. Obtaining permission from the copyright holder to copy any software that requires purchase. In most cases, software already purchased by a consumer may not be transferred to another's

computer without permission of the copyright holder; otherwise, both parties may be liable for copyright infringement.

G. SOFTWARE COMPLIANCE AND DISTRIBUTION

While incoming email is scanned for viruses and for messages deemed to be 'SPAM', it is impossible to guarantee protection against all SPAM and virus infected messages. It is therefore incumbent on each individual to use proper care and consideration to prevent the spread of viruses. All computers on the Brookdale network must employ a virus-scanning tool such as MacAfee or Symantec virus protection program. In many cases viruses appear to be sent from a friend or coworker, therefore attachments should only be opened when the user is sure of the nature of the message. If any doubt exists, the user should contact sender to verify the authenticity of the message and/or the attachment.

Criminal/Illegal Acts include violations of federal, state, or local laws and regulations such as:

1. Attempting to enter another individual's account.
2. Using another individual's account without permission.
3. Attempting to delete, destroy or modify files on a computer or server that are not in the user's personal drive or folder/directory.
4. Writing or deliberately sending a virus, worm, or Trojan horse, or initiating a denial of service or any other attack within Brookdale or from Brookdale to any other network.
5. Distributing information protected by privacy laws.
6. Making terroristic threats or otherwise threatening the safety or well-being of others.

The federal statute on fraud and related activity in connection with computers is U.S. Code Title 18, Section 1030. In addition, the College maintains FERPA compliance as it relates to all electronic communications.

Links to items within this document:

- **Use:**
 - **Authorized use of Computer Resources**
 - **Unauthorized use of Computer Resources**
 - **Penalty of violation**
- **Email Policy**
- **Confidentiality Agreement**
- **Privacy Issues**
- **Copyright: Guidelines on using digital material**
- **Responsible regard for intellectual property and copyright**
- **Software Compliance and Distribution**

Links to Pertinent College Documents:

- **Academic Integrity Policy**
- **Sexual Harassment Policy**
- **Human Resources Code of Ethics**
- **Family Education Rights and Privacy Act**
- **Student Conduct Code**
- **29000: Computer Use, Network, and Facilities Policy**
- **2901: Website Policy**
- **2901R: Website Regulation Revision History**

<u>Date</u>	<u>Revision #</u>	<u>Change</u>
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(description) Referenced Section

Approved: President

11/14/01

Effective 11/14/01

Revised: March 2011

Academic Standards Discussion on the Withdrawal Policy

The Academic Standards Committee has begun to work on charge 2: Review withdrawal policy and make recommendations for changes if needed. Discussion focused on 3 major areas of the withdrawal policy:

- Faculty ability to withdraw a student from a course
- The withdrawal date
- Students who do not officially withdraw and end up with an F

Up until 1999, when grading at Brookdale went from a credit to letter grades, there was the withdrawal inactive policy, allowing faculty to withdraw a student from a course based on attendance and other criteria. This was then changed to become the student's responsibility. Many students do not do this and therefore receive F's on their transcript. Academic Standards was presented with this charge in both 2004 and 2006 and at that time, the committee recommended no change to the withdrawal deadline. The committee is currently gathering information as follows:

- Committee members are reviewing withdrawal policies of a number of Colleges.
- Committee Members are surveying departments gathering feedback on the withdrawal date.
- A committee member will research completion rates and early/late withdrawal dates to see if a correlation exists.
- A committee member will investigate the completion rates prior to and after the previous changes made in the policy.

Questions and subsequent discussion raised by the committee include:

Is granting the faculty the ability to withdraw a student from class a student centered or student punitive policy? How would this affect international student and financial aid recipients? Is there any benefit to students and faculty? Should withdrawal be tied to attendance? Could the monitoring system be used to assist in this process?

Who should bear the responsibility when a student does not officially withdraw from a course and receives an F? This information is available to the student and shouldn't the student be responsible for this?

Pros and cons were identified regarding the withdrawal date. Key points offered by committee members in support of a 12th week withdrawal date include:

- Students have as much information regarding their potential grade before making a decision to withdraw from a course.
- The longer a student is in the class the more information they will be exposed to with the hope of doing better if they repeat the course.
- Financial aid and VA recipients need to complete a certain percentage of the course or

the college is required to refund tuition money.

