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# Governance Gazette

the newsletter of Brookdale Governance

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February 2011

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## **Chair's message**

Hello everyone,

Welcome all to the new spring semester. In the midst of an unyielding winter, thoughts of spring seem enticing. I'm sure all of the event planners on campus have been weather watchers this snowy winter. With a sign of relief, we finally held the Governance Mid-Year Retreat last Tuesday, despite a chancy forecast, and were blessed with just a drizzle and a large crowd. For the first time, the retreat was videoconferenced to the Branch Campus and Higher Education Centers, in keeping with the theme, *Innovations in Governance Communication & Participation*, and with the recommendations of College Life last year. Thanks to all who presented and participated, Steering, Conference Facility Services, Dining Services, ETS, and, especially, to Sue Kenney, for contributing to the success of the retreat!

The agenda for this Forum starts with an address by President Peter F. Burnham. The Steering charge on College-wide Committees and their relationship to Governance is up for a Vote. There will be an IPEC Matrix discussion, a Diversity Council programming discussion, and the Honors Committee will discuss Honors course criteria. Forum will be on Bluesnet **and streamed live**--go to the BCC Home Page, lower right, click on "Brookdale TV-More Videos," then select "Brookdale Live Stream." Thanks to BTV and ETS!

The nomination process has just begun for the Steering positions of Vice Chair (Staff or A & E) and constituency representatives. This Gazette contains information on the election process and a nomination form, due on Friday, February 18. You may nominate someone or self-nominate, and thereby, when elected, contribute to the Governance process from a unique, challenging, and rewarding position on Steering. Standing Committee information will follow in a few weeks, by broadcast email.

See you at the Forum.....

**Marianne Drake**

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**February 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. Address by Dr. Peter F. Burnham, President

2. **☛VOTE!** Steering Charge on the College-wide Committees
  3. IPEC: Discussion on the Matrix  
*Arnie Gelfman and Mary Ehret, Co-Chairs*
  4. Diversity Council: Discussion on Programming  
*Dina Long and Rasheda Young, Co-Chairs*
  5. Honors: Discussion on Course Criteria  
*Laura Neitzel and Jonathan Moschberger, Co-Chairs*
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## VOTE REPORT

Steering will come to the February 8<sup>th</sup> Forum for a vote on its charge to:

Examine, and if necessary, formalize the articulation between the Steering committee, the Standing committees, and the College-wide committees of Honors, Basic Skills, and General Education.

After forum discussion and feedback, the Steering committee recommends that:

**The three College-wide committees will maintain their current structure. The ties to Governance will be strengthened as follows:**

●General Education:

The chairs of Gen Ed will continue to have one vote on Academic Council.

The committee will continue to set its own meeting schedule.

A representative from the General Education committee will continue as an Ex-officio member of Academic Council.

●The Honors Committee:

The chairs of the committee will continue to have one vote on Academic Council.

The committee will continue to set its own meeting schedule.

A representative from the Honors Committee will continue as an Ex-officio member of Academic Council.

●The Basic Skills Committee:

Basic Skills will continue to have an Ex-officio member from the coordinating team on Academic Standards, Academic Council, and Student Development.

The committee will continue to set its own meeting schedule.

●Steering:

All charges to these committees will go through the Steering committee and Steering can charge these committees directly.

●General Information about process:

-The elections of the General Education committee, Honors, and the Basic Skills College-wide committees will be coordinated and directed by Steering and will take place at the same time as the elections to the Standing committees.

-General Education, Honors, and Basic Skills membership lists will be maintained on the Governance Portal Community/website.

-The meeting schedules of each committee will be included in the Governance calendar on the Governance Portal Community.

-Gen Ed, Honors, and Basic Skills will continue to attend the annual Co-Chairs Meeting before the fall semester.

-Gen Ed, Honors, and Basic Skills will continue to attend the Governance mid-year and end of year retreats.

-General Education, Honors, and Basic Skills will continue to submit reports regularly for the Gazette.

-General Education, Honors, and Basic Skills will give scheduled updates of their work at Forum.

-Steering's liaison to Academic Council will receive updates from General Education and Honors and report to Steering.

-Steering's liaison to Academic Standards will receive updates from Basic Skills and report to Steering.

