



Governance Gazette

the newsletter of Brookdale Governance

Volume I, Number 1

September 2011

Chair's message

For this year's Chairs meeting, Steering invited former Governance Chair and Brookdale Professor, Joel Morgovsky, to lead a discussion focusing on the concepts of Positive Psychology. Joel spoke about the need for resilience, about looking for opportunities for growth during change. He asked us to reflect on what are we hoping for when we volunteer to serve on Governance, what about Brookdale is most satisfying to us and what we admire about our institution. He encouraged us to find our strengths and use them to make a difference. It is a valuable reflective exercise and I encourage you to ask yourself some of these questions. The Steering committee and committee co-chairs and members show their leadership, courage, diligence, open-mindedness and enthusiasm for Governance and Brookdale by participating in the process. Will you join them?

As a result of that meeting, the group worked together to revamp some of the charges and spent an extra meeting finalizing ideas and direction. We were cognizant of the concerns expressed at the year-end retreat: to discuss ideas in Forum, share concerns about our college community, and continue to have a strong voice in helping to steer its direction. As a result, the chairs pledged to minimize formal presentations, put the relevant information in the Gazette, and open the floor to lively, civil discussion.

We hope you'll join us. Come this week to hear Dr. Toms offer his remarks on the work ahead of us, listen to Nancy Kegelman and Scott Ridley give us an overview of preparations to write the Periodic Review Report for our next Middle States Accreditation visit, and learn about the issues. Get involved; bring your students and colleagues. We need your voice; let's hear it.

Gail

September 20, 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

- Greetings from Dr. Toms, Interim President
 - PRR review by Nancy Kegelman and Scott Ridley
 - Presentation of the charges and issues for the year.
 - What's on your mind?
-

STEERING COMMITTEE MEMBERSHIP

The Steering Committee membership for 2011-2012 is as follows:

Chair: Gail Harrigan
gharrigan@brookdalecc.edu x2531

Vice-chair: Amy Gingold
agingold@brookdalecc.edu x2546

Past Chair: Marianne Drake
[mdrake@brookdalecc.edu](mailto:m Drake@brookdalecc.edu) x2472

Ex-officio: Louise Horgan
lhorgan@brookdalecc.edu
Sue Desiderato
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Faculty-at-Large: James Crowder
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David Stout
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Administrative/Exempt: Allison Fitzpatrick
afitzpatrick@brookdalecc.edu 732-739-6015
Jeana Malmros
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Staff: Melissa Stryker
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Michelle Kneute
mkneute@brookdalecc.edu x2733

Student: Samantha Goldberg
sgoldberg4@mail.brookdalecc.edu

Confidential Administrative
Assistant: Sue Kenney
skenney@brookdalecc.edu

Chairs Meeting

The chair's meeting was held on August 31st, 2011 in ATEC. It was a beautiful day outside and we appreciated everyone who came to the meeting instead! We appreciate all of our chairs and members of committees but to those who came, we salute you! The presenter at our meeting was Joel Morgovsky whose presentation was about Meaning, Purpose and Accomplishment: Positive Psychology Basics for Governance Leaders. Incidentally, it is not just for leaders, anyone has the capacity for living life positively. "Positive psychology is the scientific study of the personal qualities, life choices, life circumstances, and socio-cultural conditions that promote a life well lived, defined by criteria of happiness, physical

and mental health, meaningfulness and virtue." Baumgardner & Crothers (2009). The key issue here is meaningfulness! Why do we participate in Governance, what brought us to Governance and what keeps us coming back? How do we define purpose, meaning, accomplishment? We all come with goals, personal or otherwise, do we leave with them fulfilled? Peterson & Seligman (2004) list in their Values in Action Project the six virtues and the 24 character strengths that support them; Wisdom/Knowledge, Courage, Humanity, Justice, Temperance, Transcendence. These virtues/characteristics help support those who engage Governance activities. To assess your strengths for Governance and life take the test at <http://www.authentic happiness.sas.upenn.edu/Default.aspx>.

A big THANK YOU to Joel Morgovsky for a wonderful, motivating, and inspiring presentation!

The chairs were presented with their charges, given an opportunity to review them, give feedback and have questions addressed.

