



# Governance Gazette

the newsletter of Brookdale Governance

Volume I, Number VI

December 13, 2011

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## *Chair's message*

Have you ever kept a gratitude journal? I like to remind myself of the things I am grateful for in my life because it usually helps my mood and changes my perspective. Writing it down helps clarify my thoughts and is evidence that there are reasons to be grateful. By this time of year, when the semester is getting really crazy, the stressors of the holiday season start to build, and sunlight is gone by 4:30 in the afternoon, I sometimes need a reminder that I have a really good life.

I hear from many people about what is going well and not so well in Governance. Trying to make spaces for changes and for civil dialogue is sometimes like trying to push a boulder. That's when practicing gratitude really helps. When it comes to Governance here are the top 3 things I am grateful for this year:

1. The people who show up to participate in Forum, Steering, and all the committees. Their participation convinces me that there is a place for shared decision-making in the college.
2. The existence of the Governance process, flawed though it might be, to provide opportunities to discuss and potentially affect decisions in the college community.
3. The ideas that people are willing to share and the creative ways that people look at issues reminds me of the greatest strength of this place, the people who are part of this community.

So keep those ideas and suggestions coming. Come to the Forum this week and the midyear retreat in January and let us know how you think things are going in Governance. In the meantime, if things start getting crazy for you, try keeping a gratitude journal. It really makes the boulders manageable!

I wish you peace,

*Gail*

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## **Agenda**

1. Academic Standards
2. Diversity Council
3. Honors Update

**December 13, 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**

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## REPORTS

The November 15<sup>th</sup> forum started off with a presentation by College Life. Debbie Deblasio and Olga Malpica Proctor gave an update on both of their charges. The survey was completed for their first charge on communication and will be sent out to the community at large in a variety of ways to reach all. As for their second charge on transportation, they have been doing research of other schools and how they handle transportation issues. They also went to the higher ed. ctrs. and extension sites to talk to the directors about what their issues/ needs are. They were able to gather a lot of good information specific to each site. Looked at public transportation already in existence to see how that may help or hinder student access. They are also looking into possible grants.

Next, a presentation on IPEC and the Jubilee Plan from Arnie Gelfman and Dr. Toms. Draft # 4 was passed out for all to see. We are still moving forward with plans in a five year perspective just like the Matrix intended but the Jubilee plan has an overall goal and then the objectives and strategies listed below to achieve that goal and it asks for accountability. This is something the Matrix did not do. We need to be accountable. We need to be action oriented, looking at partnering, communication, and linking resources.

And last but not least, a presentation from Student Life Board President, Tim Hart. Tim introduced his E-Board where he has pictures of all the members of the Student Life Board and all of the events they have held and participated in this Fall semester, including events they are planning for the Spring. Some of them included the Clean Ocean Action Beach Sweep and a Food Drive. There are three new clubs this year, The Epicurean Club, Architecture Club, and the Conquer Cancer Club. He spoke of their anticipation attending the NACA in the Spring, a weekend long event to find new acts to bring to the college for entertainment. Also, the December 15<sup>th</sup> speak out is rounding the corner. They had three topics up for consideration, students voted and the topic that won was students being charged for use of the Fitness Ctr. but faculty and Staff are not.

What's on Your Mind- Chief Sandford brought up safety on campus. He emphasized that when there are fire drills or when the alarm goes off, we need to evacuate the building. It does not matter that it is a drill, leave the building. He will also speak to the Unions.

Questions about having certain members (student workers, etc.) of the CAR building more informative and better able to handle student questions pertaining to that office.

## REPORT ON THE GOVERNANCE MID- YEAR RETREAT

## STANDING COMMITTEE NEWS

### ACADEMIC COUNCIL

[MAC 204]

Academic Council continues its primary charge of reviewing curriculum matters for the college. Since our last report we have approved four new courses: *Fitness Fusion*, *EMT Basic*, *Sociology of Gender*, and *Topics in History*. Course revisions to COMP 137 and CULA 251 were approved, as were four course deletions (Music 121, 122, 123, 221). Several Program revisions, based on new and deleted courses, were also approved.