-General Education, Honors, and Basic Skills will submit their year-end reports to Steering. The flow chart for this change is represented as an **attachment** to this issue of the Gazette.

## ISSUES

### INSTITUTIONAL PLANNING AND EFFECTIVENESS

At the first Governance Forum in September, the Institutional Planning and Effectiveness Committee (IPEC) completed its annual cycle of matrix presentations when it presented the latest version of the 2012 Strategic Planning Matrix. Input from the Forum was then considered by IPEC, and a final recommended matrix was forwarded to the

President for consideration by the President's Cabinet. Their deliberations led to the final version of the matrix that was presented to the Board of Trustees on December 16, 2010 and ratified on January 20, 2011.

Work on the 2013 Strategic Planning Matrix began officially on August 3, 2010 when IPEC met with President Burnham to discuss current and future priorities. That meeting was followed the following week (8/11) with a meeting of IPEC and the President's Cabinet. Subsequently, the IPEC Strategic Planning Matrix Subcommittee under the leadership of Barbara Boyington and Joe King began the crafting of the next matrix. As is customary, IPEC will be presenting that matrix at the first Forum of the Spring Term. We will be back at the end of the term with revisions based upon input from the Forum, focus groups, and other communication vehicles.

**Attached please find copies of both the final 2012 Strategic Planning Matrix and draft 3 of the 2013 Strategic Planning Matrix at the end of this Gazette.**

## DIVERSITY COUNCIL

In addition to creating a working definition of cultural competency that "takes into account attitudes, structure, policies and services", the Diversity Council is charged with creating and implementing a series of cultural competency programs for the college community.

At the next Forum, the Diversity Council will update the Governance community on the following programming initiatives. Additional events are in the planning/collaboration stages and will be announced when finalized.

### **Conversation Series:**

Dealing with Prejudice and Bullying- Thursday, February 24 from 11:30 to 1:15 in Navesink I

Speaker Detective Dave D'Amico.

A dynamic speaker, Detective D'Amico has addressed hundreds of students at schools, and talked to many community groups. His presentations are informative, effective, challenging, and most of all—they lend a new perspective on life in Monmouth County. Detective David D'Amico is a past president of the NJ Gay Officers Action League (GOAL), and a pioneer in cultural and diversity training for law enforcement.

Diversity and Higher Education- Tuesday, February 22 from 6-8 in Twinlights I & II.

Speaker Dr. DeForest "Buster" Soaries, Jr.

Featured on 60 Minutes and CNN, Dr. Soaries is a renowned speaker on topics such as educational excellence and economic empowerment. He will lead a discussion on the crucial need for diversity in higher education. Dr. Soaries is the former Secretary of State of New Jersey and former chairman of the federal Election Assistance Commission. Additionally, he is the senior pastor of First Baptist Church of Lincoln Gardens in Somerset.

Nothing Succeeds Like Success- Student Success Panel- Wednesday, April 26, 4-6. Twinlights I.

Confirmed list of participants will be announced. This event will feature a moderated panel discussion with six current and former students to identify factors that increase the likelihood of a student's successful completion of his/her classes and degree programs.

### **Student Diversity Competition:**

We will again work to provide an opportunity for student involvement in diversity initiatives through a second annual "Many Faces of Brookdale" competition. Students will be invited to tap into their skills, coursework and personal experiences to showcase diversity at Brookdale. Original works in audio (radio drop), print (drawing) or video formats will be welcomed. Winners will be announced at the Student Success Panel on April 26<sup>th</sup>. Monetary prizes will be awarded.

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### **Cultural Competence Model:**

Stay tuned for confirmed dates for focus group “Conversations” to continue work on the Cultural Competence model. Representatives from the American Conference on Diversity will assist our efforts to define the behaviors, actions and policies that should flow from the cultural competence definition presented and modified at the November 16 Forum:

The awareness, knowledge-base and learned skills needed to create an inclusive environment where members of the community effectively and sensitively interact, educate and serve people from diverse backgrounds and social identities.

All of our programming initiatives align themselves with this definition and our charge.