REPORT ON THE GOVERNANCE RETREAT

Governance End of Year Retreat

May 13, 2011

The Governance end of year retreat had great attendance and was a chance to gather thoughts from all involved. To celebrate 20 years of Governance, we invited past chairs back to lead small groups and to remind us of how far Governance has travelled! As we were all affected by the unrest at the college as 2011 started, the retreat provided a forum for discussion about issues of concern and an opportunity to push forward and recapture the strength and unity of Governance. Having the history of Governance there to remind us of where we have been and knowing where we want to go was insightful and challenging! Luckily, Brookdaliens never shy away from a challenge!

The following is some of the feedback from tables after discussion:

- Where do charges come from?
- Too many charges (should have one really important one instead of two smaller ones).
- How do we get people to come to “earlier in the year” forums?
- Using technology-portal or angel-video discussion (watch a committee and can then respond).
- So many issues and agenda is loaded- list on website-bullet points with links to more on the issue so the forum is left open for discussion.
- How are charges /issues arrived at and are we clear about how they resonate with all the constituencies.
- Have a chosen rep for groups that can’t go to forum.
- Use survey monkey and give feedback after each forum to “keep discussion alive”.
- Increase student accountability and increase student life –governance link to have student voices heard.
- Need to see relevance of a charge or limit charges.
- Change structure of forum/committee structure and times and amount of meetings to make it more manageable. (ex. one governance a month, no club meetings that day so students can attend governance forum).
- Too many charges.
- Electronic voting.
- Steering should and can identify who can vote.
- The committees make the decision, not the forum.
- Not possible to combine committees.
- Regular schedule for meetings-discussion and then a voting meeting.
- Reduce charges.
- Chairs need more clarity on charges.
- Instead of “what’s on your mind?”, actually list a topic, ex. “what’s on your mind about safety?”
- Remind all how valued they are in Governance process.
- Mixing in minutes with cabinet minutes.
- Streaming to desktop computer so everyone can be involved.

- Less power points, more open discussion.
- One week forum and one week to work / month.
- Too many charges.
- Institutional memory so we don’t repeat ourselves. Be more efficient.
- “Bring a colleague to forum” idea.
- Clarify role of academic deans on committees.
- Charges being more clear.
- Limitations on how many times a charge can be given.
- Ex- officious and cabinet should be there.
- Electronic voting.
- Forum blog
- Spontaneity at forum.
- Charges being bottom up.
- Join academic council and gen ed one time a month.
- Who will make the decisions if we don’t participate?
- Read the gazette.
- Eliminate power points.
- Revisit the original vision of governance.
- Adapt to change- positive tone from each committee.
- How are decisions made?
- Change public perception.
- Ideas for dealing with current issues.
- Kill daily rumor mill.
- Timely updates to college community.
- Accelerate the governance process.
- How do we implement recommendations in a timely manner?
- Too rigid in structure of charges-need to be looser.
- Some suggestions for hypothetical implementation before we vote so we all are more informed when we do vote.

Many of the reoccurring themes are obvious and with those in mind, we plug ahead to fix what we can and work on the rest.

“With new leadership coming into the college, it is important that we impress upon them how important Governance is!” -Tony Snyder, 2011

PRESIDENT'S REPORT

MEMORANDUM

TO: Marianne Drake (Governance Chair 2010-2011)
and Gail Harrigan (Governance Chair 2011-2012)

FROM: Dr. William M. Toms, Interim President

CC: Amy Gingold (Vice Chair 2011-2012),
Louise Horgan

RE: INTERIM PRESIDENT TOMS RESPONSE TO
GOVERNANCE STEERING: JULY 2011

DATE: JULY 12, 2011

As a newcomer to Brookdale, I have been impressed with many aspects of this unique educational enterprise, particularly the Governance system. Brookdale's long tradition of shared governance ensures that diverse perspectives and a collective wisdom informs appropriate College actions and provides a strong foundation for the College's success.

The spring 2011 semester ended with tumultuous change. Through it all I have been grateful to have outstanding and deeply committed faculty, staff and students. I extend my thanks to Marianne Drake, Chair of Governance 2010-2011, and Gail Harrigan, Chair of Governance 2011-2012, for having a steady hand on the tiller as we sailed through turbulent seas.

