



Governance Gazette

the newsletter of Brookdale Governance

October 2010

Chair's message

Hello all, Our fall semester is in full swing, and we are seeing the success of the new **FYE** program with students eager to fill their **FYE** passports through involvement in the challenging and rewarding process of Governance! The standing committees have benefited from increased student representation.

The Diversity Council will discuss the programming initiative for the upcoming months, seeking input on their collaborative planning process. Opinions are welcome! Next, the Professional Development Committee seeks suggestions on the development of their Themes and Priorities for funding allocation for FY12. This process is starting earlier to facilitate planning of PD activities. Steering is deeply committed to building student success and Governance involvement through our charge to study and formalize the role of the Steering Student Representative, and the relationship with the Student Life Board President. Please add your opinion to this discussion. This Forum also features the *first* presentation on the Smoking Cessation, Education and Enforcement issue.

Freehold and all of the Higher Education Centers are invited to participate in Forum through videoconferencing between their ITV rooms and the Navesink Rooms. (*Thanks* to all my coworkers in ETS). Don't forget to check out the new **IPEC Information** box at the end of the Gazette (*after reading the rest of it!*). Change is in the air, look around you, and get involved in Governance!

Marianne Drake

Governance Chair

October 5, 2010

FORUM MEETING

11:45 in Navesink 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. Diversity Council -Programming
Dina Long and RashedaYoung, Co-Chairs

2. Professional Development -Themes
Dara Evans and Norah Kerr-McCurry, Co-Chairs
3. Steering: Student Steering Representative
Gail Harrigan, Vice-Chair, Governance and Alec Moran, President, Student Life Board
4. Smoking Cessation, Education & Enforcement
Dr. James Sulton, et al
5. "What's On Your Mind?"

ISSUES

DIVERSITY COUNCIL

The Diversity Council has begun work on its two charges for this academic year: continuation of diversity programming and development of a cultural competence model for Brookdale. The Steering Committee's charge on diversity programming indicated that the Council should complete the following tasks: create and implement a series of cultural competency programs and initiatives for the college community, assess the impact of these programs, and formalize collaborative efforts between the Council, Professional Development and College Life to accomplish these goals.

The Council has begun the delivery of programming through direct planning and collaboration with other committees. As proposed in the *Diversity Council Report to Brookdale Community College 1/17/08* (the "Blueprint"), a series of "Brookdale Conversations" will be the main focus of the Council's work on the programming charge. Through these conversations, the Council hopes to clarify expectations and gain a greater understanding of what cultural competencies are lacking. This will inform the council's work on the second charge: the cultural competence model.

The first "Brookdale Conversation" is scheduled for **October 8, 12:00 to 2:00** pm in Lincroft. The meeting's purpose is to identify and train interested parties in the establishment of safe zones, or "welcoming spaces on campus that are highly visible and easily identifiable as spaces where support and understanding are key and where bigotry and discrimination are not tolerated." Though primarily intended to serve students who identify as GLBT or are questioning their sexual orientation, volunteers intend to demonstrate dignity to all members of campus regardless of race, ethnicity, national origin, gender, sexual orientation, class, religion, age or ability." For more information, see: <http://www.brookdalecc.edu/pages/3927.asp>.

In the Spring semester, the Council plans a "Student Success" panel that will showcase diverse Brookdale graduates who are pursuing or

have obtained baccalaureate and graduate degrees. The panel will be asked to discuss the strategies, services and support mechanisms that contributed to their successful transition into upper-level undergraduate and graduate level study. They will also be asked to give their recommendations for enhancing the environment for other diverse students. Prior to the session, the College community will be asked to submit questions to the Diversity Council for use during the discussion. The recommendations will be shared with the College community through the "Diversity Commitment" website.

Building on the success of the last year, Student Life and Activities and the Diversity Council will again co-sponsor a competition in the Spring Semester for students to showcase their individual expressions of diversity. Deadlines and contest rules/guidelines and submission categories are under development.

At the Forum on **October 5**, the Council will seek input from attendees to guide the planning and implementation of additional Conversations for the academic year. Topics such as recruitment and hiring, communication, and equality of services—target areas identified in the Blueprint—have been suggested.