### **HONORS COMMITTEE**

The Honors Committee has been charged, through Academic Council, to “determine the criteria for designating a course as having Honors status.” We have prepared this draft for consideration by the Forum:

#### 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**

- Honors courses emphasize discussion and active learning over lectures and information-delivery. They are run as seminars, when/where appropriate.
- Honors 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**

- Honors course assignments are rigorous and they seek to impart deeper, more meaningful learning as students are required to engage in an enhanced educational experience
- Honors course assignments foster stronger critical reading and thinking skills
- Course 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

are reevaluated in accordance with the Honors course requirements.

- Assessment focuses on synthesis of ideas, critical thinking, and innovation over test-taking or mastery of facts.

## REPORTS

### December 7, 2010 Forum Report

A vote was held to formalize the role of the student Steering representative and to add a second student to the Governance Steering Committee. The **vote passed** and the language of the change will be incorporated into the Governance constitution. The proposed change to the constitution will be presented to the Forum in the spring semester. The results of the vote were as follows:

**Yes: 91**  
**No: 1**  
**Abstain: 5**

Alec Moran, outgoing President of the Student Life Board gave his semester report to the Forum. He highlighted the range of activities made available to the Brookdale community this year which enrich campus life. Alec will be sorely missed by all of us. We wish him well as he moves onto new adventures at Rutgers.

Kathy Pultar and Glenn Noe, co-chairs of Academic Standards, fielded questions and provided information about the proposed changes to the regulation guiding course repetition. This charge will be voted on in a future Forum.

Dan Leyes, co-chair of Academic Council, provided highlights of the work of the Academic Council for the fall semester. This committee expedited review of numerous courses and programs so the upcoming course catalog will be as current as possible.

## REPORT ON THE GOVERNANCE RETREAT

The mid-year retreat entitled, *Innovations in Governance Communication and Participation*, was well attended by the campus community.

Dara Evans and Norah Kerr-McCurry, co-chairs of Professional Development, highlighted the benefits of using a discussion forum in ANGEL as an alternative to a face to face meeting.

Meg Natter, Assistant Chair, English and Dan Greenwood, Web Developer in the TLC discussed the benefits of using Elluminate Live! as a communication tool. Meg uses the software in her classroom and discussed some of the pros and cons of considering its use in committee work while Dan participated from a remote site.

Patty Kahn, Executive Director, ITS gave an overview of the usefulness of the portal for Governance committees. Marianne Drake, Gail Harrigan and Frank DeVita as representatives of Governance Steering discussed the work that has been done on the Governance Portal site and some options for use by the Governance community.

Arnie Gelfman and Mary Ehret, co-chairs of IPEC provided an update on the Environmental Scanning blog site, encouraging the community to join a dialogue about the important issues facing us in the community college environment.

Evaluations of the retreat will be shared with the Governance community in a future Gazette.

## STANDING COMMITTEE NEWS

### ACADEMIC COUNCIL

[MAC 204]

The Academic Council approved two new courses (Programming using Python, and Game Programming II), three Course Revisions (Game Programming I, Psychology 222, Psychology 285), and one Course

Deletion (Speech 116). Additionally, two new Options (Pre-Social Work, Website Development) were unanimously approved. Changes to the Digital Animation and 3-D design; Gaming Option and the Discontinuance of the Language program concluded Council actions for the semester. Academic Council also received a joint-charge with the General Education Committee to remove Personal Development as a Core Competency. This will be discussed at our February 15<sup>th</sup> meeting.

## **ACADEMIC STANDARDS [MAC202]**

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 Co-Chairs presented the Committees recommendation at the December 7<sup>th</sup> forum. The recommendation: 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. This week the committee reviewed comments that were shared at the December 7<sup>th</sup> forum and feedback from various members of the College. The committee is moving forward in preparing to present a final recommendation at the next forum.

## **INSTITUTIONAL PLANNING AND EFFECTIVENESS [MAC 208]**



Is mobile computing in your future?

*The Horizon Report*, an ongoing annual publication of the EDUCAUSE Learning Initiative and the New Media Consortium, has issued its 2010 edition. In each issue of these reports, six emerging technologies or practices are described that are likely to enter mainstream use on campuses over the next one to five years. Do you see something in the latest edition which is related to your academic division or service area at Brookdale? Do you see something new you would like to explore? Mobile computing, open coursework, and electronic textbooks are three of the technologies discussed in this report.

