

Cabinet Roundtable
Enrollment Development & Student Affairs
October 26, 2011

Action Items None

Discussion Items: None

Information:

Admissions, Records & Registration

- 1) The ImageNow “tune up” occurred October 10th through October 13th and it was a great success! Brandon Flippo, a consultant for Perceptive Software, worked closely with Project Leader Jennifer Jordan, Denise DeMichael, and Kim Toomey in collaboration with Project Leader Jean Breslin and Tom Kim of OIT. It is highly recommended Brandon Flippo be hired in the future as a consultant for other departments to ensure consistency of solutions and set-up in the ImageNow system. The staff was trained in the new processes and was extremely satisfied with the simplicity and automation of their daily tasks. Expectations were highly met and changes were made to greatly improve data integrity and to make processes more efficient such as:
 1. One Touch Scanning - went from 40 scanning profiles to two and 25 capture profiles to one! Fixed ongoing issues with VRS thus making transcript scanning of script safe paper more automated. Restricted document types in drop down to match specific drawers.
 2. System Clean Up – applied standardized naming convention, rebuilt application plans to resemble actual names/values, deleted multiple user accounts, deleted documents created as drawers and changed to document types, and deleted old scripts/drawers/doc types which were no longer being used.
 3. Implemented an online admission application workflow which replaced need to print, process, and rescan the document.
 4. Created manual application plan for unmatched documents such as transcripts sent for students who have not applied to BCC yet so were not in Colleague. Searching is made easier once a student applies through ImageNow versus paper files.
 5. Security changed from “user based” to “group based” which provides better management of security.
 6. Implemented secure annotation “sticky note” which can be viewed by other departments who have access to that document type but cannot alter or delete except by users in the Reg-Power Users Group. Current use for admission applications with no SSN provided (indicate BCC SSN # assigned).
 7. Informed Datatel inserts two spaces after last name (ex. Smith, John D.). Perceptive Software wrote a VB to add space in WebUI.
 8. Informed if on Internet Explorer 9 and/or Web UI 4.3 – browser must be in compatibility mode.

Agreed recommendations:

1. Continuity needed between departments with location of data keys.
2. Configurable script needed to re-index misfiled documents. A configurable script gives user ability to use it in multiple departments for multiple modifications.
3. May want to investigate using custom properties to assign additional values for specific documents.
4. Investigate more uses of Workflow to aid other departments with processing college transcripts, program changes, sub forms, etc.
5. Explore “Relationships” to help find documents attached to the same student ID.

- 2) Provided below are the actions which have occurred since early June 2011 to bring about the implementation of the **Spring 2012 Course Waitlist Project**.

Course Waitlist Project		
Waitlist demos were shown to Dean Kegelmann, Acting Dean Pfeiffer, Executive Vice President Phillips, all Division Deans & Administrators, Counseling and Admission, Records & Registration Departments.	2012 Spring Pilot Courses were selected by Division Deans: BIOL-105, BUSI-105, CINE-105, ENGL-095, ENGL-122, FASH-205, HIST-137, ITAL-102, MATH-145 & SPAN-101.	Waitlist pilot courses codes were developed: 1) Allow Waitlist = Yes 2) Waitlist Rating = FIFO 3) Waitlist Enroll No Days = 1 4) Waitlist Multi Sections = N
Waitlist pilot course sections for 2012 Spring codes except for ENGL-095 are: 1) Allow Waitlist = Yes 2) Waitlist Rating = FIFO 3) Waitlist Enroll No Days = 1 Carol DiBuccio will manually code ENGL-095 sections.	Documentation was created and given to Division Deans and Divisions Administrators of the Datatel waitlist screens.	Denise DeMichael provided training on 10/20 & 10/21 to Admissions, Records & Registration and TLC staffs on changes to the registration process due to the implementation of the wait list. Generalist Joe Caruso agreed to participate in training sessions and will train all HEC Generalists at all regional locations.
WebAdvisor documentation from student perspective was created and provided to Admissions, Records & Registration, TLC, Generalist Joe Caruso and Counseling.	During in-person registration if a student is added to the waitlist, a postcard will be given to them regarding important wait list information.	Students will be given ability to opt-in to receive a text message for the wait list via WebAdvisor.
A new "Manage My Waitlist" function was made available in WebAdvisor and a list of FAQ's were created with a link to it.	The Colleague process WLAV will run Monday-Friday at 8:00pm to inform students of waitlist availability. Students will receive an email to their BCC account and if they opted for text messaging, they will receive a text when a seat becomes available. <i>(Waitlist email DOC is named RGWLAEML and text message DOC is RGWLASMS.)</i>	The printed registration statement has been changed to include waitlist courses. The WebAdvisor email confirmation has been modified to include waitlisted courses.
The following have been scheduled in both the PATCHES & COLLIVE Colleague environments: 1) The WLAV process identify students which will be given permission to register will run at 8:00pm 2) The first PCEX process will send emails to students who were given permission to register from the WLAV process will run at 8:05pm. 3) The second PCEX process will send a text message to students who were given permission to register from the WLAV process will run at 8:10pm		

