

**Academic Affairs Roundtable  
September 14, 2011**

**I. Achieve Student Success**

**E. Assessment and Accountability**

**Five Year Program Review Kickoff**

Fifteen faculty and ADDs attended the Sept. 2, 2011 Program Review Kick off meeting. An individualized binder was distributed for each program review. Carol Murphy, Pat Schuberth, and Susan DeMatteo prepared the binders that contained the following program data: student success outcomes, schedule analysis of past two semesters, enrollment and retention data from 2008-2010, job placement analysis for AAS programs, student survey webpage and sample, catalog and webpage info, syllabus, department plans and, where applicable, advisory board minutes. After the 11 Week 10<sup>th</sup> day, the number of fall 2011 freshmen and sophomore majors will be provided. Nancy Kegelmann provided an overview and directions to each participant. The program relevance and rigor were stressed as important components of the review making the analysis of learning outcomes for job readiness or transfer other crucial components. Also emphasized was the need to build a body of evidence that students were achieving those outcomes and address why not if not and what can be adjusted. Tips for a smooth review process were provided; and the benefits of the program review process were noted (showcasing the program and justifications for innovation and resource request). Participants' suggestions for improvements were noted and several were implemented immediately.

The following programs will be engaging in the self-study process during 2011-2012:

- Business Administration A.A.
- Business Administration A.A. – Accounting Option
- Digital Animation and 3D Design Program A.A.S.
- Digital Animation and 3D Design Program A.A.S. – Game Programming Option
- Electric Utility Technology A.A.S.
- Education Program A.A. Early Childhood Option
- Education Program A.A.-Elementary, Middle School and Secondary Option
- Engineering A.S.
- Fashion Merchandising A.A.S.
- Fine Arts Program A.F.A. Studio Art Option
- Health Information Technology A.A.S.
- Humanities A.A. – Art Option
- Humanities A.A. – Creative Writing Option
- Interior Design A.A.S.
- Nursing A.A.S.
- Math/Science A.S. – Environmental and Earth Sciences Option
- Respirator Care A.A.S. (mid self-study report)
- Social Sciences A.A. – Anthropology Option
- Social Sciences A.A. – Ethnic Studies Option
- Certificate:
  - Medical Coding Academic Credit Certificate

## **E. Assessment & accountability; outcomes based decision making & reporting**

### **• Student Learning Outcomes Assessment Plan(SLOs)**

The 2011-2012 Student Learning Outcomes Plan was approved by the Dean of Academic Affairs and posted on the Academic Affairs web site.

The Administrator of Assessment met with all Academic Division Deans in early September to review 2010-2011 program and course assessments, plan for the identification of 2011-2012 assessments, and to discuss the process for general education assessment.

Four faculty focus groups are scheduled between September 14<sup>th</sup> and 19<sup>th</sup> with 26 faculty confirmed for attendance.

Two surveys were developed and administered for Math faculty and Basic Skills Math students to improve teaching and learning in MATH 021 and other Math courses.

The Administrator of Assessment met with the Social Science Division Department Chairs and Dean to plan for the 2011-2012 program and course assessments.

The 2011-2012 Program Assessment (PAFS) inventory has been updated to identify each program and option, student learning outcomes assessment projects and their completion status.

## **II. Provide Access through Opportunity & Innovation**

### **Special Tuition/Fees Exchange Program - Fall 15-week/Fall 11-week 2011**

Thanks to the quick work of Registration, Accounts Receivable, and many others we are going to allow students who drop a 15 Week course and add an 11 Week course a 100% refund during the 15 Week Add/Drop period. Below is the information that will be provided to students. This is a pilot program and will be offered to students who come to one of Brookdale's locations to drop and add a course. This is provided as a short-term service to our students and, as such, will not be highly publicized. Counselors, Deans, Director of Student Services HEC, Director of Financial Aid, along with program developers have been notified to assist students in their pursuit of their educational goals.

### **General Education**

At their September 7th meeting the Community College Presidents' Council approved 27 GE courses, the calendar for approval of general education courses, and a revision to the Guiding Principles and Foundation documents pertaining to the integration of information literacy, and ethical reasoning and action. Two Brookdale courses were approved as diversity courses: ANTH 205 Culture and Personality; and ENGL 229 Representing Gender.

