I. REVIEW OF MINUTES, December 11, 2012

II. REPORT ON SENATE RESOLUTIONS SUBMITTED TO PRESIDENT

The following items from the 12/11/12 meeting have been approved by President Walter.

SR#16-12/13 Course Addition  PHR-127 The Buddhist Scriptures
Approved as BCC course and also as Gen Ed Diversity Course
(pending state approval)

SR#17-12/13 Course Modifications  WEX-200 Level Courses changed to WEX-100 Level

III. Because Professor Ellen Feig, Chair of the College Council, had to leave the meeting early, Senate Chair, Dr. Alan Kaufman, asked her to present her report on the composition and work of the Council before his Senate Chairperson's Report. Professor Feig reported as follows:

The College Council was established in 2008 after Middle States advised that BCC needed a third shared governance body; accordingly the Council was established via a Board of Trustees resolution to act along side of the Faculty Senate and the Student Government. The Council acts solely as a sounding board for any concerns or issues that the entire college community (faculty, administration, staff, adjuncts) have including health issues, sustainability, communication or policy. It does not act with concern to curriculum or faculty based issues. The most recent concern expressed by Council members is over the lack of transparency and communication across the college. The Council looks forward to having a strong relationship with the Faculty Senate.

IV. CHAIRPERSON’S REPORT

At a recent meeting with Dr. Kaufman, Dr. Walter asked that the Senate reconsider the college’s processes for selecting the commencement Valedictorian and Grand Marshall. Since both processes appear to be operating effectively, the Senate chose to leave them as is. Dr. Kaufman then announced that the President has moved Continuing Education under the purview of the office of Academic Affairs. Then he informed the members of the Senate that the President has asked the Senate Officers to take the lead on drafting a Credentialing Manual for faculty. Part of the reason for this is concern about who is qualified to teach Dual Enrollment courses.

V. COMMITTEE REPORTS

Standing Committee Report:  Admissions Committee  Jude Fleurismond, Director of Admissions & Recruitment, Committee Chair

Since Mr. Fleurismond was not in attendance, the Admissions Committee Report was canceled.
Information Technology Update: Mr. Peter Bosco, CIO, CampusWorks, and BCC IT Consultant

Mr. Bosco introduced himself and gave a brief introduction of CampusWorks and what his role will be at Bergen. His charge is to provide IT leadership, technology management, and implement an IT organization capable of supporting Bergen Community College. The website redesign project is currently underway and scheduled to go live in the summer this year. Mr. Bosco and CampusWorks will also work to improve the delivery of IT services, including the revamping of the Helpdesk model to improve customer service and responsiveness. The Colleague ERP implementation at Bergen is heavily customized and will be a challenging effort. The college will be hiring a complete Administrative Systems staff to support Colleague and all administrative applications. Asset inventory and PC/Laptop Lifecycle projects will be underway shortly. A 45-minute Colleague user inactivity timeout was implemented during the peak usage period (semester start, add/drop). The timeout has now been extended to 2 hours. We need to be more diligent regarding IT security and our license management; however, we will adjust timeouts to meet user needs.

Report on BCC Communication Plan Ms. Ruth Ann Heck, Prof. Paula Williams, and Mr. James Miller

See the attached report documents on pp. 4-6, below.

The report included the results of a survey on BCC communication issues. The Communication Task Force received 37 pages of data from the survey and they are now in the process of organizing and analyzing the data. While the results of the survey do not yield any big surprises, many of the comments were focused on issues with the Website, emails, and committees.

Senator Maria Fressola requested that copies of the basic results be made available. Professor Williams will send the basic tabulations via email to the Senate.

VI. OLD BUSINESS

SR#9-12/13 2013FA-2014SUM Academic Calendar – President Walter's revisions

The proposal was discussed and amended to include a "Make-Up Day (if necessary)" at the end of the 2013FA and 2014SP semesters. The proposal as amended was then

APPROVED: Unanimously by Voice Vote

VII. NEW BUSINESS

A. Curriculum Items:

<table>
<thead>
<tr>
<th>#</th>
<th>Action</th>
<th>Course Code</th>
<th>Title Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SR#18-12/13</td>
<td>Course Modification</td>
<td>WEX-230 Scuba Diving (title change from Skin &amp; Scuba Diving)</td>
<td></td>
</tr>
<tr>
<td>SR#19-12/13</td>
<td>Course Modification</td>
<td>WEX-127 Sports Events &amp; Facilities Management (title change from Intro to Facilities &amp; Events)</td>
<td></td>
</tr>
<tr>
<td>SR#24-12/13</td>
<td>Course Modification</td>
<td>ECO-101 Macroeconomics (course description revision)</td>
<td></td>
</tr>
</tbody>
</table>

SR#18-12/13, SR#18-12/13, and SR#18-12/13 were APPROVED BY CONSENT: 58-0-0
B. Other:

SR#25-12/13 From Schools back to Divisions Dr. George Cronk

Resolved: The institutional areas designated as "Schools" in January 2011 shall be re-designated as "Divisions" immediately or as soon as is feasible. The Divisions are as follows:

Division of Arts, Humanities, and Wellness
Division of Science, Mathematics, and Technology
Division of Business, Social Sciences, and Public Services
Division of Health Professions
Division of Virtual Studies
Division of Continuing Education

Rationale:

(1) In the academic world generally, universities contain colleges and may have schools, including professional schools such as a School of Law, a School of Medicine, and a School of Business; but colleges are most often structured on the basis of departments and divisions and do not have schools.

