

**Cabinet Roundtable  
Enrollment Development & Student Affairs  
December 21, 2011**

**Action Items:** None

**Discussion Items:** None

**Information:**

**Admissions, Records & Registration**

- The memo below went to all faculty on December 14<sup>th</sup>.

TO: **All Faculty**  
FROM: Kim Toomey, Registrar  
SUBJECT: Grade Submission – Fall & Fall - 11 2011  
DATE: December 14, 2011

*Please be advised grade input for Fall & Fall - 11 2011 can take place from desktop computers until Tuesday, December 27<sup>th</sup>.*

*Final grades are due by 11:59pm on the deadline date. You may input grades on any computer that has access to Internet Explorer 7+ on Windows, Mozilla Firefox 3+ on Windows, Linux, and Mac or Safari 1.3 for Mac.*

**IT IS CRITICAL THAT YOU KNOW YOUR USER ID AND PASSWORD** in order to access your Final Grading Roster through the MyBrookdale Portal. If your user name and password do not work, please contact the OIT Help Desk at 732-224-2829.

*All grades must be entered by 11:59 pm, **Tuesday, December 27<sup>th</sup>**. It is imperative that grades are entered by the deadline. If you do not enter grades by the deadline, students will be negatively affected. Students with missing grades may be potential graduates and/or waiting for their transcripts to be sent to other schools. In addition, academic standing cannot be calculated for students without grades, which can affect their Spring 2012 schedule of classes*

*The TLC is available to assist in grade entry Monday – Thursday's, 8:00am – 5:30pm and on Friday's, 8:00am – 5:00pm (excluding Winter Break). Please contact the TLC at 732-224-2089 if you have questions about how to input grades.*

*Grades will be verified on a daily basis and available to students the day following grade input. Submitted grades cannot be changed via WebAdvisor. All grade changes must be submitted in-person to Beverlee Gross in the Registrar's Office by completing an Official Change of Grade Form.*

*The deadline for completion of an "INC" grade is Tuesday, January 24, 2012. "INC" grades will convert to an "F" or "NC" approximately two working days after January 24, 2012.*

*Direct any questions regarding grading policies to the Registrar's Office.*

*Please refer to the following web link for instructions on how to enter grades:  
[https://bluesweb.brookdalecc.edu/wwwutil/roster\\_help.html#grading\\_procedure](https://bluesweb.brookdalecc.edu/wwwutil/roster_help.html#grading_procedure).*

c: D. Phillips  
N. Kegelman  
S. Desiderato  
R. Pfeffer  
C. Shelley  
N. Kerr-McCurry

**Athletics**

- The Women's Basketball team beat Northampton (73-38) and Cumberland (86-43) this week. They are now 10-2 overall!

**Conference Facility Services**

- On December 1<sup>st</sup>, Kelli Sanders, Acting Manager of Conference Facility Services, attended a conference entitled "**Meet USA East Coast 2011.**" Seminars which Kelli attended were:
  - "**New Meeting Technologies: Bells & Whistles or Core Needs**" which discussed current industry trends and future technological expectations of meeting planners and how this information can

be used to produce a greater technology ROI. This information can be applied to help increase overall revenue.

- **“Plan a Green Meeting: It’s the Right Thing to Do”** presentation offered several suggestions and best practices for the environmentally conscious event manager. The session provided information on environmental initiatives such as LEED Certification and How Green Star Property Certification diversifies the markets in which Conference Facility Services serves.
- **“Meeting Management 201”** was an advanced workshop for the seasoned planner to discuss best practices in the meeting and events industry.
- **“Power Session: A Conversation with Industry Meeting Leaders”** was a panel discussion on the essentials of venue and event management including social media tools, green meetings, strategic meeting management programs, technology, and how to communicate the value of the Department to the organization’s stakeholders.

### International Education Center

- The International Education Center held its **6<sup>th</sup> Annual International Holiday Chance Auction** on December 8<sup>th</sup>. The Center collected \$350.00 which will go towards the Elaine Baran Scholarship Fund. Former scholarship recipient, Michele Huzar who studied Art in Italy, spoke about her experiences. Gift baskets, gift certificates, and of course some quirky fun items were donated by generous Brookdadians brought back from their travels. A good time was had by everyone!
- Brookdale faculty is eligible for Ping Faculty Development Fellowships. Information is available at [www.ciee.org](http://www.ciee.org) under fees & funding. The deadline is January 15, 2012.
- Janice Thomas is pleased to announce the recipients of the following awards and scholarships.
  - Congratulations to Matthew Papania who is the winner of the **Freeman-ASIA** award to study in Japan. **Freeman-ASIA** is designed to support American undergraduates with financial need who are planning to study overseas in East or Southeast Asia. The program’s goal is to increase the number of Americans who will receive first-hand exposure to and understanding of Asia’s peoples and cultures. During the spring 2012 term, Matthew will be studying intensive Japanese at KCP International located in Tokyo, Japan. Matthew is pursuing an associate’s degree in Social Science.
  - Two Brookdale students are recipients of the Gilman Scholarships for spring 2012 study abroad. The Benjamin A. Gilman International Scholarship Program offers grants for U.S. citizen undergraduate students of limited financial means to pursue academic studies abroad. Such international study is intended to better prepare U.S. students to assume significant roles in an increasingly global economy and interdependent world. Student Jeffrey Lara will be studying at Edgehill University in Ormskirk, England for the spring 2012 semester. He is an English Major with interests in script and screenwriting. Student, Holly McKay will be studying at the Universidad San Ignacio de Loyola in Lima, Peru in spring 2012. Holly, a Business Major, will be taking courses in Business and Spanish.
  - Brookdale has awarded two students funding to participate in short-term, faculty-led programs in summer 2012. The scholarship was established to honor the life and achievements of Elaine Baran, a former BCC faculty member of languages who was dedicated to both the Brookdale and the global community alike. Her passion and motivation for sharing international experiences were instrumental in the development of Brookdale’s international programs.
  - Student Erin McHale will participate in Brookdale’s service learning program to Kigali, Rwanda from May to June 2012. Erin is pursuing an associate’s degree in Sciences.
  - BCC student Raelene Wehner will travel to Paris as part of a world literature course offered during summer 2012. She is majoring in Business Administration.

### Student Life & Activities

- New Student Orientation will be held on January 17<sup>th</sup>.

## Student Support Services

- Congratulations to Dr. Karen Archambault for being chosen for the 2011 Barbara K. Townsend Award from the National Institute for the Study of Transfer Students for her dissertation research related to transfer students entitled ***“Improving Transfer Student Preparation: Transition Theory and Organizational Change in One Community College.”*** Karen utilized Schlossberg’s transition theory to craft interventions intended to enhance the preparation and positioning of students for transfer and utilized a pre-test and post-test research design.