

**BOARD OF TRUSTEES
BERGEN COMMUNITY COLLEGE
Tuesday, November 1, 2016
PUBLIC MEETING OF THE BOARD OF TRUSTEES**

The Public Meeting of the Board of Trustees of Bergen Community College was held on **Tuesday, November 1, 2016**, in Technology Building 128 BC at Bergen Community College, 400 Paramus Road, Paramus, New Jersey. Mr. E. Carter Corrison, Chairman, called the meeting to order at 5:01 p.m. and the following announcement was made:

"The notice requirements of the Open Public Meetings Act of the State of New Jersey have been satisfied by an annual notice, including the date, time, and place of this meeting in the notice posted in the first floor main lobby of the Pitkin Education Center of Bergen Community College and mailed to The Record and The Ridgewood News, and filed with the Clerk of the County of Bergen, November, 2015 and amended, February, 2016.

ROLL CALL

Present

Ms. Dorothy Blakeslee
Mr. Gerard L. Carroll
Mr. E. Carter Corrison
Dr. Jo-Anne Mecca
Mr. Anthony Miller
Ms. Germaine Ortiz
Ms. Irene Oujo
Ms. Norah Peck
Mr. Isaac Alejo-Reyes – Alumni Trustee

Also Present

Dr. B. Kaye Walter, President
Ms. Judy A. Verrone, Esq.

Regrets

Mr. Philip J. Ciarco, III
Mr. James Demetrakis
Mr. Michael Neglia

PLEDGE OF ALLEGIANCE

Chairman E. Carter Corrison led those present in the Pledge of Allegiance to the Flag of the United States of America.

REORGANIZATION RESOLUTIONS – OPEN TO THE PUBLIC

Chairman Corrison invited comments from the public regarding the four Reorganization Resolutions:

1. Designation of Depositories – Authorized Signatures
2. Board Meeting Dates and Official Publications
3. Reaffirm the Credit Programs, Curricula and Courses Offered at Bergen Community College
4. Reaffirm Policies of the Board of Trustees

Chairman Corrison requested a motion to close to the public. A motion was made by Trustee Miller and seconded by Trustee Mecca. All were in favor.

Chairman Corrison made a motion to accept the (4) resolutions:

1. Designation of Depositories – Authorized Signatures
2. Board Meeting Dates and Official Publications
3. Reaffirm the Credit Programs, Curricula and Courses Offered at Bergen Community College
4. Reaffirm Policies of the Board of Trustees

A motion was made by Trustee Miller and seconded by Trustee Carroll. All were in favor.

REPORTS

Vice-Chairman's Report

Vice-Chairman, P. Ciarco was not in attendance at the board meeting.
Chairman Corrison read the following report:

There are some exciting announcements regarding the Hispanic Business Incubator at the Meadowlands. We are working on getting various companies involved with an intern program that will benefit our students and the companies involved. Dr. Walter has more details.

Dottie Blakeslee and Phil Ciarco attended the fair well reception for Dr. Gonzalez-De Jesus last Thursday. It was a pleasure to see how many administrators and faculty members stopped by to extend their best wishes. Her new position in dealing with outstanding US students (Full Bright Scholars included) looking to study in South America should be exciting and challenging. There is no doubt that she is up to it and will be an asset to the organization. We will miss her smiling and energetic personality but wish her and her family well.

Secretary's Report

Secretary Germaine Ortiz recommended approval of the minutes from October 4, 2016.

Treasurer's Report – Audit and Finance Committee/Legal

Treasurer Dorothy Blakeslee informed the board members that the Audit and Finance Committee met on October 19, 2016, and recommends approval of resolutions A/F 1 to A/F 13.

President's Report

President Walter congratulated the individuals who organized the 5K run and fundraiser honoring our veterans. The event was a huge success.

Bergen Community College received recognition from the organization of *100 Black Women* for our partnership with them.

On October 20, 2016, President Walter and Dr. Daniels attended the African American Chambers 6th Annual Corporate Awards Dinner. Bergen Community College was honored for our partnerships with the African American Chamber. We were very pleased and honored to receive this award.

Dr. Mullaney introduced Dr. Amarjit Kaur, Managing Director of the Center for Innovation in Teaching and Learning who presented "CITL Assessment Report 2014-2016."