I look forward to working with Gail and Amy Gingold, Vice Chair of Governance 2011-2012 in the upcoming year. We will have challenges, but we will also have unprecedented opportunities.

I propose that Steering take an active role in the Periodic Review Report (PRR) process, and work with the Governance committees to

focus energies towards this 'mini' self-study. The PRR process will commence this academic year under the leadership of Drs. Nancy Kegelman and Scott Ridley. While I do not see the PRR dominating Governance activities, I think integrating the work of that committee and the work of Governance – particularly in IPEC – will make for a stronger PRR and a stronger Governance process.

As Steering develops charges for 2011-2012, consider asking the committees to develop a work plan for their charges. A work plan would enable better committee agenda setting and reporting, and ideally, would distribute the work load amongst all members of the committee as opposed to having the chairs and/or co-chairs carry the full load. The committees could plan around a series of milestones developed in their work-plan which could create the framework for discussion when I meet with Gail and Amy and hear updates on your work.

I hope the entire campus community will participate in Governance this coming academic year, and work together to ensure student success and Brookdale excellence.

ACADEMIC COUNCIL

Curriculum Review

I have had comprehensive briefings on the curriculum review process by Dean Kegelman; co-chairs Caroline Calogero and Dan Leyes and the committee are to be commended for their tenacity and commitment to excellence in curriculum development. That said, I would offer three recommendations to streamline review:

1. The curriculum should be presented by the originator of same in the Academic Council meeting where it is first discussed to save time having to go back to the writer with questions or concerns.
2. The Academic Division Deans should have a stronger role and be the ones

ultimately responsible for ensuring the veracity, review and approval process. The faculty may “own” the curriculum, but it is the Dean’s responsibility to ascertain its proper place in the College’s educational portfolio, along with assistance from the Dean of Academic Affairs, and guidance from the Executive Vice President of Educational Services.

3. The Committee should meet as soon as possible with Dr. Dianna Phillips, the Executive Vice President of Educational Services, to engage her in this important process.

ACADEMIC STANDARDS

Repeating Courses

I’m sure it was disappointing to the Committee to have their recommendation for “a mandatory intervention” voted down in the Forum. However, the Governance process is at its best when folks “agree to disagree” and this discussion engendered significant debate which I recognize has always been a hallmark of the Brookdale Governance system.

I would ask Steve Curto and Herb Cohen to monitor this issue with Dean Nancy Kegelman, and ensure appropriate ‘interventions’ are taking place in counseling and advising. If Dean Kegelman believes the issue needs further examination in two or three years, I would ask that Governance update the research, and re-examine the issue.

Withdrawal Policy

I accept the vote at Forum to not change the current withdrawal policy.

That said, I would like to state my full support of the Monitoring Procedures as implemented two years ago and have asked Dr. Phillips to develop a College regulation to ensure that those guidelines are streamlined and in full compliance. I do not believe that a protracted Governance discussion of the monitoring system is needed at this time. Along these lines, and recognizing some of the limitations of the current system, Dr. Phillips and I have

also spoken about the merits of attendance policies.

COLLEGE LIFE

Clearinghouse

Co-chairs Allison Fitzpatrick and Anne Marie Sparaco led several spirited Forum discussions. The recommendation to develop a clearinghouse of subject matter experts, topics and publications from the Brookdale community, is a good one.

Does Professional Development keep a log of faculty and staff they’ve awarded funding to? Could they build a portal community and the database needed? The Diversity Council has recommended that employees, who have received cultural competence training or have a special expertise, work to enlighten the College community; can Professional Development and Human Resources identify those folks? Or devise a way to have them self-identify? When folks receive funding to attend and/or present at conferences, or folks who have received sabbaticals for advanced degrees or special projects, do we ask for a report upon their return?

To best utilize Brookdale’s extraordinary human resources I would open membership on the Clearinghouse to all employees of the College. College Relations can put development of the Clearinghouse in their queue, but Professional Development and the Human Resources department, will be key in that development.

