



# Governance Gazette

the newsletter of Brookdale Governance

Mid-February 2011

## Chair's message

Hello everyone,

Our previous Forum, on a cold and windy day, contained a first: it was continued *outside* after a fire alarm caused the evacuation of the Student Life Center. Many thanks to Dr. Burnham for stoically continuing, on the lower patio, his address on the fiscal challenge, and thanks to all who braved the elements to uphold the Forum tradition of collegial participation!

On the agenda for this Forum is the vote on Steering's charge, carried over from last year, on examining and formalizing the articulation between the Steering committee, the Standing committees, and the College-wide committees of Honors, Basic Skills, and General Education. A big thank you to former Governance Chair Phyllis Shafer for steadfastly guiding this charge, and thanks to everyone who contributed to the research and discussions as this charge wound its way to conclusion. Next, the Honors Committee will have a discussion on their course criteria charge, followed by the vote on Academic Standards repeating courses charge. IPEC follows in a discussion on the 2013 Strategic Planning Matrix. IPEC recast the Matrix draft, applying the Guiding Principles contained in Dr. Burnham's broadcast message on the fiscal challenge.

The Bankier Library contains DVD's of the Governance Forums for this year, one copy in the archives and the other for viewing. Steering is continuing the Governance archiving project, investigating, with the assistance of Dr. Patricia Kahn, OIT, BTV, and ETS, the process of streaming previous Forums. More information on this will be forthcoming. Steering and the committee chairs are working on finalizing the Governance Portal Community, which will be available soon to the entire campus community.

Finally, thanks to all who attended our Mid-Year Retreat and submitted evaluation forms. The evaluation report is attached, and will guide us in developing charges and planning future retreats.

See you at the Forum!

**Marianne Drake**

**February 22, 2010**

**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**

1. **☛VOTE!** Steering: College-wide committee relationship to Governance
2. Honors Committee Discussion: Criteria  
*Laura Neitzel and Jonathan Moschberger, Co-Chairs*
3. **☛VOTE!** Academic Standards: Repeating courses
4. IPEC: Matrix discussion  
*Arnie Gelfman and Mary Ehret, Co-Chairs*
5. What's on your mind?

**Agenda**

## VOTE REPORTS

### ☛VOTE! STEERING CHARGE on college-wide committee relationship to Governance:

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 the following:

#### **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 process information is in the previous, February 2011 Gazette. The flow chart for this change is represented as an **attachment** to this issue of the Gazette.

### ☛VOTE! ACADEMIC STANDARDS CHARGE on course repetition:

Investigate the frequency of students repeating courses, the impact on students and the potential causative factors contributing to the need for students to repeat courses.

The Academic Standards Committee has been investigating all aspects of the charge. The committee recognizes that there is a significant problem with course repetition. After considering the feedback generated from two Forum discussions, meetings with various members of the College Community, and a great deal of committee deliberation, our recommendation, to be voted on at the February 22 Forum is as follows:

**After a student's third unsuccessful attempt in a course, an intervention with a counselor will be necessary, in order for the student to register for classes.**

## ISSUES

### HONORS COMMITTEE

#### **Discussion on Criteria for Honors Courses**

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

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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 appropriate.
- Courses are more intensive learning experiences and 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
- 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 reflects rigorous Honors course requirements.
- Assessment focuses on synthesis of ideas, critical thinking, and innovation over test-taking or mastery of facts.

## **INSTITUTIONAL PLANNING AND EFFECTIVENESS**

### **Discussion on the Matrix**

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. IPEC postponed its presentation of the matrix at the first Forum of the Spring Term in order to review Dr. Burnham's remarks on the current economic situation and to apply his guiding principles in the development of the 2013 Strategic Planning Matrix. 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**

**REPORTS**

**Report of the February 8 Forum**

Marianne Drake opened the meeting by introducing Jersey Blue and student Brittany McCullough who spoke about Pink Zone Night, part of a nation-wide effort to raise awareness of breast cancer.