Athletics

- Accolades continue to roll in for the men's soccer national leading scorer David Cornwell. With a three-goal performance at Gloucester, Cornwell broke the program's career scoring record. His 46 goals in in his two-year career breaks Joe Parella's previous record of 45 set in the 2008 and 2009 seasons. Cornwell is only one goal away (as of this writing) from breaking a 30-year-old single season goal scoring record set in the 1970's by Lou Giglio.
- Brookdale Women's Soccer Team advanced to the Region XIX Second Round Playoffs! In first round Region XIX Playoff action, the women's soccer team (10-3-1) dominated the game from start to finish in an impressive 4-0 win over Manor JC. Starting out fast and applying immediate offensive pressure, the Jersey Blues got on the board at the 8:40 minute mark of the first half. Deep in the right corner, Maggie Lowey found Danielle Santoro who fed Kathleen Flannigan right in front of the box for her 7th goal of the season and 1-0 lead. Feeding off the adrenaline of the moment, Brookdale struck again when Devon Hope intercepted a Blue Jay pass at mid field, led the ball perfectly to Catherin Lovallo whose pin-point pass to Alexandria Balsirow resulted in her 5th goal of the season and a 2-0 half time

lead. In the second half, Santoro located the pass in front of the net and slammed it in for her team leading 13th goal of the season and a 3-0 lead. Flannigan closed out the scoring (84.10) – her 2nd of the game and 8th of the season. With this impressive 4-0 playoff win, BCC marches into the second round with renewed confidence and a Region XIX Championship in their sights. The squad will next face top-seeded OCC.

- For the second consecutive year, BCC hosted the 2011 Region XIX Men's and Women's Cross Country Championships on October 22nd at picturesque Thompson Park. The BCC men's squad fared extremely well with freshman Dan Lenehan earning Second Team All-Region Honors.
- Usually rivals, Brookdale Community College and Ocean County Community College teamed up for the inaugural "**Kick it to Cancer Night.**" The men's and women's soccer teams of both colleges donned the same colors to raise awareness and money for breast and bladder cancer during their matches. Both men's squads, who faced off at Brookdale's home field, supported breast cancer with OCC wearing pink warm-up shirts and BCC wearing pink athletic tape and pink sweat bands. At Ocean County College, the Viking women showed support for breast cancer with pink warm-up shirts, while the Brookdale women wore yellow shirts for bladder cancer. The efforts did not just end on the soccer field. Brookdale teams carried over the "**Kick it to Cancer**" event to campus by setting up a table in the Student Life Center to sell chocolate covered pretzels with all proceeds benefiting the cause.
- On October 16th, the Brookdale softball team, Keith Heimann of the Music Department, and the Gay Straight Alliance participated in the **Red Bank CROP Walk** - an event to help end world-wide hunger. The squad can be found in publicity footage at: <http://www.youtube.com/user/redbankcropwalk#/u/O/PXRtY6ZciMQ>.

Automotive Technology

- The Brookdale Auto Department Open House will be moved from November 2nd to November 13th in conjunction with the Brookdale College Open House. The Automotive Department will provide visiting students and their parents tours of the complex and campus, program information sessions, and demos.

Counseling/Student Development

- On October 12th and 13th, the Counseling Department staffed a table in the Student Life Center to encourage students to prepare for the upcoming winterim and spring 2012 priority registration period. This initiative served as a visible public relations conduit for the Department and a viable resource to Brookdale students and professionals. Equipped with laptops, the Counseling faculty staffed the tables to schedule appointments for students (*or have the students schedule via the Portal*), view transcripts, offer specific advisement, approve courses, and provide resources and connections to other departments/services. This outreach initiative was advertised on the College's website homepage, on Bluesnet screens throughout Lincroft and the regional locations, and on Brookdale Public Radio, **90.5 The Night**. The word also reached the general public for a father and son came in specifically to inquire about beginning coursework at Brookdale for the upcoming term. Initiatives such as this will provide a regular presence of the Department (*during 'off-peak' periods when the Counseling faculty is not as busy with student appointments*), provide consistent and predictable outreach to the College community, promote the services of the Counseling Department, and aid in the institution's strategies for student retention and success.
- Time Management Workshops were conducted by Laura Miceli and Christopher Boud for fall 2011. Four sections of the workshops were offered in ENGI-105 classes and 117 students participated. The Counselors will return to these classes the second week of November to help students with their course approvals and registration assistance for spring 2012.
- For winterim/spring 2012, the Counseling Department is offering two on-line tutorials to help students register. Links to Counseling's new tutorials: "*How to Register on Webadvisor*" and "*How to Make an Appointment with a Counselor*" was included in a recent email from the Office of the Registrar to all students receiving their winterim/spring 2012 priority registration passes. The video