Key points offered by committee members in support of an earlier withdrawal date include:

- A late withdrawal date provides an "out" for students. If the withdrawal date was earlier and students no longer had the option to withdraw they will be motivated and will commit to the work.
- A late withdrawal date contributes to grade inflation as failing students withdraw later in the semester.

We look forward to discussion and feedback at the forum.

REPORTS

Report of the February 22, 2011 Forum

Marianne Drake, chair of Governance opened the Forum. She invited everyone at the HEC's and Western Monmouth branch campus to introduce themselves, in an effort to promote inclusion.

A vote was taken on the structure of the relationship of the college-wide committees to Governance. The formalization of the relationship was approved by a written vote:

Yes: 77, No: 3, Abstain: 17.

Honors committee co-chairs, Laura Neitzel and Jonathan Moschberger led a discussion of the proposed criteria for Honors courses at Brookdale. The proposed guidelines will be put to a vote at the next Forum on March 8, 2011.

Academic Standards co-chair Glenn Noé made a motion to table the planned vote on the proposal about course repetition based on an error in the language of the vote published in the Governance Gazette of late February. The motion was seconded by Alice Dressner-Ehrlich. There was no discussion. The motion carried by a hand vote of the majority. The vote is re-scheduled for the March 8, 2011 Forum.

The co-chairs of IPEC, Arnie Gelfman and Mary Ehret announced that the MATRIX 2012 was finalized and approved by the President and the Board of Trustees. It will take effect in July 2011.

They presented the draft of MATRIX 2013 and opened the floor for discussion. Questions and concerns will be addressed by the committee and another update will be brought to a future Forum.

STANDING COMMITTEE NEWS

ACADEMIC COUNCIL [MAC 204]

Academic Council continued its primary charge of overseeing and approving curriculum changes at the college. The committee has approved two new programs (Teacher Assistant AAS, and a 31 credit Medical Coding Academic Credit Certificate), four program discontinuances, and seven Program Revisions.

Five new courses were approved. These include Fashion Design I, Emergency Medical Technician-Basic, Human Sexuality, Special Projects: Early Childhood Education, and Early Childhood Internship. Twenty three Course Revisions were approved, including four Title changes, three course Description changes, six Prerequisite changes and one Code change. Seven courses were also deleted from the college catalogue.

In coming meetings, in addition to curriculum changes, the Academic Council will be working on its two additional charges. The first will involve assisting Honors in developing the criteria for Honors classes. The second will be working with the General Education committee in reviewing the college Core Competencies.

ACADEMIC STANDARDS [MAC 202] See Issues Reports

COLLEGE LIFE [MAC 206]

The College Life Committee continues discussion on the Governance charge to create a clearinghouse of subject matter experts and topics. At the March 1 meeting, the committee was able to determine the key points that will be noted in its recommendations. The following topics will be presented during Discussion 2 at the Governance Forum:

- Subject matter experts will self-identify themselves.
- A web-based searchable database should be housed on the Brookdale website.
- College Relations will maintain the clearinghouse.

- The clearinghouse will be promoted both internally and externally.
- Brookdale employees receiving Professional Development funding to attend or present at a conference will be encouraged to become part of the clearinghouse.

DIVERSITY COUNCIL [MAC 212]

The Diversity Council has an exciting line-up of activities for the Spring Semester:

Why Diversity is Needed in Higher Education

On Tuesday, February 22 Diversity Council hosted a lecture featuring Dr. DeForest Soaries, preeminent advisor to major corporations in areas of diversity, philanthropy and community relations. Dr. James Sulton, Executive Vice-President of Administration, Operations and Information Technology Services introduced the guest speaker. To a mixed audience of 110 people from across the college and surrounding community, Dr. Soaries stressed the urgent need to build upon similarities rather than differences.

Also with the help of Susan DeMatteo, Assessment Administrator, Diversity Council presented a formal assessment tool to measure the effectiveness of programming. Some of the comments on the survey were: "Wow! This was super!" "Dr. Soaries is a great man and I appreciate his knowledge. I hope to see him again." "Great job!" "Great program!" "Thank you Dr. Soaries. I think this was one of the most powerful presentation (sic) ever. I truly (sic) appreciate the concept of doing things differently." "Outstanding lecture." "Very inspirational, great experience!" And my personal favorite, "OUTSTANDING! Just a few months ago I saw Dr. Soaries on CNN and here he is in Monmouth County. Great job on bringing in one of our great leaders in this country. Please continue these great programs and congratulations on a terrific program."