Marianne then introduced Dr. Peter F. Burnham, President who presented on the fiscal challenge arising from the pending county budget cuts and the impact of these cuts on our college. Dr. Burnham’s remarks were recorded, both indoors and outdoors, and are available on DVD in the Bankier Library. Many thanks to Roger Conant of BTV and the ETS crew for recording this important message for the Brookdale community. Rasheda Young presented programming updates from Diversity Council as listed in the early February Gazette. Members of the audience asked if Dr. Soaries’ presentation on February 22 could be videotaped. Permission must be obtained from the speaker for this to be done. It is being videoconferenced to the ITV rooms at the Branch Campus and the HEC’s (except WALL).

**STANDING COMMITTEE NEWS**

**COLLEGE LIFE [MAC 206]**

The committee reviewed revised Governance calendar and our 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 also reviewed the questions listed in the charge and spent most of the meeting answering the questions based on prior committee discussions. We also focused on some of the initial ideas that were discussed earlier in the semester. We discussed looking into the Portal as a tool for storing all the information and bringing forward the recommendation that College Relations would be responsible for the maintenance of the clearinghouse. The committee will begin its work preparing for their next presentation scheduled for March 29<sup>th</sup> at our next meeting. We also asked our Steering Liaison to forward the committee’s work on answering the questions listed in the current charge to Steering.

**DIVERSITY COUNCIL [MAC 212]**

The Diversity Council is continuing to work on a cultural competence model that will be presented for discussion at the March 29<sup>th</sup> Forum. Working from the following definition of cultural competence, the model will account for attitudes, structure, policies and services at Brookdale.

*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.*

In the meantime, the Diversity Council would like to highlight upcoming programs for the college and community at large:

**The Importance of Diversity in Higher Education- Tuesday, February 22 from 6-8 in Twinlights I & II and broadcast to the Branch Campus & HEC’s (except WALL).** 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. This event is being videotaped.

**A Conversation about 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.

**Nothing Succeeds Like Success- Student Success Panel- Wednesday, April 27, 4-6. Twinlights I.**

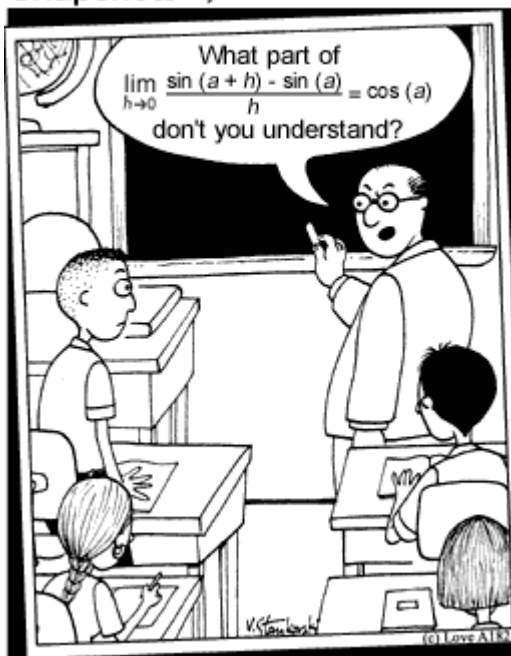
The confirmed list of participants will be announced. This event will feature a moderated panel discussion with six current and former students to identify factors that increase the likelihood of a student's successful completion of his/her classes and degree programs.

**Multi-Media Competition for Students:**

Please help get the word out to our students about the second annual "Many Faces of Brookdale" competition sponsored by the Diversity Council and ASBCC. Students are invited to tap into their skills, coursework and personal experiences to define what Diversity means to them. Original works in audio (radio drop), print (written or visual works) or video formats will be accepted. **The deadline for submissions is April 11<sup>th</sup>. Competition rules and specific instructions for entering submissions will posted on the Diversity Council's web page.**

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

Snapshots at [jasonlove.com](http://jasonlove.com)



New posting on the IPEC blogspot: According to the 2011 National Freshman Attitude Report nearly half of all freshmen expressed concern about their preparation for college especially their preparation for math. For further information regarding freshmen attitudes and all of our other recent postings please log in at <http://www.bccipec.blogspot.com>

**PROFESSIONAL DEVELOPMENT [MAC210]**

**PLEASE HELP:** The committee asks that anyone who has not completed the survey sent by Dara Evans, do so as soon as possible to prepare programming needs for next year. The survey link is included in the email sent on February 7 and in an attachment to this Gazette.