### ACADEMIC STANDARDS

[MAC 202]

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The Academic Standards Committee is currently reviewing College Regulation 5.0013R, Grading System. We began reviewing this regulation because of our charge to determine if the College should move toward a standardization of grade assignments across the disciplines. While we determined, with the help of the Forum, that no move toward standardization was advisable at this time, we also looked at the totality of the regulation and felt it incumbent upon ourselves to consider parts of the regulation that we felt were unclear.

There are two things the Committee believes are important regarding this regulation. First, we want to reaffirm the College's policy regarding the Incomplete (INC) grade. According to the regulation, "An Incomplete (INC) may be assigned at the discretion of the course faculty for students who have extraordinary circumstances of documented hardship or emergency." The committee feels it is important to reaffirm the reason for the INC grade in order to empower faculty to submit the grades that students earn.

Secondly, the Committee identified a number of areas in the section on Incomplete grades that need our attention. They are listed below:

- In Regulation 5.0013R, the word "board" in "board of Trustees" is not capitalized. The Committee recommends that we capitalize it.
- In Regulation 5.0013R and in the Course Catalog, the following is written: "The following process should be followed." Just for ease of reading, the Committee recommends that this be changed to "This process should be followed:"
- In Regulation 5.0013R and in the Course Catalog, the following is written: "The incomplete contract is completed by the faculty member and must be signed by both the faculty member and the student." This suggests that the *contract* is somehow incomplete. The Committee recommends that "incomplete" be changed to "INC", which is clearly a grade designation rather than an adjective to describe the contract.
- In Regulation 5.0013R and in the Course Catalog, the following is written: "Students will be notified by email to check their grades and to speak to their counselor about the impact of the incomplete." The committee recommends that, as above, the word "incomplete" be changed to "INC".
- In Regulation 5.0013R and in the Course Catalog, the following is written: "All course work should be completed by the twenty-first (21st) day after the end of the current semester or term..." The Committee recommends that "should" be changed to "must". It is our understanding that after the 21 days, the grade automatically changes to an F. Thus, the word "should", which indicates a suggestion rather than a requirement, should (must?) become "must".
- In Regulation 5.0013R and in the Course Catalog, the following is written: "If work is not completed satisfactorily, the Registrar will change the INC to an F. Students will be notified by e-mail." This suggests that the Registrar is the one to change the grade. Rather, the student, by not fulfilling the contract satisfactorily has earned the F grade. The Committee recommends a change to "If work is not completed satisfactorily, the grade automatically becomes an F." This change suggests that it is not the Registrar making the change but the automatic result of the student not fulfilling the INC contract satisfactorily.
- In Regulation 5.0013R, it is written that the party responsible for implementation of this regulation is the "Executive Vice President for Educational/Student Outreach Services". The Committee recommends a change to "Executive Vice President - Educational Services".
- Finally, the Committee asks what happened to the percentage of work completed in the INC section that was once included in this regulation. Currently both Regulation 5.0013R and in the Course Catalog say, "These are students who have been actively participating throughout the term and have completed a significant portion of the course in a satisfactory manner but approach the end of the term without completing all assignments." Some guidance regarding the reasons for the change from a particular percentage to "a significant portion" would be appreciated if there's someone at Forum who has that knowledge.

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On the first charge (communication):

**Conduct a follow up survey to the College Life Communications Survey in 2006; include new methods of communication due to technology updates and assessment to determine if new communication methods are needed**

We have sent the survey out to faculty and staff. So far we have had a good number of responses but we want to encourage anybody who has not completed the survey to do so very soon. Constituencies that do not have email account will be accessed by internal mail. We hope to be able to have the results of this survey for our next meeting.

