



Governance Gazette

the newsletter of Brookdale Governance

April 2011

Chair's message

April is a very busy time at Brookdale, in the classroom and in committee meetings, not to mention the numerous conferences and events on campus. We held a Special Forum on April 7, with not only lively discussion but the youngest Forum attendee, Steering's Jennifer Jordan's charming baby daughter, Kyla.

The agenda for this Forum includes an address by Dr. William Toms, our Interim President. Academic Council will give an update on their work this past year, and Academic Standards will hold a second discussion on their review of the withdrawal policy. Two votes are scheduled, for the Student Development Committee and College Life. Under Steering's *What's On Your Mind*, the Online Course Caps issue will be brought before the Forum for discussion. As you read this Gazette, don't miss IPEC's blog update with the latest postings.

See you at the Forum!

Marianne Drake

Governance Chair

April is the cruelest month, breeding
Lilacs out of the dead land, mixing
Memory and desire, stirring
Dull roots with spring rain. T.S. Eliot

April 12, 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. Presentation by Dr. William M.Toms, Interim President
2. **VOTE!** Student Development: 2.900 Policy and Regulation Review
Diana Glynn and Rosemary Kochman, Co-chairs
3. Academic Council: Update
Dan Leyes and Caroline Calogero, Co-chairs

4. **VOTE!** College Life: Clearinghouse
Anne Marie Sparaco and Allison Fitzpatrick, Co-chairs
5. Academic Standards: Withdrawal policy, discussion 2
Glenn Noé and Kathy Pultar, Co-chairs
6. What's On Your Mind?

VOTE REPORTS

VOTE! STUDENT DEVELOPMENT COMMITTEE

CHARGE FOR ACADEMIC YEAR 2010-2011:

The Committee should:

1. Review, revise if needed, and reaffirm, the committee's findings of '07-'08 on "Student Email Account Guidelines" in the context of

the current review of the student email policy.

On October 19, 2010, the Student Development Committee presented to the Governance Forum its review of the Committee's '07-'08 recommendations on "Student Email Account Guidelines. (See Governance Gazette, Mid-October 2010) At that forum, the Committee stated that many of the constraints with the student e-mail enumerated in the recommendations from 02007-'2008 had been resolved through the implementation of Google Apps for Education and MyBrookdale Portal. However, the Committee found that there is still no formal policy covering e-mail other than what is afforded by the Acceptable Use Policy (2.9000R) and authorized access and disclosure needs to be revised.

In addition, the Committee endorsed the Guidelines for Administration and Student Use of Email Accounts originally set forth in 2008.

2. Evaluate and recommend appropriate changes to Policy 2.9000 Computer Resources, Network & Facilities Use along with the companion Regulation 2.9000R to include proper usage of the portal, ensuring access and security.
3. Recommend strategies to keep future technology advances in line with revised Policy and Regulation.

Current Policy: 2.9000

"To prevent the misuse and abuse of the College's computer network, resources, and facilities, and to establish appropriate conduct for all users of the College's resources, the President is authorized to establish rules, procedures and guidelines for using the College's computer network, resources and facilities."

The Committee evaluated this statement and recommends no action.

Current Regulation: 2.9000R

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 and promote acceptable usage of College computer resources, networks and facilities. *This includes the use of social networking sites, blog posting or creation of a blog, and email using a Brookdale e-mail account.*"

The Committee found that the regulation statement should be reworded to keep technology advances in line with policy and regulation (e.g. general statement covering technological advances.) The Committee recommends replacing the last sentence of the regulation with the following:

"This policy includes all current technology with an audit of technology recommended every 18 months to incorporate future technologies."

The Committee also found that under the regulation statement there is no discernable difference between "Acceptable Use" and "Permitted Use," and recommends that these sections be collapsed into one category.

The Committee recommends that the order of sections in the regulation be re-ordered to provide a more consistent flow of information. (e.g. "Authorized Use" followed by "Unauthorized Use" and "Penalty of Violation.")

In the current regulation there is no detail as to what occurs upon violation of the policy or regulation. The Committee recommends adding the following statement:

"Alleged violations will be investigated. Students may face charges as outlined in the Student Conduct Code and may face sanctions as deemed appropriate by a Student Conduct Board up to and including expulsion. Brookdale Community College employees found to be in violation could face disciplinary action up to and including termination."

During its evaluation of Regulation 2.9000R, the Committee found no information regarding FERPA and no citation for Digital Millennium Copyright Act. We also found no links to other important information, such as Student Conduct Code, Teaching and Learning Center, etc.

The Committee sees the need to add a section to regulation 2.9000R called "Revision History" to make it easier to follow changes from year to year.

In conclusion, these are the recommendations of the Student Development Committee with regard to our charges:

Recommendations:

1. **A) All official College communication initiated by the College will be sent through assigned Brookdale Community College e-mail accounts.**

This new policy and regulation will not impede the faculty's prerogative to communicate through desired means (e.g. ANGEL), and the student's prerogative to forward Brookdale e-mail to personal e-mail.

B) Guidelines for e-mail use should be created and implemented, and the authorized access and disclosure statement should be reviewed.