**STUDENT DEVELOPMENT [MAC205]**

**CHARGE FOR ACADEMIC YEAR 2010-2011:**

Evaluate and recommend appropriate changes to Policy 2.9000 Computer Resources, Network & Facilities Use along

with the companion Regulation 2.9000 to include proper usage of the portal, ensuring access and security.

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

The Student Development Committee is continuing to refine College Regulation 2900 by using Brookdale Community College's IT Guidelines Draft as adapted by Dr. Patricia Kahn and the guidelines of four comparable colleges.

Our discussions are now in the stage of parsing language, reordering the document, making distinctions between terminology, providing links to other college documents, and consulting with Dr. Kahn. The Committee will be presenting at Forum on March 8<sup>th</sup>.

## COLLEGE-WIDE COMMITTEE NEWS

### BASIC SKILLS COMMITTEE [ATC 218]

The annually hosted Outreach conference, *Outreach 2011: A Conference for Monmouth County School Professionals*, will be held in the Warner Student Life Center at Brookdale on Friday April 8<sup>th</sup>, from 9 am to 2:15pm. Brookdale faculty and staff are waived the \$25 registration fee. We ask that you register with Donna Cuddy at [dcuddy@brookdaleecc.edu](mailto:dcuddy@brookdaleecc.edu) or 732-224-2574, however, so that we have an approximate head count.

For the ninth consecutive year, the members of the Basic Skills Committee have worked with Monmouth county high school and middle school teachers, supervisors, guidance counselors and administrators to facilitate a smoother transition from high school to college for prospective students by communicating expectations of college

readiness with regards to academic preparedness, classroom behavior, volume of work load, time management and student responsibility. Past conferences have brought about positive changes in Monmouth county schools, which in turn benefitted entering students. Please join us in our efforts on April 8<sup>th</sup>.

The Committee is also developing a web-page for prospective students, parents, high school counselors, and teachers to better understand basic skills at Brookdale. Brookdale's Recruitment and Counseling departments, as well as other interested parties, will be able to refer to this page to help prospective students understand the importance of Accuplacer, initial placement, and pre-requisites.

Continuing its efforts to improve success among basic skills students, the Committee is proud to support efforts of math basic skills coordinators Cathy Holl-Cross and Mary Young who developed and successfully ran a Winterim session for students who received an INC in pre-algebra courses and are developing a summer course in conjunction with OBCD to prepare students for placement testing. Similarly, reading basic skills coordinator Brooke Batchler collaborated with reading faculty to pilot a successful fast-track reading cohort in Fall 2010, increasing success for students in READ 091 and READ 092 and expediting the students progress. English coordinator Suzanne Parker continues to teach the very limited number of sections ENGL 093, which fosters writing for students with greater deficiencies. Counseling coordinators Laura Miceli and Daijuan Gao continue to work with learning community and FYE efforts.

Basic Skills Committee meetings are held in ATEC 218 during college hour on Thursdays

each month. The remaining meeting dates are March 31, April 28, and May 5. Please join us.

## 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/MARCH

February 22	Forum
February 25:	<b>Deadline for nominations to Steering</b>
March 1	<b>Standing Committees</b>
March 8	<b>General Education Committee</b>
March 8	Forum
March 13-19	Spring Break
March 22	<b>Standing Committees</b>
March 29	Forum
March 31	<b>Basic Skills Committee</b>

### **IMPORTANT NOTICE:**

THE DEADLINE FOR NOMINATION TO GOVERNANCE STEERING HAS BEEN EXTENDED TO **FEBRUARY 25, 2011**. VACANCIES EXIST IN ALL CONSTITUENCIES. PLEASE CONSIDER SELF NOMINATING TO SERVE ON THIS ORGANIZING COMMITTEE FOR GOVERNANCE. THE NOMINATION FORM IS AN ATTACHMENT TO THIS GAZETTE. THANK YOU.

### **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.

### **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.

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- 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.