On the second charge (transportation):

**Research student access to transportation to/from Brookdale campuses to determine if there is an issue of accessibility, and make recommendations if needed to implement solutions**

We shared information we gathered from the site directors and other administrators about transportation issues. We're planning student focus groups at each site to identify their needs. This information as well as that which we received from PAR will be analyzed to define what is in demand and will guide us in forming our recommendations.

## **DIVERSITY COUNCIL**

## **[MAC 212]**

The Diversity Council was given the task this year of creating its own charge. After reviewing the existing diversity documents namely the Diversity Council Report that was prepared for the college in 2008 (<http://www.brookdalecc.edu/PDFFiles/Diversity%20Council/Diversity%20Council%20Report%20January%202008.pdf>), the Council was able to draft a charge that would address some of the recommendations made in that report. On Thursday, November 9<sup>th</sup> the Steering Committee voted in favor of the charge submitted by the Diversity Council. The charge is as follows:

### **Charge:**

1. Identify the college's diversity related goals and objectives.
2. Develop, in collaboration with responsible parties, systematic monitoring of the college diversity goals and objectives.
3. Prioritize the recommendations from the 2008 American Conference on Diversity report and recommend a feasible implementation schedule to brand diversity as a value of Brookdale in order to increase general awareness and education through programming, training, and resource allocation.

In addressing the first part of the charge the Council reviewed the following planning documents to identify where the college's diversity related goals and objectives are located:

1. Educational Services Operational Strategic Plan
2. Jubilee Plan 2013
3. ESMP 2020
4. Diversity Affirmations

After reviewing these documents the council was able to locate where the college has articulated its diversity related goals and objectives. Also as a committee we began the discussion of how some of those goals and

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objectives might be refined to better promote diversity at the college. The Council is also interested in the ideas and perspectives of the larger college community as it relates to how the college promotes and pursues its diversity related goals and objectives. The next step for the Council in completing the charge is to begin to engage key people from the various constituencies in a discussion regarding how their area participates in carrying out the college's diversity related goals and objectives. Furthermore, the council is interested in whether or not the college has a systematic method for monitoring how the goals and objectives are being carried out. Once the Council meets with the aforementioned key people at the college we will give a follow up report with our findings.

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

At the November 15 Governance Forum, Arnie Gelfman shared the work of the Institutional Planning and Effectiveness Committee (IPEC) on the development of the 2017 Jubilee Plan. He described both the rationale and the process for the move from the Strategic Planning Matrix to a five-year strategic plan. He also described how at the conclusion of this phase of its work, IPEC submitted a draft to the Interim President that included a set of four goals and related objectives. He then handed the presentation over to Dr. Toms who described the work of the President's Cabinet in further refining the goals and objectives. Dr. Toms also discussed "moving forward" steps which would include meeting with various stakeholders for input and advice, seeking additional input via the College portal, modifying the goals and objectives, and beginning the development of strategies, which would be accomplished by the responsible units. He indicated that the Jubilee Plan's goals and objectives would be presented to the Board of Trustees at its December meeting.

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

In addition to its regular duties, the Professional Development Committee's focus will be on Scholar's Day. Dianna Phillips, Sue Desiderato, Dara Evans, Norah Kerr-McCurry, and Gail Harrigan met to begin the process for planning for the event. Based on the results of that meeting and the input of the Committee, "Scholar's Day: Model the Love of Learning" will be held on Thursday, May 10<sup>th</sup>, from 8:45 a.m. – 3:00 p.m.

The format will be a keynote address followed by breakout sessions. Volunteering to form a working committee to plan the day are Valerie Bonilla; David Wiseman; Debbie Almeida; John Bukovec; and the committee's co-chairs. A Call for Proposals will be created and distributed. Recipients of the BIG Grants will be invited to present on that day, as well as a number of faculty, staff and administrators that have received funding from the Professional Development Committee.