(2) All of the other community colleges in the State of New Jersey are organized on the basis of departments and divisions. None has schools.

APPROVED: Unanimously by Voice Vote

Class Auditing Policy Dr. Gary Porter

Following discussion, there was a motion that the Senate Executive Committee should create an Ad-Hoc Committee to recommend the date in term by which a student's decision about auditing a class would have to be made.

APPROVED: 40-8-5

VIII. VISITORS: Stafford Barton, Peter Bosco, Ellen Feig, Ruth Ann Heck, William Huisking, James Miller, Paula Williams.

IX. ADJOURNMENT
Report

Faculty Senate Meeting
Tuesday, February 12, 2013 @ 3:50pm in S-138

Good Afternoon Everyone...

Ruth Ann Heck, Executive Secretary in the President’s Office
Jim Miller, Executive Director of Human Resources
Professor Paula Williams, Library

We would like to Thank Dr. Kaufman for asking us to update you on the Communication Task Force...

- As you may be aware, upon the request of Dr. Walter, a Communication Task Force was established in September 2012. Asking us to develop a Communication Plan for Bergen Community College.
- Made up of volunteers from all departments, it is open to everyone.
- Approx. 50 individuals of the College came together.
- The first meeting was very successful.
- Sub-committees were formed, the Guiding Principles (see handout) were written and an Audit Survey was created.
- The link to the survey was e-mailed out to all BCC Faculty and Staff in January.
- We received almost 200 responses to the survey.
- Paula Williams, who chaired the Audit Survey sub-committee, has begun compiling the data and it will be presented to the committee at the next CTF meeting.
- Paula can tell us about the little bit about the progress of the data.

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- We are now preparing to develop the framework for a Bergen Community College communication plan.
- We will need additional input. Please give us your ideas and feedback regarding internal communication issues.
- On these slips of paper we would like to ask you each to take a moment to jot down one or two of your top concerns regarding internal communication @ BCC.
- We are hoping to have the Communication Task Force web page open to all to add their thoughts and comments. We will send an email when the page is open. It is now open to all as read only.  www.bergen.edu/communicationtaskforce

We requested from the President’s Executive team to offer 1-3 individuals from their divisions to serve on the task force. We hope to see a good turnout for our next meeting.

Our next meeting will be on Friday, March 8th @ 10am in room C-313.
If anyone here would like to participate, share your thoughts and ideas, and perhaps help guide us in writing up a communication plan, please feel free to give us your input & time.

You can email Jim or me....we can add you to the list....to be sent notes, updates & correspondence regarding the CTF.

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Possible Agenda Items for our next meeting:
Survey results - what's broken – what to fix first – Priorities
Internal Communications (External will follow?)
Sub-committees – one for each issue/method

Handout

Faculty Senate Meeting
Update - Communication Task Force Committee 2/12/2013

• We have been asked to create a Communication Plan for Bergen Community College.

• We must first create a foundation (guiding principles) to distribute information within the organization (the College) and to the community (public) by building and improving a communication plan (methods, tools, practices, procedures.)

• All personnel are responsible to carry out proper procedures and recommendations as described in the plan.

• All personnel are accountable for their actions. Every action is a direct reflection on the organization/College.

• A Guiding Principle is a positive, general statement that becomes an important foundation for behavior & actions, both for individuals and organizations.

Guiding Principles:

1. Strong and Consistent Practices, Policies and Procedures: Supported, reinforced and carried out by all departments and employees; each being responsible and accountable.

2. Share Information: Ensure honest, accurate and easily understood information is shared and accessible to all, as appropriate.

3. Identify Communities of Interest: Communications must be customized to recognize the needs of a particular organization, group, or audience. Ensure correct information is sent to the appropriate stakeholders, in a language easily understood.
4. **Effectiveness**: All Methods, Means and Tools that support effective communication must be consistently updated and accurate.

5. **Assessment**: Regularly seek feedback to gauge communication effectiveness to implement improvements.

6. **Integrity**: In character and behavior; communicate with respect for the individual, the organization and the community.

7. **Empowerment**: Promote an environment and a culture of communication through knowledgeable discourse.

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Our next Communication Task Force meeting will be on
Friday, March 8, 2013 @ 10am in C-313.