<http://www.nmc.org/pdf/2010-Horizon-Report.pdf>

You can find this and more interesting articles about issues that will affect community colleges at <http://www.bccipec.blogspot.com/>

## **PROFESSIONAL DEVELOPMENT [MAC 210]**

**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

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 (i.e., 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).

## COLLEGE-WIDE COMMITTEE NEWS

### BASIC SKILLS COMMITTEE

The Basic Skills Committee continues to plan for the 2011 Outreach Conference, which will be a Best Practices style conference on April 8, 2011. The next committee meeting is Thursday, February 10 in MAC 206 at 11:45.

### GENERAL EDUCATION COMMITTEE

The committee has been working on our charge, through Academic Council, to articulate the relationship between general education knowledge areas and BCC core competencies. The General Education committee will present our work to date on this charge at the Faculty meeting on Feb. 24. The charge is attached to this Gazette.

## 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](mailto:gharrigan@brookdalecc.edu) with any requests.



## IMPORTANT DATES IN FEBRUARY

February 8	Forum
February 10	Basic Skills Committee Honors Committee
February 14	<b>HAPPY VALENTINE'S DAY!</b>
February 15	Standing Committees
February 16	General Education Committee
February 18	Steering Nomination Form Due
February 22	Forum

**NOMINATIONS FOR GOVERNANCE STEERING ARE NOW OPEN. THE NOMINATION FORM IS INCLUDED AS AN ATTACHMENT TO THIS GAZETTE.**

### RESPONSIBILITIES OF THE VICE-CHAIR:

The Vice-Chair one year shall become the Chair the next year and serve a one-year term in that capacity. Each year a new Vice-Chair, representing a constituency different from that of the previous Vice-Chair, shall be elected on a college-wide basis by three voting constituencies: faculty, administrators, and staff. There is no election for Chair. The Chair may not serve as Vice-Chair (Chair Elect) again for at least two years after his/her term of office has expired. The Steering Committee shall institute proceedings to replace a Vice-Chair (Chair Elect) who resigns during his/her term of office.

Candidates for election to Vice-Chair (Chair Elect) must have at least five years of experience at the College.

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**RESPONSIBILITIES OF THE STEERING COMMITTEE MEMBERS****Function**

1. The Steering Committee may direct a specific issue to one of the Standing Committees, along with written instructions detailing both the responsibilities of the Committee and the time frame within which a recommendation is to be forwarded in writing to the appropriate party. The Steering Committee may also send issues to the College Forum, to an administrator or to an ad hoc committee (if such a committee is deemed necessary.) In all cases, these issues are to be accompanied by a suggested schedule for action.
2. The Steering Committee may create an ad hoc committee to address issues which, in its judgment, do not fit into the jurisdiction of any of the Standing Committees or which overlap the jurisdiction of several Standing Committees. The creation of an ad hoc committee must be accompanied by a written charge detailing its responsibilities and the time frame within which a recommendation is to be forwarded in writing to, and reported at, the College Forum and/or to the appropriate administrative office.
3. A majority of the membership of the Steering Committee shall determine the voting constituencies at Forum meetings.
4. The Steering Committee shall consult with the chair in setting the agenda of the Forum meetings.
5. The President of the College may request a meeting of the Steering Committee when the urgency of a decision makes the normal decision-making process impossible.
6. The Steering Committee will prepare, in consultation with the chairs of the Standing Committees, an annual calendar of meetings for the Governance system (Forum, Steering Committee, and Standing Committees) for the next academic year.
7. The Steering Committee shall meet at least twice a month and be available twelve months a year or when called by the President of the College. The Steering Committee shall serve to represent the Forum during July and August, with any actions approved by the Forum at its first scheduled meeting in September.
8. The Steering Committee shall entertain and recommend changes to the governance system and shall determine the best method for dealing with any difficulties in its operation. The College Forum shall be responsible for the final decision on any changes in the governance structure. Any changes that are approved by the Forum are then

to be forwarded to the President of the College for his/her approval.

9. The Steering Committee will maintain accurate rosters of membership of all governance committees.