DIVERSITY COUNCIL

Cultural Competence Model

The lack of a quorum at so many of the meetings of the Diversity Council is disturbing; the programming though, did not reflect on members’ absence - it was impressive in scope and depth. The speakers with a local and national perspective; the involvement of students through the video project, and the collaboration with the Staff Professional Development sub-committee, all speak to a robust program. The co-chairs Dina Long and Rasheda Young are to be commended for a great year.

INSTITUTIONAL PLANNING AND EFFECTIVENESS

Planning Matrix

Environmental Scanning

I find that Brookdale's commitment to planning and assessment, as personified by IPEC, to be a fascinating indicator of the success of collegial Governance. Co-chairs Mary Ehret and Arnie Gelfman worked hard to engage as much of the campus in their discussions as possible. I enjoyed my meeting with IPEC on April 25, 2011; their attention to current events and environmental scanning was gratifying.

I expect IPEC to work closely with Drs. Kegelman and Ridley on the PRR: in particular, the Institutional Effectiveness Model and the Indicators of Institutional Effectiveness need immediate review and updating. I've asked Nancy Kegelman and Louise Horgan to collaborate with Planning, Assessment and Research and report back to me in November 2011 on proposed revisions to both.

I hope the entire College community is monitoring the IPEC blog at <http://www.bccipee.blogspot.com/>. Current events rock our world instantly: legislation, regulations, controversies and a drop in enrollment/retention are causing us to examine our realities and shift our strategies. The more we all know about the local, state and federal educational environment; the better informed our discussions College-wide will be.

I look forward to working alongside IPEC on the next iteration of campus planning. I am encouraging a longer view – three to five years – than the Matrix has traditionally represented. The need for a companion document to 'explain' the Matrix may have signaled the need to evolve to a different representation of the College's strategic plan. What does IPEC and the College community think?

PROFESSIONAL DEVELOPMENT

Continue Implementation of the Professional Development Blueprint & 2010-2011 College-Wide Themes and Priorities

I would like to acknowledge the Professional Development committee and its chairs, Dara Evans and Nora Kerr McCurry, and assure them that the budget allocation for funding the Professional Development subcommittees remains available for them to continue their great work next year. The College-Wide Themes and Priorities, as identified by the committee and approved at Forum, provide opportunity for faculty and staff to keep current in their field, enhance teaching, advising and counseling skills, and build workforce effectiveness.

I am very encouraged by their goals for next year, including consolidating Professional Development sites on campus; building 'storage' for conference presentations, and working to develop programs for adjuncts. These mirror ongoing College goals and initiatives and also present a good opportunity to collaborate across committees, divisions and departments.

STUDENT DEVELOPMENT

Review Computer Resources, Network & Facility Use Policy and Regulation

As current events redefine our world, technology has redefined how we communicate and interact. The Student Development Committee tackled the job of leveraging technology to enhance the teaching and learning environment and safeguarding against misuse. The Committee's recommendations reaffirming the use of Brookdale e-mail accounts for all official communications is realistic in this day and age. The recommendation to audit the policy every 18 months is prudent as technology continues to evolve at breakneck speed.

Many of the recommendations are contingent on other pieces falling into place, such as e-mail guidelines, a new learning management

system being implemented, and the final revision of the policy and regulation.

I have asked Louise Horgan to review the recommended wording, and, if appropriate, lodge the changes with the Board of Trustees. I have also asked her to include an item on the reporting of violations of the policy and/or regulation. I have asked Dr. Phillips to take the lead with her staff to develop a process and timeline to integrate the recommendation that e-mail be the primary communications vehicle across the College community.

STEERING

College-wide Committees

Jim Palumbo and I discussed this recommendation; he and Nancy Kegelman both believe that General Education should be folded into Academic Council; that not doing so leads to a duplication of effort, delaying the process. There is a compelling need to ensure that course and curriculum approval is not delayed by the overlapping nature of the two committees. Can Steering assure me that is the case?

The process recommendations are good ones; special thanks again to Gail and Marianne, for bringing them forward.

Role of Student Steering Representative

The emphasis on student inclusion in the Governance process is another example of the best of Brookdale. I hope student participation continues to grow; their participation benefits all of us.

Constitutional Changes

These are fine as proposed and recommended.