Look for the Call for Proposals and more details soon.

## **STUDENT DEVELOPMENT [MAC 205]**

### **Charge:**

**Examine the "First Year Experience" within BCC and at comparable colleges to increase student engagement, success, and retention. Work with the FYE Committee to find ways to increase student participation in the program, and make recommendations to increase utilization of the FYE program and to ensure the success of the program.**

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Committee members researched the FYE program at 6 comparable colleges:

Raritan Valley Community College, Montgomery College, Anne Arundel Community College, Ocean County College, Community College of Baltimore County, Queensborough Community College and Delaware County College.

There were nine areas that were researched and compared:

Ownership

Budget

Mandatory program

Structure

Marketing

Target Population

Incentive

How is Success Measured?

The results of this research can be found on the Student Development Committee portlet on the Brookdale Portal:

<https://mycampus.brookdalecc.edu/group/governance/student-dev>

The Co-chairs of the Committee met with Linda Bernabeau from IT to begin construction of the SDC portlet. It is a work in progress, but we anticipate having the portlet up and running by the beginning of the new semester in January 2012. We thank Linda and Patty Kahn for their help.

<p style="text-align: center;"><b>COLLEGE-WIDE COMMITTEE NEWS</b></p>
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**BASIC SKILLS COMMITTEE**

Next Meeting is January 19, 2012 in Larrison 109 at 11:45

**GENERAL EDUCATION COMMITTEE**

The General Education Committee has spent a significant amount of time this semester developing a process to effectively use the NJCC General Education Rubrics when evaluating courses for general education status. By utilizing the rubrics, the NJCC General Education Foundation Learning Goals and Objectives and the General Education Unified Course List, we have been able to streamline the process of determining whether a course or program meets the statewide guidelines. A recent statewide change has

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been the separation of Information Literacy and Technological Competence into separate categories. A proposed Information Literacy Rubric has been developed.

All information for applying for general education (GE) status for a course can be found on the Dean of Academic Affairs site under General Education. Faculty seeking GE status for a course should review the NJCC Rubric for the GE category they are seeking approval for as well as the NJCC learning goals and objectives for that category. If the course description and syllabus are in alignment with these documents, the GE application form, which is also found on this site, should be completed. It is important to clearly state why the course meets the criteria for GE status in the category applied for under the rationale area.

When program changes are made, it is also important to review the GE guidelines for the degree sought to ensure that it is in alignment with the NJCC guidelines. This information is also available on the Academic Affairs site. In addition to reviewing course applications, the GE committee also reviews the GE portion of program applications.

This semester the GE committee has reviewed and approved changes in the GE component of the Engineering program and History program. They have also approved American Sign Language 1 & 2 for Humanities GE status, Adolescent Psychology for Social Science and Ethical Dimension GE status, and Sociology of Gender for Cultural/Global GE status. They have also reviewed description changes for Biology 101 and Math 146 to ensure that the changes do not affect their alignment with their designated GE categories and Comp 137 was approved as the little “t” designation for the revised Engineering program.

## **HONORS**

Honors co-chairs Laura Neitzel and Jonathan Moschberger will update Forum on the Committee’s activities the past couple of semesters and on the status of the Honors program. We will discuss:

- 1) The Honors mission and curriculum;
- 2) Service learning and the Honors experience;
- 3) The study abroad experience to Thessaloniki Greece this past summer;
- 4) The procedure established by the Committee for students to take an Honors class without being part of the Honors cohort;
- 5) The Honors Symposium to be held April 27, 3-6 p.m.

We look forward to your comments!

## **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 Amy Gingold at [agingold@brookdalecc.edu](mailto:agingold@brookdalecc.edu) with any requests.

## **IMPORTANT DATES IN JANUARY**

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January 19, 2012 Basic Skills  
January 26, 2012 Mid- Year Retreat  
January 31, 2012 Standing Committee Meetings



What are you grateful for?