2. **A) The Regulation Statement should be reworded to keep technology advances in line with Policy and Regulation:**

"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 and promote acceptable usage of College computer resources, networks and facilities. This policy includes all current technology with an audit of technology recommended every 18 months to incorporate future technologies."

B) Add a statement that details what occurs upon violation of Policy or Regulation:

"Alleged violations will be investigated. Students may face charges as outlined in the Student Conduct Code and may face sanctions as deemed appropriate

by a Student Conduct Board up to and including expulsion. Brookdale Community College employees found to be in violation could face disciplinary action up to and including termination."

C) 2.9000R should be re-ordered to keep the information from being confusing and redundant and to provide new information and links to additional content. It should also include a "Revision History" page to follow changes:

1. Collapsing "Acceptable Use" and "Permitted Use" into one category.
2. Reordering subject content to the following:

A. Use

1. Authorized Use
2. Unauthorized Use
3. Penalty of Violation

B. E-Mail Police

C. Confidentiality Agreement

D. Privacy Issues

E. Copyright and Responsible

Regard

F. Software Compliance and

Distribution

3. Include information on FERPA and Digital Millennium Copyright Act (DMCA, 1998)
4. Add additional links to the following important information:

- Student Conduct Code
- Human Resources Code of Conduct
- Teach Act (2002)
- Teaching and Learning Center
- Education Technology Services
- Office of Information Technology

5. Add "Revision History" page to include the following:

- Date
- Revision #
- Description of Change
- Referenced Section

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☛ VOTE! COLLEGE LIFE VOTE

For 2010-2011, the College Life Committee had the following charge:

“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.”

The committee last presented to the Forum community on March 29 and received some feedback. Based on the feedback received, two topics were added to the final recommendations: The clearinghouse speakers’ service will be free. Membership is only for current, permanent Brookdale Community College employees. At the April 12 Forum, the college community will vote on the final recommendations as follows:

Create a clearinghouse of subject matter experts, topics, and publications from the Brookdale community.

- **Develop a web-based, searchable database with a user friendly front-end.**
- **Subject matter experts will self identify and renew annually.**
- **The clearinghouse speakers’ service will be free.**
- **Membership is only for current, permanent Brookdale Community College employees.**
- **College Relations will maintain the clearinghouse.**
- **The clearinghouse will be promoted both internally and externally.**

ISSUES

ACADEMIC STANDARDS

The Academic Standards Committee has been working on its second charge:

Review the 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 (WIA) policy, allowing faculty to withdraw a student from a course based on a lack of attendance. 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.

Stephanie Fitzsimmons from Financial Aid attended our most recent meeting to answer questions on how changes to the current withdrawal policy could affect a student’s financial aid. We learned that if a student withdraws from **all** of their classes any time prior to the completion of 60 percent of the semester, then they will not have earned all of their financial aid. The financial aid office then recalculates the amount earned and revises the aid award. The college is required to return funds to the federal government and bills the student for this amount. If the student does not pay, he or she cannot register for the next term. Changing the last day to withdraw to be earlier in the semester would have no impact as long as it was not earlier than 60% of the way through the semester, i.e., after nine weeks in a 15 week term.

The current overall sentiment of the Academic Standards Committee is that there should be no changes to the withdrawal policy at Brookdale. We look forward to continuing our discussion at the next Forum. Our presentation will be brief to allow ample time for discussion.

REPORTS

ITAC REPORT

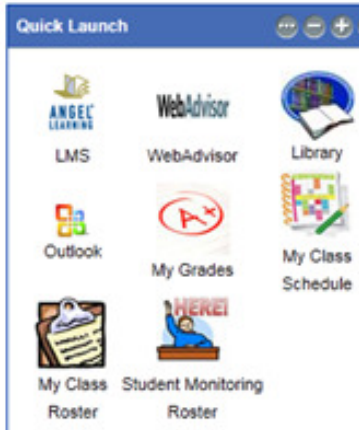
ITAC’s objective this past year was to make recommendations that leverage technology in support of providing improved services to the user community through the MyBrookdale Portal. In addition, subsequent to Datatel’s assessment of Brookdale’s business processes, ITAC reviewed the rollout plan and provided recommendations towards the expansion of self-service offerings through Datatel’s Colleague. ITAC also provided council on decisions related to procedures affected by technology implementations. Finally,

ITAC is developing goals and objectives associated with the Information Technology Strategic Plan 2011 – 2013.

Recommendations are as follows:

MyBrookdale Portal

- Expansion of Single Sign On (SSO) to include ANGEL as well as additional third party applications accessed through the web
- Expansion of Communities of Practice in support of committee work and student clubs



Provide deep linking functionality to WebAdvisor functions such as “my grades”, “my class roster”, “student monitoring”, and “my schedule”. This will provide direct access to these resources without having to navigate through WebAdvisor.

Expand Self Service Offerings

- Implement Datatel self-service applications that will enable administrators to view budget information online, as well as provide students the ability to apply for graduation, request transcripts, and request enrollment verification online. These applications are currently being piloted on our test server.
- Purchase Datatel applications that automate business processes.
- Purchase financial reporting software which integrates with Datatel’s Colleague.