The Diversity Council would like the governance community to also be aware of two other diversity related events on the college calendar:

On **October 7**, Jane Elliott, known for her famous "blue eyed/brown-eyed" exercise with children that later became the basis for her career in diversity training, will be at Brookdale for an all day workshop exposing prejudice and bigotry. "A Class Divided" is the PBS *Frontline* story of the blue eyed/brown-eyed lesson, its lasting impact on the children and its enduring power thirty years later. The hour long presentation and an extensive chronicle of Elliott's work may be viewed online at:

<http://www.pbs.org/wgbh/pages/frontline/shows/divided/> Registration for individuals or groups may be made by calling Gwen Evans, College Nurse, at 732-224-2106.

On **November 19** Brookdale hosts the 10th Annual *Diversity Issues in Higher Education Conference* sponsored by American Conference on Diversity, from 9:00 am to 3:00 pm. Dr. James E. Sulton will be the keynote speaker.

The Diversity Council's next regular meeting will be held at 11:45AM on **October 12** in MAC 212. We invite anyone interested in entering the dialogue to join us. If you are unable to come to the meeting and want to share an agenda item, please contact co-chairs Rasheda Young X2626 ryoung@brookdalecc.edu or Dina Long x1882 dlong@brookdalecc.edu.

PROFESSIONAL DEVELOPMENT

The Professional Development Committee has met twice to review charges and make plans to address them. We started with a good discussion on one charge: to streamline and communicate the process to apply for professional development funding. A subcommittee is in place to come together with all Professional Development information out there, particularly on the Brookdale web site, so we can discuss how to centralize it and make the process easier to the end user. The committee will report to the Forum on those findings and seek feedback from the college community. Discussion is welcome on the development of the Themes and Priorities for FY12. These are based upon a study of strategic plans (ESMP, ITSP, FMP and the Matrix), input from the Forum, and the annual Professional Development Survey.

STUDENT STEERING REPRESENTATIVE

The charge for Governance Steering for this year requires a review of the role of the Student Steering Representative. This charge derived from suggestions made by last year's Steering Student Representative, Alec Moran. The discussion was part of a larger effort to increase student involvement in Governance. At Forum we will present ideas for formalizing the Steering student role. We plan to address potential changes in the role which would require updating the Governance constitution and potentially lead to changes in the Student Life constitution. The goal of this process is to ensure strong communication between College Governance and the Student Life Board and to continue building student involvement in Governance.

Issues to consider include: increasing the number of student representatives on Steering to two; student voting in Forum; how to continue student participation in Governance; and how to develop strong communication links between students and the college community. We look forward to your input on this charge.

SMOKING CESSATION, EDUCATION & ENFORCEMENT

As many Brookdaliens know, as of January 1, 2011, Brookdale will become a tobacco-free institution of higher learning. The college administration has been collaborating actively with faculty, students, and staff to develop an action plan for a tobacco-free campus. This action plan is directly in concert with the recommendations set forth by Dr. Burnham in his memorandum to Governance Steering last month (see the September 2010 Gazette).

The Forum presentation will focus on the action plan for a tobacco-free college which outlines marketing initiatives, changes in dealing with enforcement issues, and free/low cost smoking cessation programs being offered to the campus community through the College Nurse, Gwen Evans.

REPORTS

THE SEPTEMBER 22 FORUM

Governance Chair, Marianne Drake, welcomed everyone to the Forum. She announced progress on a Governance archiving project with the Library which will centralize relevant documents and recordings of Forum meetings. Marianne encouraged all members of the college community to be active in Governance to keep the process strong. She then introduced Dr. Peter F. Burnham.

President Burnham reviewed the economic conditions impacting the college now and how trends might affect our future directions. He called

on the college community to participate in discussions to help the college plan its future. Dr. Burnham referred to Governance as the hub of the communications wheel at Brookdale, a vital link in engaging the college community. He emphasized the importance of the work of the standing and college-wide committees in designing and implementing changes at the college, and expressed great appreciation for the results produced within all of these groups. He urged Governance Steering to act as the whip to fulfill this year's charges and if necessary, to amend the charges if needed to address the complex issues facing us.

Phyllis Shafer, immediate past Chair of Governance, presented the findings of the Steering committee, whose charge last year was to look at ways to strengthen the connection between the standing committees and the college-wide committees. After discussions with the standing committees, Steering reported that strong ties already exist between Academic Council and General Education; that the ties between Academic Council and Honors be strengthened through active participation on both committees; and that Basic Skills already has a strong tie to Academic Standards that should be maintained.

All of the committee co-chairs were introduced, as well as the committee charges for this year.

