

**Academic Affairs Roundtable  
December 21, 2011**

**ACTION:** None

**DISCUSSION:** None

**INFORMATION:**

**I. Achieve Student Success**

**Testing Services**

The Manager of Testing Services was charged with reviewing testing policies and procedures practiced at each of the Higher Education Centers and Branch Campus, and making recommendations, if necessary, to standardize testing practices at each of the locations. Criteria based on the National College Testing Association (NCTA) Professional Standards and Guidelines, (<http://www.ncta-testing.org/resources/standards>), was utilized. Based on the findings, after visiting each site, and interviewing staff members, a variety of new procedures were implemented and testing procedures documentation was revised. The revisions mimic the procedures currently in place at the Lincroft Testing Center. Some of the changes include:

- Testing rules will be printed on back of appointment cards (implemented by January 2012)
- Posters with testing rules will be displayed at each location.
- Students will be required to secure all belongings (including coats) before testing
- Colored paper will be utilized as scrap paper rather than utilizing recycled printer paper
- Tests will no longer be returned to faculty mailboxes, but will be locked in Student Success Centers for pick up, or mailed to faculty member's home address with a stamp across the envelop to show it is sealed.
- In the event of an Academic Integrity Violation, the proctor will stop the testing, complete an Academic Integrity Code Report, send the original to the faculty member, and copies to the student, Director of Student Services, Branch Campus & Higher Education Centers, Manager of Testing Services, and Dean of Academic Affairs.

**II. Provide Access Through Opportunity and Innovation**

**Teaching and Learning Center**

The Director of the TLC participated in a meeting on December 14th to address the deferral of mandatory password changes to access the Portal. The Director discussed her concerns with NetID and the usability of the system without a password change. Representatives from OIT, Kim Toomey, Patricia Kahn, and Sue Desiderato were in attendance.

Brookdale complies with Identity Verification of online students as required in the Higher Education Opportunity Act (HEOA) via a secure ID and password. The TLC employs a policy requiring students to change their password at the beginning of every semester. When ANGEL was moved to the single sign-on environment, the TLC made clear that the past practice of

forcing students to change their password at the beginning of every term needed to continue for us to remain in compliance processes required by the federal government.

The College Catalog states:

Procedures related to student identity verification include but are not limited to: web registration, student information and records requests, and the course management system login and security functions wherein the appropriate College administrator(s) creates a unique username and password for each new student every semester, which is then re-set every semester. This unique set of login credentials consists of data which the student is likely to know and which others are unlikely to know. The student is forced to use these credentials to access the course management system and reset their password to one which is entirely confidential and only known by the student. Data transmission of login information is secured using standard encryption technology.

Background and

There was much discussion in ITAC and other venues about how to make this happen; this seemed to be a particular challenge as the data base did not distinguish students from other users, and it was reported that the password change could not be set by date, rather the number of days since the user made the last change.

Current Status:

OIT now recommends that the password expiration be suspended and that only online students are identified and forced to make the change. There is a meeting scheduled for this week to explore how this can be done; however, it is critically important that online students are not burdened with additional technical challenges that may impact their course experience. The best solution is to design a system that meets the need of the college and is user-friendly.

### **Online Course Enrollment**

Duplicate enrollment in online courses is down 8.3% compared to enrollment in Spring 2011 online courses at this time. The FTE enrollment is down 6.5%. The TLC is closely monitoring enrollment in these courses and anticipating an enrollment increase when the Distance Education brochure reaches county mailboxes.

### **Transfer Resources/Articulation**

#### **Rutgers NJCC Transfer Advisory Council Fall Meeting**

Rutgers held the Fall New Jersey Community College (NJCC) Transfer Advisory Council on Friday, December 9, 2011 at the Visitor Center on the Busch Campus. Ann Tickner Jankowski serves on the Council for Brookdale. Deborah Epting, Associate Vice President for Enrollment Management, stated that Rutgers accepted 7,500 first year students and 3,700 transfers for fall 2011, bringing enrollment to an all-time high of 58,182 students. The total represents 1,047 more students than in any previous year. Rutgers will be reducing the size of the 2012 freshman class by 4%, but anticipates bringing in the same number of transfer students. Transfer students applications are up 6.3% for Spring 2012.