BASIC SKILLS COMMITTEE

Once again, the Basic Skills committee should be proud of its accomplishments; the Program Review and Outcomes Assessment document is an excellent example of the best of Brookdale's culture of assessment and outcomes. The engagement of so many members of the College community in the discussions, workshops, learning

communities, and the Outreach 2011 conference, speaks volumes to the dedication of our faculty and staff in assisting our students achieve their goals.

GENERAL EDUCATION COMMITTEE Core Competency Relationship to General Education Knowledge Areas

Co-chair Laura Micelli and Robin Smith - I salute you! You engaged in an informed, research-based decision making process, and recommended a wonderfully simple and effective solution. The nesting of the Core Competencies into General Education model is a wonderful comment on how the Core Competency Committee was ahead of the curve. In a natural evolution the General Education/Core Competency Plan builds on the best of the past to track student progress and outcomes.

HONORS COMMITTEE

Honors at Brookdale

I have been very impressed by the Honors Program, and read of its recent 'rebirth.' Co-chairs Jonathon Moschberger and Laura Neitzel have rebuilt an impressive program. The Honor students are an important cohort and contribute to our diversity and dynamism. I'm assuming the Honors courses are subjected to the same rigorous review process as all other courses; I look forward to continued monitoring of how these students fare.

WMT/bab

STANDING COMMITTEE NEWS

Please consider joining a committee! Check with your Dean, Steering rep or Michelle Kneute at mkneute@brookdalecc.edu for a list of vacancies!

All charges are pending approval by Interim President, Dr. Toms, for academic year 2011-12 and as such are presented as DRAFTS.

ACADEMIC COUNCIL**(MAC 204)****Charge Draft:****CURRICULUM REVIEW**

The Committee should:

Conduct the ongoing work of oversight of the approval process for new and revised courses and programs.

Explanation:

This is the ongoing charge to this Committee every year.

This charge reflects the ongoing and primary work of the committee, which flows from its Governance mission of “oversight of the establishment and discontinuance of all courses and programs and the other matters relating to curricula. Its purpose is to assure adherence to College policies on academic matters and to review any actions that affect curricula.”

Charge Draft:

Increase the efficiency of the curriculum review/approval process.

Explanation:

In order to remain an educational institution that can respond quickly and decisively to the needs of the community it serves, Brookdale must have the ability to offer and revise courses and programs on a timely basis. There is widespread sentiment among the college community that our current course approval process, though of critical importance, is overly cumbersome. Academic Council is being asked to identify ways in which the course and program approval and revision processes might be streamlined while still maintaining proper integrity.

ACADEMIC STANDARDS**(MAC 202)****Charge Draft:**

Determine if the College should move toward

a standardization of grade assignments across the disciplines.

Explanation:

While many institutions of higher education have written policy standards for assigning grade percentages, Brookdale does not. In the absence of such a written policy/regulation cause for concern regarding the integrity of Brookdale’s current grade assignments?

Depending on the outcome of the research and discussions to come, the Committee should recommend draft policies on consistent grade criteria and/or grade standardization. If it is determined new policies are not needed than the Committee should show evidence that our current practices are viable and can withstand scrutiny.

COLLEGE LIFE**(MAC 206)****Charge Draft:**

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

Explanation:

- Determine the percentage of students overall who have transportation issues.
- Determine the percentage of students who travel to classes between Lincroft and the HECs. Determine the percentage of those students who have transportation issues.
- If there is a significant problem, look into schedules, shuttles, agreements with NJ Transit, etc.

Charge Draft:

Conduct a follow-up survey to the College Life Communications Survey in 1996, include new methods of communication due to technology updates and assessment to determine if new communication methods are needed. This survey should include assessment of communication with students as well.

Explanation:

In February 2006, College life surveyed the campus community via the Inside Track.

The purpose of this survey was to assess the effectiveness of methods of communicating internal information. A follow up survey should be conducted to assess how communication has evolved during this time. New technologies and processes have been introduced and should be measured and communication with students should be included.