ACADEMIC COUNCIL

Academic Council has unanimously elected Caroline Calogero as a new Co-chair, replacing Barbara Burk. In the first two meetings of the semester, the following curriculum matters were approved: two course deletions, two new courses, one course code change and one program change. Additionally, a new Academic Certificate program in Legal Nurse Consulting was approved. Council members are also engaged in the annual "catalog clean-up", identifying courses that have not run in three years or more and inquiring as to their status. Once identified, departments will have the option of deleting courses which are no longer viable.

ACADEMIC STANDARDS

Academic Standards was given two charges this year:

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

2. Review withdrawal policy and make recommendations for changes if needed.

The charges are closely related and the committee began investigation into our first charge breaking it down into three parts.

Investigate the frequency of students repeating courses: The committee recognized the need to first determine the extent of the problem and identified several courses for investigation regarding course repetition. A committee member has investigated the frequency of course repetition in several different courses. The committee is currently reviewing this data to determine the extent of the problem. Another committee member has surveyed Community Colleges for comparative data regarding potential caps on the number of times students may repeat a course and possible interventions. The committee is currently reviewing this data as well.

Impact on students: Our student representatives will survey students, asking questions such as, "What are the reasons students repeat courses?" and "Should there be a cap on the number of times a course can be repeated?" Committee members have also surveyed their colleagues regarding the above questions. The committee is in the process of aggregating this data.

Potential causative factors contributing to the need for students to repeat courses: The committee was able to brainstorm a number of potential causative factors and will continue to discuss potential opportunities for intervention. Potential causative factors identified include: students do not understand and/or do not follow the current withdrawal policy resulting in a grade of F causing them to repeat the course; issues regarding medical insurance; not being prepared for the course level work; not completing course work; and competing life demands that interfere with their academic success.

The committee has **one vacant position** for a Learning Assistant. We meet in MAC 202. All are welcome.

COLLEGE LIFE

The College Life committee has met two times for the 2010-2011 school year. The committee reviewed its current 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 College Life committee discussed some ideas on ways we can use technology to help create and maintain a clearinghouse of experts within the college. Committee members reviewed some examples of speakers bureaus published by other colleges and universities to gain some ideas of what should be accomplished by this charge. We will reach out to a few of these colleges to learn more about their process of gathering and maintaining this information.

The committee is currently working with departments in the college who already collect information on experts within the college community: College Relations and Human Resources.

INSTITUTIONAL PLANNING AND EFFECTIVENESS

At its first meeting, the Institutional Planning and Effectiveness Committee (IPEC) discussed the August meetings with Dr. Burnham and the President's Cabinet. The focus of those meetings was whether and how the prioritization of College goals that the Board of Trustees had developed during a June retreat was reflected in the Strategic Planning Matrix. IPEC returned to that topic and made recommended changes to the 2012 Matrix that would then be presented to the Governance Forum the following week.

The Committee also discussed the two major charges developed by Steering. As in the past, the decision was made to establish subcommittees. One of the subcommittees will be responsible for the drafting of the 2013 Matrix. Chairing that committee are Barbara Boyington

and Joe King. A second subcommittee will work on the development of a companion document which will reflect outcome statements for each of the goals of both the 2011 and 2012 Matrices. Louise Horgan will chair that committee. Environmental scanning will be handled by a third subcommittee chaired by Jeanne Vloyanetes and Jim Cody. Members were asked to send an email to Arnie indicating on which subcommittee they would like to serve.

The committee also discussed varying approaches to keeping the College community informed about major issues. Some examples were considered for presentation at the upcoming Governance Forum.

At its second meeting, the committee approved the 2012 Matrix. They also discussed an article that appeared in that morning's Washington Post regarding the significant decrease in personal income from 2007 to the current time. It was decided that the piece would serve as centerpiece for the committee's contribution to the Gazette. (See **IPEC Information Box** at end of Gazette). IPEC then broke into the three subcommittees to continue their work on the charges.

STUDENT DEVELOPMENT

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.

While the current Regulation was updated in 2009 to bring it in line with compliance related to permitted/authorized usage, privacy, protection of intellectual property and copyright information, etc. it should be reviewed to take into account these issues as they relate to accessing the College Portal. Also recommend strategies (checks & balances) to ensure security and access for future technology enhancements the College will eventually explore.

The Committee has reviewed and discussed President Burnham's response to the Committee's recommendations from 2009-2010 charges, and the charge for this year.