Dr. Maureen Esteves, Associate Dean for Undergraduate Nursing, addressed attendees and stated that there is "no good news" for prospective Nursing majors. Graduates of the baccalaureate degree program are taking an average of six months to find a job. Rutgers

received over 2,000 high school applications for 40 spots (20 each campus). No external transfers (non-RN) have been accepted for two years and this trend will continue. One hundred and fifty internal transfers applied for Nursing and 60 students were accepted from this pool. The College of Nursing received over 350 applications for their second degree accelerated program (14 months). The College of Nursing is no longer offering a Master's degree, which has been replaced with the Nurse Practitioner, DNP.

Rutgers still has a small population of students in the Dual Degree Program. High school applicants that apply to Rutgers and are not admissible are recommended to go their local community college, follow an NJ Transfer RTP (Recommended Transfer Program), and achieve a 3.0 or higher and they will be admitted to Rutgers.

The average GPAs for accepted transfers are 3.2 to 3.4 and two-thirds of all transfers are from community colleges. Students with a 2.5 or higher are considered by at least one school at each campus. Programs as Western Monmouth require a 2.5 GPA. Students with a 3.8 GPA applying to the School of Business in New Brunswick, who have not completed Pre-Calculus will not be admitted; however, the same student may be accepted as an Economics major at School of Arts and Sciences for example.

Rutgers has adopted a new Core Curriculum model effective for native students in Fall 2011. Transfer students will be required to complete the new model as of Fall 2012. Community College AA and AS degree holders will not be affected because of the Statewide Transfer Agreement. The new model includes an area of focus defined as 21<sup>st</sup> Century Challenges, which includes interdisciplinary courses in Human Difference, Science and Technology, and Social Justice. Transfers without an AA or AS degree will be required to complete this area of focus at Rutgers as there are no community college courses that fit this category. Brookdale general education courses will transfer as defined on the NJ Transfer System and Rutgers representatives explained that they do not foresee complications for students transferring for Fall 2012 as a result of the new core.

### **Drexel University**

The Assistant to the Department Chair for the Architecture Program at Drexel University contacted Brookdale to express an interest in strengthening their relationship with the Brookdale Architecture Program. Brookdale has sent many students to the 2 plus 4 evening program in Architecture at Drexel. Currently, Drexel has requested syllabi for all Architecture courses and has asked for examples of student work. Drexel is in the process of preparing for an accreditation visit. Ann Tickner Jankowski is following up with Ed O'Neill to respond to Drexel's request. The last course equivalency listing was completed in March 2009.

## **IV. Engage & Strengthen our Brookdale's Regional Community**

### **ABE/GED**

The English as a Second Language Program is expanding into Asbury Park. On January 7, 2012 we will establish a program at Mount Carmel Church Hall at the corner of Asbury and Pine. We are partnering with the Church to bring ESL to the parishioners of Mount Carmel and the Community at large. The Workforce Investment Act Title II funds will support the program which will meet on Saturdays from 10:00 am to 1:00 pm. Flyers will be disseminated to area business and local Social Service agencies.

### **Dual Enrollment Open House**

An Open House for Dual Enrollment students and their parents was held on Tuesday, December 6<sup>th</sup> at 7:00 pm in the Warner Student Life Center; 27 parents/guardians and students attended (11 students). Dr. Toms and Dr. Phillips welcomed the parents and students and spoke about Brookdale. The goal of the session was to inform attendees how Dual Enrollment students can easily transition to their freshman year at Brookdale Community College, complete an Associate's Degree and transfer to a four year college or university. Donna Cuddy coordinated the event which included the following speakers; Ann Tickner Jankowski - Transferring to a Four-Year College, Laura Neitzel - Honors Program, Howard Miller – Study Abroad, and Karen Arnold – Financial Aid. A follow-up survey was sent to attendees and will be compiled.

### **Dual Enrollment On-Site Program**

Donna Cuddy is in initial discussion with Freehold Regional High School District regarding possible implementation of Brookdale Dual Enrollment On-site courses in Fall 2012 - Spring 2013. Discussion is also underway with Mater Dei Prep to implement HIST 136 and HIST 137 as Dual Enrollment On-Site courses in 2012 -2013.