The original categories included:

- Inside Track
- The Brookdalian
- Daily News Clips
- Happenings
- Governance Gazette
- Board of Trustees Minutes
- College Annual Report
- Voice Mail
- Broadcast Voice Mail
- Broadcast E-Mail
- Brookdale phone operators
- Brookdale Television (BTV)
- 90.5 The
- Night
- College Website
- Intranet
- E-mail
- *Squirrel Mail*
- Listservs
- Governance Forums via ITV
- Faculty Days
- Division / Department Mtgs.
- Governance Forums
- Inter-office Mail

- Bulletin Boards

New categories could include:

- Portal
- Text messages
- WebAdvisor
- Leave Workflow – online leave reporting
- PeopleAdmin – Online employment application process
- Entrisik Informer – Database reporting package
- Governance Forums Live Streaming
- Bulletin Board
- ANGEL/LMS
- Twitter/Social Media

Categories to be removed should be:

- Inside Track
- Squirrel mail
- Listserv replaced with RSS Feeds
- The Brookdalian

DIVERSITY COUNCIL**(MAC 212)**

At this point in time the committee would like to take some time to meet on their own and decide what important issues are in their future. Diversity needs co-chairs to lead this important group.

**INSTITUTIONAL PLANNING
AND EFFECTIVENESS****(MAC 208)****Charge Draft: Planning Matrix**

The committee should:

- Complete the development of the 2011 - 2012 Matrix.
- Provide input on the development of the 2012-2013 Matrix.

Explanation:

The process to overhaul the Matrix was completed in the 2010-11 academic year. As an ongoing charge the committee continues to take the following steps to ensure that the document is relevant and appropriate for the college.

- A comprehensive review and assessment of the internal and external research data available for planning is needed to determine recommendations for modification to the Matrix.
- As a result of meeting with Interim President Toms and subsequent committee discussions, it is necessary to present a Matrix that is strategic over tactical.
- Instead of a focus on short-term problems and issues, the Matrix should focus on long-term planning from an elevated level with attention to internal and external data and resources (environmental scanning), as well as systemic management strategies and priorities. However, in today's times, it may be in the college's best interests to concentrate on the here and now, what we do know, as opposed to looking too far ahead.
- The Matrix should reflect systemic management strategies and priorities in relationship to the ESMP, the FSMP, and the ITSP and all college planning documents.

Charge Draft: Environmental Scanning

The committee should

- organize the content on the blog so that information is broadened, better communicated, contextualized and accessible in a systematic way.
- develop strategies to get the college community to

incorporate the information found through environmental scanning into strategic plans.

Explanation:

IPEC has done a wonderful job developing the environmental scanning blog! IPEC has already used environmental scanning techniques to gather data for use in the development of recent matrices. There is a need to formalize, expand, and communicate the uses of environmental scanning in strategic planning at the college. IPEC plans to encourage widespread use of environmental scanning in strategic management practices by disseminating information via the Portal, and other methods of engagement. The committee sees the value of educating the college community on the importance of participating in dialogue on issues contained in the IPEC blog. An information repository that organizes scanned resources in an easily researched manner would be advantageous to users.

PROFESSIONAL DEVELOPMENT (MAC210)

Charge Draft:

Assessment of Professional Development application and funding processes.

Explanation:

The Professional Development Blueprint requires an annual review of themes and priorities that direct the development, selection, and support of professional development programs. However, the Professional Development committee has commented that the themes and priorities change very little from year to year. In

addition, opportunities for discipline-specific professional development are not transparent or are not perceived to be consistent with the Professional Development themes and priorities. These issues highlight the need to review and assess the processes involved in the application and awarding of professional development funds, including the annual themes and priorities.

Charge Draft:

Recycling of Professional Development Resources

1. Develop a plan to recycle the College’s investment in professional development resources in order to support the professional development of all constituencies.
2. Begin archiving the outcomes of professional development activities, and develop a procedure by which this will continue on an ongoing basis.
3. Update the Professional Development Blueprint and Operations Guide to reflect this plan and the processes involved in recycling professional development resources.

