

## Academic Affairs Roundtable September 9, 2009

### I. From the Classroom A. Foster Teaching and Learning

#### New Faculty Orientation

Dean Burns and Sylvia Smith conducted a new faculty luncheon on September 1. Dr. Burnham kicked off the program welcoming the newest members of faculty. The faculty were inspired by Dr. Burnham's remarks regarding the importance of faculty's roles in shaping our student's lives and Brookdale's reputation of individualized student attention. Dr. McMenamain motivated the newest members of the faculty with the three prongs of the College's mission of access, affordability and excellence. Additionally, she provided an overview of the four core pillars of the college – transfer, career, basic skills and continuing education. The new faculty were also received advice concerning the first year experience by six of their colleagues who successfully completed their first year teaching at Brookdale.

#### Faculty Days

*September 2, 2009*

#### Convocation

The first of the two Fall Faculty Days began with the introduction of new faculty and staff. Five exemplary faculty were named Outstanding Colleague - Jim Cody, Cathy Hjelle, Nancy Lenaghan, Judy Lipke, and Ron Sopenhoff. Dr. Burnham's address to the entire college community described the turbulent environment and Brookdale's commitment to our new generation of students. Dr. Burnham stressed the institution's continued commitment to Brookdale's legacy of excellence and commitment to student success. Dr. Burnham recounted numerous 2008 - 2009 accomplishments from Governance to the Big Four. Dr. Burnham's encouraging words for the new academic year was to communicate, be candid, collaborate, be courageous to take risks and be competent in what we do.

#### ESMP 2020 and Environmental Scanning

Dr. Burnham's remarks set the stage for faculty input into Educational Services Master Plan (ESMP) 2020. Joel Lapin, Professor of Sociology at the Community College of Baltimore County, introduced the faculty to *environmental scanning* and the role it can play in the development of the ESMP 2020. Professor Lapin met with Dr. McMenamain, all the Academic Division Deans, the Educational Services Cabinet Deans, Sue Desiderato and the two co-chairs of the Institutional Planning and Effectiveness Committee (IPEC), Arnie Gelfman and David Stout the evening before to coordinate the Faculty Day activities with Professor Lapin's presentation. During his presentation Professor Lapin distinguished different types of planning, described the need to look from the outside in, and discussed terms such as trends, events and emerging issues.

In the afternoon faculty, grouped by discipline, discussed selected Monmouth County trends: demographic, economic, political, and technological. Each group reviewed the ESMP 2020 four broad strategic themes – teaching and learning, student development, partnerships, and changing demographics. A dozen institutional initiatives were woven into the strategies. The institutional initiatives are:

- Curriculum development
- Professional development

Alternative delivery  
Decentralization  
Diversity  
P-12 initiatives  
4-year Colleges  
Communiversities  
Student Life and Activities  
Facilities  
Technology  
Assessment

Each group identified three to five major trends and discussed faculty's role and involvement. Emphasis was placed on how the faculty can facilitate student learning. The results of the discussions will inform the ESMP 2020 development. The Educational Services Deans will lead the ESMP 2020 development process under the guidance of Dr. McMenemy and in collaboration with administrators, faculty and staff from across the College.

#### Adjunct Workshops

New adjunct faculty were welcomed in the evening. Dean Burns emceed the standing room only event. Dr. McMenemy welcomed the new faculty and Kim Toomey demonstrated the use of Web Advisor for class rosters, monitoring, and grade submission. Chief Sandford provided an overview of campus safety issues. Dean Palumbo discussed student issues and Christopher Jeune, Administrator of Student/Judicial Affairs discussed additional resources. After a light dinner the 200 new and returning adjuncts in attendance were welcomed by Dr. Burnham. Dean Burns distributed the Outstanding Adjunct Awards. Dr. Mary Ellen Hurley, Prof of Education, engaged the instructors in an interactive exercise on setting the tone on the first day of class. All adjunct faculty were given copies of the Faculty Handbook and departments conducted department meetings afterward.

*September 3, 2009*

#### Five Year Program Review

The Academic Division Deans along with their Five Year Program Review Team leads kicked off the morning with an overview of the Five Year Program Review process. Each Team lead was provided with a binder containing enrollment data history, program/course curriculum maps, department annual reports, and other information used in the self study. Dean Kegelmann explained that the purpose of the review is to validate and improve the program. Reference was made to the previous day's external scanning process.

#### Department Plans

The day was filled with department planning as well. The 2009-2010 Department Plans developed September 2008 were reviewed and revised. Individual faculty composed their Personal Performance Objectives (PPO). The departments used the afternoon to develop the 2010-2011 Department Plans. The Department Plan Template lists the major academic initiatives related to the Matrix. The categories Under Teaching and Learning are curriculum, student engagement, experiential learning, and technology inclusion. Other categories are enrollment growth, assessment, retention, student success, professional development, accreditation and outreach. Departments will add individual department goals including recommendations from Five Year Program Reviews completed in the previous academic year. The FY 2011 Department Plans serve as the basis of the department's budget requests.

II. **From the Classroom**

**C. Assess Division, Department & Student Learning Outcomes**

**2. Continue implementation and utilization of institutional assessment processes in a simple and straightforward manner.**

In accordance with the 2009-2010 Student Learning Outcomes Plan, a draft proposal for aligning the BCC Core Competencies with the State/BCC General Education model was submitted to the Dean of Academic Affairs on September 4 for review.

As of September 3, The Academic Affairs Assessment web site has been updated to include the 2009-2010 Five-Year Student Learning Outcomes Plan and college-wide templates for program and course assessment projects.

The Administrator of Assessment attended a product demonstration on August 13 of Tk20, an outcomes-based assessment management tool for institutional effectiveness and reaccreditation. As an alternative option to paying an external source for the provision of assessment management, Susan DeMatteo met with Liz Deignan of Planning, Assessment and Research to plan an internally-created database system in early September. In addition to cost savings, this alternative solution would result in a system that is entirely tailored to the needs of Brookdale Community College.

**4. Continue development, implementation, and utilization of department assessment projects.**

The Administrator of Assessment met with all Academic Division Deans to identify the student learning assessment projects for each program in their divisions for the 2009-2010 academic year. All meetings took place in the last two weeks of August.

As of September 4, twenty-one (28%) of the 75 academic programs and options have detailed PLO-to-Course curriculum maps documenting curriculum alignment, valid assessment instruments, and the assessment history.

At the Five-Year Review Kickoff meeting on September 3, the detailed PLO-to-Required Course curriculum maps were distributed to each program team representative for the purpose of aligning and revising curricula, documenting past assessments, and planning for future assessments.

Between August 13 and September, the Administrator of Assessment met with the Dean of Science & Health Sciences and faculty from Chemistry, Physics, and Environmental Science to discuss past assessments and design the assessments for the 2009-2010 academic year.