At this point in time, the Committee has gathered documents pertaining to our charge. These documents include: Board Policy 2.9000, College Regulation 2.9000R, College Regulation 2.9001R, Computer Use Policies from Anne Arundel Community College, Miami-Dade Community College and Sinclair Community College and Information Technology Guidelines (Draft).

Patty Kahn, Executive Director, Information Technology Services, was invited to our last meeting to clarify the IT Guidelines and recommend strategies for the melding of the above Brookdale Community College regulations. Dr. Kahn also gave us a preview of future technologies that are currently being explored by the College.

The Student Development Committee has the following **vacancies**:

Business and Technology (1), and Student Development Specialists (2).

Diana Glynn – co-chair – Psychology -
dglynn@brookdalecc.edu – x. 2423
Rosemary Kochman – co-chair – Police
Department - rkochman@brookdalecc.edu – x.
2350

COLLEGE-WIDE COMMITTEE REPORTS

BASIC SKILLS COMMITTEE

The Basic Skills Committee held its first meeting of the Fall 2010 semester on Thursday, September 23. After a review of membership, we looked at the summary and recommendations of the program review, which is in the final stages.

The fall Focus Group, comprised of Brookdale and Monmouth County secondary school faculty and

administrators, will meet on Thursday, October 21 from 3-5 in the Fort Hancock Room of the Student Life Center. The Focus Group brainstorms various designs for the Outreach Conference, and the Committee works on this over the fall and winter months. The Outreach Conference 2011 is scheduled for Friday, April 8, 2011 from 7-3 in the Warner Student Life Center. Mark your calendar with the date!

The next Basic Skills Committee meeting will be on Thursday October 28 from 11:45-1:15 in ATEC 218. All members of the campus community are welcome to attend.

GENERAL EDUCATION COMMITTEE

The committee has met twice this year. Robin Smith was elected as co-chair replacing Shay Delcuria. The committee has reviewed classes and changes in programs that were approved by Academic Council. A new certificate program, Legal Nurse Consultant was approved, as well as changes to the General Education portion of Health Information Technology. English 128 "Writing from the Female Experience" has been deleted. A new course "Representing Gender" was approved for the Global and Cultural Awareness Category.

Meetings are held every other Wednesday in MAS 130. Members who are not able to attend should contact Robin Smith.

HONORS COMMITTEE

Our committee held its first meeting of the semester September 23. We began discussing our charge. We also established two sub-committees: 1) a curriculum sub-committee that will plan the Honors curriculum for the next two years and 2) a review sub-committee that will establish a schedule to review student applications to the program, develop a rubric for assessing them, and make decisions about admission to Honors.

WHAT'S ON YOUR MIND/ANNOUNCEMENTS

From the 9/22/10 Forum: Jim Cody expressed concern about the impact of last minute course closures on students' ability to manage their classes. The action should not occur again as it imposed a great deal of stress on students. Dr. Burnham responded that eliminating under-enrolled classes should have been completed much earlier in the cycle, and he stressed that students who were impacted by this were accommodated. He added that such an issue would not be repeated.

WHAT'S ON YOUR MIND? BRING IT TO FORUM OR EMAIL YOUR THOUGHTS TO
mdrake@brookdalecc.edu



COLLEGE-WIDE COMMITTEE MEMBERSHIP 2010-11

BASIC SKILLS

Faculty-Math: Oly Malpica Proctor
Faculty-Math: Mary Young
Faculty-Reading: Brooke Batchler
Faculty-Reading: Barbara Barella
Faculty-Student Development: Howard Finklestein
Faculty-Student Development: Ellie Horgan
Faculty-Writing: Donna Pope
Faculty-Writing: Charles Mencil
Faculty-At Large: Howard Miller
Faculty-At Large: Carole Carney
Faculty-At Large: Karen Woolley

Faculty-At Large: Karen Abramski
Learning Asst-Math: Elaine Jadacki
Learning Asst-Reading: Lorraine Gittings
Learning Asst-Writing: Dolores Palazzo
Learning Asst-At Large: Melissa Stryker
Admin/Exempt: Pat Wuelfing
Admin/Exempt: Mary Ann Waclawik
Basic Skills Coordinator-Math:

Arminda Wey, Chair

Mary Young, Cathy Cross
Basic Skills Coordinator-Reading: Brooke Batchler
Basic Skills Coordinator-Writing: Suzanne Parker
Basic Skills Coordinator-Stud. Dev.: Laura Miceli, Dai-juan Gao, (Chris Bond)
Dean of Academic Affairs: Nancy Kegelman
Registrar: Kim Toomey
Director, PAR: Laura Longo/Arnie Gelfman
Assoc. Director Transfer Resources: Donna Cuddy
Dean of Enroll Dev./ Student Affairs: Richard Pfeffer
Manager, Testing Center: Nancy O'Shea
Director, Recruitment: Bruce Marich
ESL Coordinator: Lisa Zermane
Director, ABE/GED Programs: Carl DeJura
Director, OBCD: Helen Elliott
Director, EOF: Richard Morales-Wright
Director, Disability Services: Ernest Oversen

GENERAL EDUCATION

Arts and Communication: Cathy Blackburn, Celeste Chiricello
Business and Technology: Delores Steinhauser, Tom Setaro
Counseling: Karen Abramski, Maria Fernandez
English and Reading : Angela Saragusa,
Vacant (2nd position)
Faculty Member at Large: Robin Smith, co-chair
Library: Shay Delcurla
Math Division: Catherine Hall Cross, Barbara Tozzi
Science and Health Science: Karen Woolley, Caroline Wong
Social Sciences: George Reklaitis, Rosemarie Bello-Truland

Ex-officio

Dean of Academic Affairs: Nancy Kegelman
Catalog: Pat Wuelfing
Basic Skills Committee: Laura Miceli, co-chair
Daijuan Gao

Director Transfer Resources/Articulation: Ann Tickner Jankowski
Manager, Student Records System: Jennifer Jordan

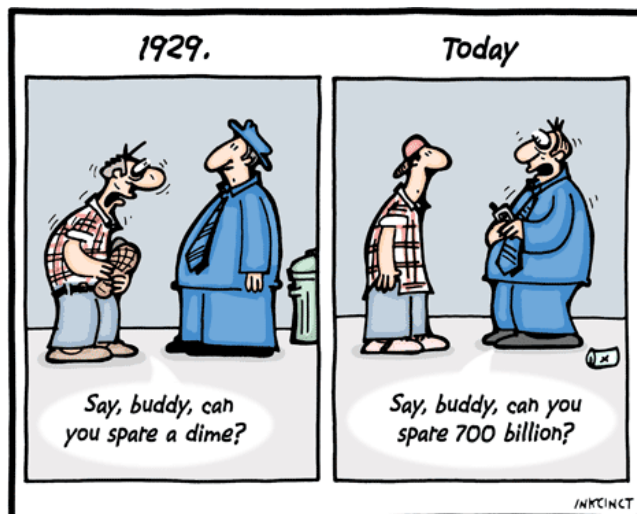
HONORS

Arts and Communications: **Vacant**
Business and Technology: Bernice Eng, John Mensing
English and Reading: Bettejane Bolan-Kenney, Angela Saragusa
Library: Valerie Bonilla
Math: Rob Fiore
Science and Health Science: Eric Goll
Social Sciences and Education: Jonathan Moschberger, co-chair
Laura Neitzel: co-chair
Counseling: Natalie Fein, Yesenia Madas
Ex Officio/Other:
Director, Transfer and Articulation: Ann Tickner-Jankowski
PTK: Shahin Pirzad
Career Services: Jayne McBride
Registrar: Kim Toomey
Planning and Assessment: Arnie Gelfman
Acting Vice-President, Educational Services: Jim Palumbo
Students: Alec Moran

IMPORTANT DATES IN OCTOBER

October 5	Forum
October 12	Standing Committees
October 13	General Education Comm.
October 19	Forum
October 26	Standing Committees
October 27	General Education Comm.
October 28	Basic Skills Committee Honors Committee

IPEC INFORMATION



Sobering National Economic News – Household Incomes Down Again
This short article link from the *Washington Post* http://www.washingtonpost.com/wp-dyn/content/article/2010/09/28/AR2010092800465.html?wpisrc=nl_natlalert sums up what many people have recently surmised. Household buying power was diminished for a second straight year.

What are the implications of this continued national economic downturn for Brookdale Community College? Will we see more students selecting us for their first two years over more expensive four-year college choices? Will we see fewer students who come from poorer families and can no longer afford community college tuition and textbooks? Is this situation an opportunity, a threat or both for Brookdale? What strategies make sense for the different departments and areas of the College?

Look on to the IPEC blogspot: <http://www.bccipec.blogspot.com> to share your ideas and information with the college community.