### **Fall 2011 Enrollment**

The Fall 2011 1<sup>st</sup> day enrollment indicates the college-wide fill rate was 89% and individual division fill rates ranged from 93% for both English and Reading and Mathematics to 83%.

| Summary Report by Division – 1 <sup>st</sup> Day – September 6, 2011 |                    |              |                    |              |
|--|--------------------|--------------|--------------------|--------------|
| College Actual 92.0% of Projection                                   |                    |              |                    |              |
|  | Number of Sections | Capacity     | Number of Students | % Filled     |
| <b>Division Totals</b>   |                    |              |                    |              |
| Acts & Communication   | 269                | 6731         | 5739               | 85.3%        |
| Business & Technology (w/CULA)                                       | 383                | 8674         | 7699               | 88.8%        |
| English/Reading  | 449                | 8760         | 8120               | 92.7%        |
| Math   | 309                | 7395         | 6868               | 92.9%        |
| Science & Health Science   | 348                | 6398         | 5825               | 91.0%        |
| Student Development  | 37                 | 776          | 645                | 83.1%        |
| Social Science & Education   | 404                | 12808        | 11044              | 86.2%        |
| <b>College-wide Total</b>  | <b>2199</b>        | <b>51542</b> | <b>45940</b>       | <b>89.1%</b> |

**Teaching and Learning Center**

Duplicated enrollment for online courses increased 6% from Fall 2010 to Fall 2011 and FTE's increased 7.2%. Breakdown of online enrollment follows:

| Fall 2010                                 | Fall 2011                   |
|---|-----------------------------|
| Duplicated enrollment has increased by 6% |                             |
| Courses: 73                               | Courses: 80                 |
| Sections: 132                             | Sections: 146               |
| Duplicated Enrollment: 2544               | Duplicated Enrollment: 2696 |
| <b>FTE = 269.5</b>                        | <b>FTE = 288.96</b>         |

The Teaching and Learning Center offers workshops in use of the ANGEL Learning Management System. Over the summer, 60 faculty participated in the Introduction workshop, and 67 faculty participated in the Gradebook in ANGEL workshop. From September 1<sup>st</sup> to date, 20 faculty members have participated in the Introduction workshop. Here are some of our faculty participants:



Norah Kerr-McCurry, Director of the Teaching and Learning Center, presented at the adjunct faculty reception; she spoke to “Effectively Web-Enhancing Your Course”.



Dan Greenwood, Instructional Designer, was honored as the “Outstanding Adjunct Faculty Member” for the Engineering and Technology Division; Dan teaches Electronics courses.

The Teaching and Learning Center facilitated orientation to online courses for first-time online students.



At the face-to-face session, approximately 75 students were in attendance. At the virtual orientation, 125 students participated.

Here is a link to the recording of the virtual session: <http://www.brookdalecc.edu/pages/200.asp>

#### **IV. Engage & Strengthen the Monmouth County Community**

##### **ABE/GED**

Carl DeJura conducted discussions with Charanne Smith, Director of the Eastern Monmouth Higher Education Center in Neptune, to re-establish the GED intervention program at that site. Classes will begin September 29.

Carl DeJura attended the taping of ABE/GED/ESL staff in the post-production taping of the ABE Commencement at Freehold Branch Campus. Carl attended the August Board of Trustees meeting to thank the Board for its support of the Adult Basic Education Workforce Investment Act Title II Grant in the amount of \$667,588.00 and \$200,000.00 in matching and In-Kind services. Carl also thanked the members of the Board and Cabinet for attending the Commencement this year at the Portuguese Club. Dr. Toms was the guest speaker and Fr. Butch, member of Board of Trustees, gave the invocation.

## Dual Enrollment

There are 14 Neptune High School students enrolled in the release dual enrollment program for Fall 2011. The following language is being added to Agreement.

Added under Neptune High School agrees to:

- ❖ Provide the opportunity for a Brookdale Community College Recruitment Services Representative to meet with the Neptune High School Dual Enrollment students, in Spring 2012, to highlight the benefits of attending Brookdale Community College after high school graduation
- ❖ Allow Brookdale Community College to promote the Dual Enrollment Program to Neptune High School juniors, in Spring 2012

Added under Brookdale Community College agrees to:

- ❖ Provide a Brookdale Community College Recruitment Services Representative to meet with the Neptune High School Dual Enrollment students, in Spring 2012, to highlight the benefits of attending Brookdale Community College after high school graduation
- ❖ Promote the Dual Enrollment Program to Neptune High School juniors, in Spring 2012