Procedures Affected by Technology Implementation

- Direct users to the Portal by removing WebAdvisor access from the MyBrookdale website
- Change in password expiration requirements to begin August 15
- Portal time out extended to two hours

REPORT FROM THE MARCH 29, 2011 FORUM

Marianne Drake announced an experiment using red and yellow lights to help presenters move discussion forward within set timeframes in an attempt to move the meeting agenda forward.

Glenn Noé and Kathy Pultar gave an update of the work of Academic Standards review of the withdrawal policy. This committee has reviewed policies of other colleges, polled departments for feedback on the use of the current policy, and is in the process of reviewing the impact of the withdrawal date on financial aid status.

Norah Kerr-McCurry and Dara Evans showed a sample of the results of the college wide survey about professional development at the college and reviewed the college-wide themes.

Dina Long presented the work of the Diversity Council toward developing a Cultural Competence model for Brookdale and sought feedback from the group about schematic representations of a model.

The College Life discussion about creating a speaker’s bureau/expert clearinghouse was led by Anne Marie Sparaco and Allison Fitzpatrick. They showed the group a potential format using the George Mason University speakers bureau as a model and asked for feedback from the Forum on compensation.

General Education Committee co-chairs Robin Smith and Laura Miceli presented the plan to incorporate Core Competencies into the state model for General Education.

Gail Harrigan and Marianne Drake presented the language changes that will occur in the Governance Constitution as a result of votes to encompass the college-wide committees within Governance and clarification of the role of the Student Steering Representative. A copy of the proposed constitution changes was emailed to all members on 4/5/11. It was discussed at the Special Forum on 4/6/11.

REPORT FROM THE SPECIAL FORUM APRIL 7, 2011

General Education Committee co-chairs, Laura Miceli and Robin Smith led the second discussion about the proposed vote on their charge to review the Core Competencies in relation to the statewide General Education model for knowledge areas in light of Middle States guidelines. Participants urged the committee to reconsider whether to include the Core Competencies in creating an assessment plan. The focus of concern was that Personal Development does not fit within the plan but can be incorporated in some courses and that attempting to complete assessment is difficult unless the plan is clear.

Gail Harrigan and Marianne Drake summarized the language changes to the Governance Constitution based on feedback from members of the college community. The changes have been distributed by email to all members.

STANDING COMMITTEE NEWS

ACADEMIC COUNCIL [MAC 204]

Academic Council continued its primary charge of overseeing and approving curriculum changes at the college. Two new programs were approved, an AAS in Technical Education and a Certificate of Achievement in Digital Design. A new Honors Capstone course was also approved, as were three Prerequisite changes, one course deletion, one program change, and one course revision. The committee also worked with its representatives from General Education on our joint charge to review the relationship between the current college Core Competencies, the NJ General Education framework model and the Middle States Characteristics of Excellence Standard 12 for assessing General education. The discussion focused on ways to assess and incorporate the Personal Development core competency. This issue was discussed at the Special Forum on April 6, 2011.

DIVERSITY COUNCIL [MAC 212]

INSTITUTIONAL PLANNING [MAC 208] AND EFFECTIVENESS



What's New on the Blog?

The IPEC blogspot has some interesting new postings.

- There is a link to the *Center of Immigration Studies* discussion on the damage the U.S. would suffer if the ever-larger cohort of Latino young people do not receive an education that prepares them for the future. It is an enlightening perspective.
- *The Chronicle of Higher Education* has a commentary on students' entitlement expectations. Are the students at BCC different from what Clift sees as a pervasive national trend in students' behavior?
- *Inside Higher Ed* has an article on how community colleges are funded by different states. Where does New Jersey stand when compared to other states?
- Read the article, "Curriculum' Definition Raises Red Flags" by *Education Week's* Cathering Gewertz to get apprised of the debate on what defines and drives curriculum. To what extent should the federal government have a hand in directing the curriculum of our schools?

You can read more at

<http://www.bccipec.blogspot.com/>



Thinking About New and Improved Revenue Sources

More than ever, we at Brookdale need to think about ways to deal with the budget crisis facing us. The IPEC blog has posted some recent links

related to community college revenue and funding. These outside information sources bring a wide variety of perspectives and approaches to the issue of college finance.

<http://bccipecc.blogspot.com/>

Our inside information sources, the campus community, are equally valuable for both the practicality and innovation they can bring forward. What ideas do you have about new and different ways for Brookdale to capitalize on its strengths and assets? Are there revenue sources we should explore? Now is the time to share your thoughts about sustaining the College through this financial downturn. You can email Arnie Gelfman at agelfman@brookdalecc.edu with your ideas.

COLLEGE-WIDE COMMITTEE NEWS

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 APRIL/MAY

April 8	Basic Skills Outreach Conference
April 12	Forum
April 19	Standing Committees Enjoy the Spring Holidays!
April 20	General Education Committee
April 26	Forum
April 27	Student Success Panel: Diversity Council, sponsor
April 28	Basic Skills Committee Honors Committee
May 5	Basic Skills Committee Honors Committee
May 10	End of Spring Semester
May 13	YEAR-END RETREAT Campus Recognition Event