Explanation:

In the President’s response to 2010-2011 Governance recommendations, Dr. Toms asked if individuals who have received professional development funds from the College are asked to report on the outcomes of their professional development activities. The President also asked if a log of individuals who have engaged in professional development and cultural competency training activities can be used to build a Professional Development portal community. Such a portal community could be used to recycle the College’s investment in professional development in order to support the growth and success of all Brookdale employees. While the College has traditionally been most concerned with the professional development of full-time employees, the College’s 2011-2012 Strategic Planning Matrix (III) also emphasizes the professional development of

part-time employees. Likewise, the New Jersey Council of County Colleges (NJCCC) recognizes the need for supporting the professional development of adjunct faculty. During the 2010-2011 academic year, workgroups appointed by the NJCCC developed the Big Ideas Project Action Plans for Implementation (April 2011). Specifically, Workgroup Four developed strategies for promoting adjunct faculty development. To actualize these professional development goals articulated in both the 2011-2012 Strategic Planning Matrix and from the Big 8 Ideas Action Plans for Implementation while simultaneously maximizing the College’s investment in professional development activities, the Professional Development committee can begin the process of using technology to archive the outcomes of professional development activities in order to support the growth of all Brookdale constituencies. The archived activities should not be limited to activities that have been funded by the Professional Development Committee, but might also include sabbatical projects, summaries of theses and dissertations, conferences, BIG grants, and special projects that have been funded through use of College funds.

STUDENT DEVELOPMENT (MAC 205)

Charge:

Work with the FYE Committee to find ways to increase student participation in the program and ensure the program’s success.

Explanation:

Steering reviewed the benefits of the FYE experience and gained information about the process the pilot has taken and learned that the FYE committee collected a great deal of data before starting this program. In addition, the workgroup has already started to collect data to assess the program so far.

This program is in its beginning stages and deserves the support of the college community. The Student Development committee should review the work already completed, and explore whether there will be some benefit in creating a liaison between FYE committee and Governance at this point in time. In addition, the committee should explore how student exposure to and participation in Governance can be enhanced through the FYE program.

COLLEGE-WIDE COMMITTEE NEWS

BASIC SKILLS COMMITTEE

Basic Skills will be having their first meeting on September 22nd, 2011 at 11:45 am in Larrison Hall 109.

GENERAL EDUCATION COMMITTEE

Meets in MAS 130 on Wednesdays from 12-1:30pm. Dates are in calendar below.

HONORS

Meets once monthly on a Thursday in MAC 206. Please contact Laura Neitzel at lneitzel@brookdalecc.edu for more info.

IS SOMETHING 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 with any requests. Just a reminder: anyone can bring up an issue during the What's on your mind segment of the Forum. Any member who wishes to have a topic placed on the agenda for Forum, must submit the request 10 days in advance of the meeting.

IMPORTANT DATES

FALL 2011

September 20	Forum
September 22	Basic Skills Committee Honors Committee
September 27	Standing Committees
September 28	General Education Committee
October 4	Forum
October 11	Standing Committees
October 12	General Education Committee
October 18	Forum
October 25	Standing Committees
October 26	General Education Committee
October 27	Basic Skills Committee Honors Committee
November 1	Forum
November 8	Standing Committees
November 9	General Education Committee
November 15	Forum
December 1	Basic Skills Committee Honors Committee
December 6	Standing Committees
December 7	General Education Committee
December 13	Forum

SPRING 2012

January 19	Basic Skills
January 26	MID-YEAR RETREAT
January 31	Standing Committees
February 1	General Education Committee
February 7	Forum
February 9	Basic Skills Committee Honors Committee
February 14	Standing Committees
February 16	General Education Committee
February 21	Forum
February 28	Standing Committees
March 8	General Education Committee
March 6	Forum
March 20	Standing Committees
March 21	General Education Committee

March 23	Basic Skills Conference
March 27	Forum
March 29	Basic Skills Committee Honors Committee
April 3	Standing Committees
April 4	General Education Committee
April 10	Forum
April 17	Standing Committees
April 18	General Education Committee
April 24	Forum
April 26	Basic Skills Committee Honors Committee
May 3	Basic Skills Committee Honors Committee
May 11	YEAR-END RETREAT

HELP WANTED: Parliamentarian for Forum

Experience needed to maintain civil discourse during Forum meetings.

Calm presence required and knowledge of Robert's Rules. Contact Gail Harrigan at gharrigan@brookdalecc.edu.

BITS of HISTORY....Do you have any photos we can share? Send them to agingold@brookdalecc.edu.



Before there was Governance, there was the Senate. Can you ID these Brookdalians?