



# Governance Gazette

*the newsletter of Brookdale Governance*

**Volume 1, Issue V**

**November 15, 2011**

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## **Chair's message**

The semester is more than half over. Governance committees are making progress on their charges, and in some cases, creating new ones. In this time of transition, and with the ever more urgent need to respond to changing information, these committees are working hard to try to provide future direction for the college. Nowhere is this more evident than in the work to be presented by IPEC. Dr. Arnie Gelfman and Dr. William Toms will present the 5 year strategic plan, the "Jubilee Plan". Please plan to come to the meeting to provide feedback on the work done so far. We will dedicate a significant portion of time for this discussion.

We'll also get an update from College Life and from Tim Hart, Student Life Board President.

If you haven't taken the poll on the Governance portal, please take a minute to share your point of view. Here's the URL: <https://mycampus.brookdalecc.edu/group/governance/standing>. We'll announce the results of this poll, and the version presented to students via the Portal and by paper ballot at the meeting on Tuesday. Hope you'll join us.

*Gail*

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**November 15, 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. IPEC presentation of Jubilee Plan by Arnie Gelfman and Dr. Toms
  2. College Life by co-chairs Debbie DeBlasio and Olga Malpica Proctor
  3. Student Life Board President update by Tim Hart
  4. "What's On Your Mind?" issues/updates
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## REPORTS

At the November 1, 2011 Forum, presentations by Professional Development and Basic Skills brought a lot of healthy discussion and supportive, insightful feedback. Norah Kerr-McCurry and Dara Evans of **Professional Development** discussed work in the committee to **assess the application**. They made some changes; wording to the themes and priorities, checking for omission, and clarification in the form for simplicity. They also stated that funding has not been cut. Next they talked about **Scholar's Day**. This is a plan with Professional Development and EVP of Educational Services Dr. Dianna Phillips, to have a day for all campus members to present recent scholarly work to the college community. PD reached out to the forum community to get ideas topics and categories important to consider and they received a lot of great ideas.

Brooke Batchler from **Basic Skills** gave an update on the work of that committee. Basic Skills created their own goal this year: To raise awareness regarding Basic Skills courses and support services. They are trying to create ways to educate students and parents. They want to promote awareness by having a table at Open House, the Outreach Conference, and a new webpage they have been working on that is very informative and very user friendly. To respond to some concerns about the length of time students spend in Basic Skill courses, the committee has organize with the departments a Reading Fast Track class, an English 095/ 121 accelerated class, and a self paced online Math class that combines 2 previously separate course These courses will be evaluated for possible future expansion.

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## STANDING COMMITTEE NEWS

### ACADEMIC COUNCIL

[MAC 204]

Academic Council approved one new 200-levelcourse in Adolescent Psychology. The council also approved one Course Description change for BIO 101 and a Code/Title change for RESP 105 to HESC 105.

### ACADEMIC STANDARDS

[MAC 202]

Over the course of our past few meetings, the Academic Standards Committee has been wrestling with a number of different topics paying particular attention to determining if they were viable areas of inquiry for both the Committee and the Forum. While we have moved on from trying to formulate a standard grading policy for the entire College, we have decided to explore several aspects of our grading policies and report on them to the Forum as a whole. Some are already clearly defined and known to most of us, others not so much. These include the process for the "Incomplete" grade – with the associated contract, the Change of Grade process, various forms of extra credit, and at what exactly is meant by the "end of the semester". The committee strongly feels it is important for full-time and adjunct faculty be made aware of these policies and procedures, and that to ensure this is the case, that this information is communicated at times meaningful to all.

The Committee is also looking into cleaning up the College's regulations. This is not something we need to do all at once, however. We are looking into starting a process whereby at each meeting we tackle a set number of regulations: seeing if any substantive changes are needed, minor updates in terminology are required, or if no changes at all need to be made. Matters of substantive importance will be brought to the Forum for discussion and voting, those requiring just some editing will be handled in Committee.

Our Committee meets in MAC 202. All are welcome.