tutorials were produced by the Online Advising Committee to provide a live illustration of some online registration procedures required of current Brookdale students. All video tutorials are available for viewing on the Counseling Department's website.

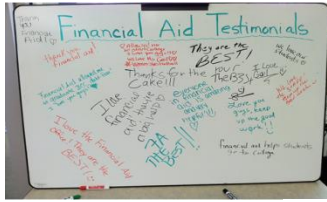
Disability Services

	September 2011	Academic Year (July 1, 2010-June 30, 2011)
Students registered for classes & received Alert forms	1,174 <i>up 3.0%</i>	1,427
	September 2011	
Proctored Exams	33 (60 to date for 2011-2012 academic year)	
Proctored Accuplacer	0 (19 to date for 2011-2012 academic year)	
Student Appointments	198 (497 to date for 2011-2012 academic year)	
<i>As of September 30th, there have been 247 first time freshman who have registered with the Disability Services Office. The Office anticipated registering approximately 214 entering first time freshman by the start of the fall 2011 term and approximately 330 by the end of the 2011-2012 academic term.</i>		

- The Disability Advisory Team held two meetings so far this academic year. At the first meeting on September 29th, all information workshop dates were scheduled and the team reviewed/approved changes to the presentation and script. The Disability Services Office has lengthened the program to include a tour for high school professionals. In January, Testing Center Manager, Nancy O'Shea will do a presentation on the Accuplacer Exam. The Office updated team members on the new and growing population of 18-21 year old high school students. At the second meeting on October 13th, the team reviewed changes to the information session power point presentation and script. They discussed group registration for ACAD084 students and incoming freshman, current legal issues as it relates to Disability Services, a questionnaire developed for **Disability Awareness Week**, and student case reviews.
- The Disability Services Office participated in their road show to Freehold - October 4th, Long Branch - October 5th, Hazlet - October 6th, Wall - October 11th and Neptune – October 13th.
- The Office participated in the NJ Association of Higher Education and Disabilities (AHEAD) at Ramapo College on October 7th.
- The Office provided training on working with the disability population to Brookdale Student Ambassadors on October 17th.
- The Office provided an information session for the Koch/ARC Program on October 12th.
- The Disability Services Office hosted Disability Awareness Week from October 17th to 20th in collaborations with the Student Life & Activities and other college departments. Events were a Disability Services Open House, a visiting writer, a panel discussion, a movie with a meaning **Murderball**, and a guest lecturer. The event was held to try to dispel misinformation. As William J. Brennan Jr. stated "*Society's accumulated myths and fears about disability and disease are as handicapping as are the physical limitations that flow from actual impairment.*"

Financial Aid

- On October 19th the **First Annual BCC Financial Aid Awareness Day** was held. Last year the event was instituted by the Eastern Association of Student Financial Aid Administrators (EASFAA). This year Brookdale and other colleges and universities stretching from Maryland to Maine had an opportunity to represent Financial Aid Day at their institutions. Students had the opportunity to win prizes and enjoy refreshments. A White Board was available for testimonials. Many students gave positive feedback on the event.



Health Services

- As of October 21, the Health Services Office has administered 200 flu shots to the campus community.

International Education Center

- On October 13th, the IEC was notified that Brookdale was selected to be one of 18 institutions to participate in the 2012 International Academic Partnership Program (IAPP). The IAPP is an initiative developed through the U.S. Department of Education's Fund for the improvement of postsecondary education and seeks to increase the number of international partnerships between higher education institutions in the U.S. and Brazil. Over the next year Brookdale will engage in a series of training activities focused on implementing and sustaining strategic partnerships with higher education institutions in Brazil. A requirement of participation is the creation of a steering committee of faculty and staff which will have their first meeting within the next 4-5 weeks. At a minimum, the committee will need to conduct an institution-wide inventory of activities pertaining to Brazil and to develop a strategic plan focused on partnerships with Brazil. Dr. Phillips will be appointing faculty and staff to serve with her on the steering committee. IAPP will facilitate activities such as: a Webinar to prepare BCC to develop partnerships with Brazil, pair BCC with a mentor from the 2012 IAPP Brazil Advisory Board, give guidelines to conduct a functional assessment of BCCs internationalization, help develop a strategy, and a spring 2012 tour of Brazil institutions. The IAPP review panel was impressed with Brookdale's commitment to international education, the administration's and faculty's commitment to increasing internationalization on the BCC's campus, and the desire to foster partnerships with Brazilian institutions.
- On October 30th at 9am in Thompson Park, The International Education Advisory Committee will sponsor the **Brookdale 5K Run/Walk Challenge** with Tim McLoone as honorary race master. Proceeds from the event will benefit the Elaine Baran Scholarship fund. The scholarship was developed 10 years ago and has helped to provide BCC students with study abroad opportunities. Elaine Baran was a BCC Foreign Language faculty member and early Director of the International Education Center. Information is available at <http://international.brookdalecc.edu> or at 732-224-2799.