The Diversity Council would like to thank Dr. Peter Burnham for lending his imprimatur by attending the event.

Diversity Media Contest

Diversity Council reintroduced the media contest. We want full and part-time students to show through video, audio or print what diversity means to them. New posters advertising the event have been created and will circulate soon. A special thank you to Anthony LaGaipa for redesigning the Diversity Media Contest flyers.

Conversations with American Conference on Diversity

American Conference on Diversity will facilitate a total of three, 60-minute *Brookdale Conversations* for Brookdale Community College, students, faculty, staff and administrators. More information on this initiative to come shortly.

Cultural Competence Model

Diversity Council members have formed a subcommittee to analyze and modify existing cultural competency models to modify for Brookdale. In an effort to be thorough and comprehensive research has been gathered from Georgetown University's National Center for Cultural Competence, American Association of Colleges and Universities, Harvard Medical School and University of Tennessee.

INSTITUTIONAL PLANNING [MAC 208] AND EFFECTIVENESS

At its March 1 meeting, the Institutional Planning and Effectiveness Committee (IPEC) discussed the 2013 Matrix input from the Governance Forum. Some of the topics included globalization, "Virtual Brookdale", and student success, and Governance. Based on Dr. Sulton's feedback at the Forum, the consensus was to remove "Virtual Brookdale" from the Matrix. The other topics were referred to the Matrix Subcommittee chaired by Barbara Boyington and Joe King.

With Dr. Burnham's Forum input as a catalyst, IPEC also discussed in some depth the national attention being paid to student success. Initiatives such as Achieving the Dream, Voluntary Framework for Accountability, and the Committee on Measures of Student Success need to be closely followed. Some concern was expressed with regard to the equating on the part of some of student success and college completion. It was felt that if completion means that students achieved appropriately rigorous and meaningful outcomes, that would be a strong positive. On the other hand, we need to guard against trying to increase student success and completion rates by lowering expectations. It was also recommended that we pay even more attention to providing comparative data with other institutions through benchmarking.

The consensus was that Matrix development was significantly ahead of the usual schedule. That led to a discussion of whether it would be advisable to continue the recent tradition of convening focus groups. Concern was raised that the volatile nature of recent budget developments might get in the way.

Conversely, members felt that the focus groups provided a very good vehicle for people who have limited opportunities to participate in Governance to be heard. This topic will be discussed again at the next standing committee meeting.

PROFESSIONAL DEVELOPMENT [MAC210]

STUDENT DEVELOPMENT [MAC205]

See Issues Report

IPEC INFORMATION CORNER



Complete College America is offering Completion Innovation Challenge grants to the governors of all 50 states. Ten \$1 million grants will be given to states that demonstrate a commitment to develop and deploy innovative, state-wide strategies to substantially increase college completion. The grants are focused on:

- Shifting to performance funding
- Reducing time-to-degree
- Restructuring delivery for today's students
- Transforming remediation
- Deploying transformative technology

For more information and to check out other articles on the latest trends and issues please visit the IPEC blogspot at <http://www.bccipeccollege.com/>

COLLEGE-WIDE COMMITTEE NEWS

BASIC SKILLS COMMITTEE

The Basic Skills Committee will host its annual Outreach Conference on Friday, April 8, 2011, from 9am - 2:15pm in the Student Life Center. You all should

have received an invitation by email. Brookdale faculty and staff are free but registration is needed. Please register with Donna Cuddy at dcuddy@brookdalecc.edu
The next Basic Skills Committee meeting is March 31st at 11:45 in ATEC 218.

GENERAL EDUCATION COMMITTEE

HONORS

See Vote report

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. Contact Gail Harrigan at gharrigan@brookdalecc.edu with any requests.



IMPORTANT DATES IN MARCH

March 8	Forum
March 11	Vote for Governance Steering ends
March 22	Standing Committees
March 23	General Education Committee
March 29	Forum
March 31	Basic Skills Committee Honors Committee