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**COLLEGE LIFE****[MAC 206]**

The committee keeps working on our communications charge:

**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 a final draft of the survey and we will be ready to send it to **faculty and staff** very shortly. Diana Glynn, from Student Development, visited us and the committee was able to discuss the results of the 2009-2010 Student Development Survey as it relates to the **student use** of technology for internal communication. The committee has decided to use the results of this survey for the **student data**.

On the second charge:

**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 had a very productive meeting with the HECs and we are in the process of creating HECs-based subcommittees as well as a subcommittee that will look at the availability of transportation-related grants. Our first look at the data has called our attention to very interesting issues. We keep looking at other colleges with multiple campuses to understand what other schools are doing in the area of transportation.

**DIVERSITY COUNCIL****[MAC 212]****INSTITUTIONAL PLANNING  
AND EFFECTIVENESS****[MAC 208]**

Based upon feedback from the Governance Forum and reviews of the 2013 Strategic Goals Matrix and of the Educational Services Operational Strategic Plan, the Institutional Planning and Effectiveness Committee (IPEC), through full committee and subcommittee work, continued its development of the 2017 Strategic Plan (AKA Jubilee Plan). This plan, consisting of the following four goals, was submitted to Dr. Toms on Monday, October 31:

**Goal 1: Inspire student success.**

Promote student learning and achievement through effective teaching, a dynamic curriculum, a supportive learning environment, data-based enrollment management strategies, and activities to encourage student engagement and responsibility.

**Goal 2: Maximize resources.**

Pursue exemplary practices in the management and development of institutional resources. Promote and cultivate an enhanced culture of high performance, collaboration and innovation that support continuous institutional improvement.

**Goal 3: Strengthen and expand Brookdale's alliances and partnerships.**

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Be a leader in building a strong and vibrant local, regional, and global presence through alliances and partnerships that foster dynamic initiatives, innovations and opportunities

**Goal 4: Promote Brookdale’s excellence.**

Build Brookdale’s reputation as a premiere educational institution.

In addition to the goals, IPEC developed a set of objectives for each of the goals. The draft document was then sent to the President’s Cabinet for discussion and further development and refinement including the preliminary establishment of clear benchmarks.

The November 15 Governance Forum presentation will be in two parts. IPEC will first present its work on the Jubilee Plan. Specific attention will be paid to plan purposes, goal formulation, and the development of objectives. Dr. Toms will then present the most recent work of the Cabinet and discuss next steps. It is at this point that the entire College community needs to become significantly more involved in making the Jubilee Plan its own and a clear blueprint for the future. Dr. Toms will describe opportunities for providing feedback and for the development of strategies that foster goal attainment.

**PROFESSIONAL DEVELOPMENT [MAC 210]**

The Professional Development Committee’s virtual meeting on November 8<sup>th</sup> centered around Scholars Day. The Professional Development Committee has been offering funds to faculty willing to present, or share, the information they receive at funded activities. Many of you have been willing to share with us on Faculty Days, etc., but the opportunities were lost. Similar to and in conjunction with Faculty day, Scholar’s Day might be an event of various presentations given by Faculty, Administrators and Staff on conferences and workshops attended throughout the year, as well as best practices in the departments, and relevant topics by Brookdale’s PhD candidates / research work done by all academics. This activity will allow for the “recycling” of information and would feature breakout sessions and roundtables as well as presentations. We plan to work with Dr. Phillips to provide a day for ALL constituencies and even students to share, and grow, professionally. We are very excited about the possibilities and encourage you to share your ideas with us at the Forum, through email, or anytime.

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

Basic Skills Committee Meeting, Thursday, December 1 at 11:45 in Larrison 109.

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## 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 NOVEMBER & DECEMBER

**November 15** Forum IPEC presentation of plan  
College Life  
Student Life Board President update

**December 1** Basic Skills (LAH109)

**December 1** Honors

**December 7** General Education

**December 6** Standing Mtgs.

**December 6** Steering

**December 13** Forum Professional Development  
Academic Council/Gen Ed  
Diversity Council  
Honors Update