Student Support Services

- On September 29th, the Branch Campus and Regional Locations held "**Brookdale's Birthday Celebration**" commemorating the first day of classes held more than 40 years ago! Shown below are students with Student Services Generalist Tim Cox and the Brookdale Jersey Blues Mascot at the Freehold location.



- During the week of October 3rd, the SSCs celebrated National Tutoring Week with “Meet the Tutor” events at all locations. Students had donuts, coffee, and the opportunity to meet the learning assistants at each location to learn more about academic support provided at all locations.
- On October 4th, students at all locations participated in pumpkin painting.



- During the week of October 10th, the SSCs celebrated Diversity Week. Students received “diversity beans” which were jelly beans that had a different flavor than what their color might suggest. Their packaging read *“This candy is just like people – you cannot determine what is on the inside by simply looking at the outside. Diversity jelly beans remind us to experience people one at a time and enjoy their unique qualities.”* In addition, during Diversity Week, the SSCs celebrated **National Coming Out Day** in which students were provided information about the coming out process and how to become strong allies of their friends and classmates who may be questioning or working through their own sexual identities.
- On November 1st, the SSCs will celebrate **“Mocktoberfest”** - an event designed to encourage students to “party smart” and be responsible with alcohol. The event will provide students with root beer, pretzels and materials on safe limits for drinking.
- Beginning in September, the Generalists began an internal training program known as **“Generalist Boot Camp.”** This program is focused on developing the skills of the Generalists and raising their awareness of larger student affair issues at Brookdale and in higher education. Maria Fernandez of Counseling will be coming to the Centers in November to discuss Degree Audits and Dr. Phillips will be coming in December to discuss Brookdale’s future.
- Tim Cox and Elizabeth Kelly attended the **“Careers in Student Affairs Program”** at Pace University on October 7th, hosted by NASPA. Meghan Ingstrup, Paulette Simpson, and Dee Selheim will be attending the **“Ignite Your Passion for Student Affairs Conference”** at Rutgers on October 28th. Karen Archambault will be attending the American Chemical Society’s **“ChemEd Bridges Student Transfer Workshop”** from October 27th to 29th.

Venue Management

- On October 8th, 800+ people attended the **Helster MMA – Amateur Fight Night** in the Collins Arena. There were 11 matches that took place with some of the top amateur New Jersey and Pennsylvania.



- On October 16th, **The Monmouth County College Fair** was held in the Collins Arena. There were 196 colleges and universities who participated and an estimated 4,000 people who attended the event.



EDSA Division Events for November 2011	
Health Services	
November 1	The Skinny on HPV
November 3	Benefits of Hypnosis on Anxiety
November 9	Despicable me
November 15	Adult Children of Alcoholics
November 17	Great American Smoke-Out Breakfast & Acupuncture for Smoke Cessation
November 23	Movies with a Meaning: Salt
November 28	Acupuncture for Stress Reduction
Student Life & Activities	
November 1-17	Service Project – November Food Drive – All Locations
November 3	Live at Lunch/Coffeehouse with David Kirton – Reggae Music
November 8	Laugh at Lunch with Eric O’Shea
November 14	Lecture: Wendi Fox Mocktails – finding the Buzz
November 15	Lecture: To Write Love on Her Arms (Depression) Visiting Writers – Tyhimba Jess (cosponsored with English Dept.)
November 17	Great American Smoke-out Lecture: Diana Meade “American Sign Language and the Deaf Culture”
November 30 & December 1	World Aids Day – 3 Panels of Aids Quilt on Display in CVA Gallery
Student Support Services (all locations)	
November 1	Mocktoberfest
Week of November 7	Mid-Semester Break
Venue Management (BREC/Collins Arena)	
November 1	Ava Pellicone Memorial Blood Drive
November 5 & 6	NJ Women’s Expo