Dr. Kaur was joined by Mr. Patrick Simms, Professional Assistant at the Center for Innovation of Teaching and Learning. We are extremely proud that the team was recognized as performing exemplary work in the field of assessment.

See attached presentation at the end of the minutes.

COMMITTEES

AUDIT AND FINANCE

Treasurer Dorothy Blakeslee recommended approval of resolutions A/F 1 and A/F 13.

BOARD OF SCHOOL ESTIMATE

The Board of School Estimate did not meet.

EDUCATION AND STUDENT AFFAIRS

Trustee Jo-Anne Mecca recommended approval of Education and Student Affairs Resolutions E/SA 1 to E/SA 5.

Foundation Report

Chairman Corrison provided the Foundation Report.

More than 150 superheroes turned out in support of the College's heroes, its veterans, during the first Hero 5K Run October 23rd. Organized in partnership with the Department of Wellness and Exercise Science, the event will deliver approximately \$15,000 for Bergen students and veterans. The Foundation thanks its generous sponsors and everyone who supported the inaugural event.

The next event on the horizon is the annual alumni recognition dinner, which will take place November 17th at The Terrace at Biagio's. This year's honorees include two Bergen staff members: Darrilyn DiNardo, who will be recognized as part of her family that features **seven** Bergen graduates, and Tracy Rand, the managing director of the Office of Specialized Services, who has done so much to serve all members of our Bergen community. The final honoree is no stranger to this board, Maria DeAbreu Pineda, the class of 2014 valedictorian who now attends Stevens Institute of Technology on a full scholarship. To purchase tickets, visit tiny.cc/BergenAlum16.

And, finally, speaking of our successful alumni, how about this for the value of a Bergen degree? We recently learned that our graduates rank number eleven in the country for mid-career salaries, according to PayScale. The Foundation and Alumni Association are actively sharing this data with alumni as we celebrate their success.

PERSONNEL

Trustee Anthony Miller reported that the Personnel Committee met and recommends approval of the Personnel Resolutions P1 to P5.

SITE AND FACILITIES

Trustee Dorothy Blakeslee informed the board that Site and Facilities Committee met and offers S/F1.

STRATEGIC PLANNING COMMITTEE

No report for Strategic Planning Committee.

Alumni Trustee

Alumni Trustee Alejo-Reyes introduced Ms. Sibora Peca, Treasurer and Speaker of the House of Representatives, Student Government Association.

Ms. Peca introduced the following officers:

Nicolle Carbonell- Latin American Student Association President
Oscar Jara - Latin America Student Association Executive Assistant
Robert Gomez- Bergen Wings Club President
Daniel Gonzel- Korean Student Association
Jung Min Choi - Korean Student Association
Chris Carlos- Pasalubong President
Jesse Kent- S.T.E.M Vice President of Projects
Kimberloy Maldonado - S.T.E.M President

Isaac Alejo-Reyes reported that he took a tour of the new Health Professions Building.
The PTK Induction Ceremony will be held on Thursday.

See attached comments by Ms. Pecca at end of the minutes.

Liaison to New Jersey Council of Community Colleges

Trustee Miller, Trustee Mecca and Trustee Carroll attended The Association of Community College Trustees (ACCT) National Convention in October. They had the distinct honor of attending the installation of the new National Chair of the ACCT, Mr. Bakari Lee, Esq. Mr. Lee is the Vice-Chairman of the Board of Trustees at Hudson County Community College. ACCT is a significant organization which represents the 1,100 community colleges across the country serving twelve million students. Approximately 45% of undergraduate students attend community colleges. This is a huge population that requires attention from our political leaders. Up to this point congress had only authorized Pell Grant payments on a ten month basis. ACCT made it a strong appeal to congress and the Whitehouse that the Pell Grants should be available on a twelve month basis. The respective committees, one in the House and one in the Senate have gotten together and now see the wisdom of doing that so that there can be continuity for students who wish to attend college on a twelve month basis. This is half of the problem solved. The other half, unfortunately, has to wait for the new Congress to be seated and get the Appropriation Committee in both houses to approve, even though it is authorized. We need the funding to make sure that those students who qualify for Pell Grants will be funded on a twelve month basis.

Trustee Miller and Trustee Carroll have been asked by Chairman Bakari Lee to serve on the National Policy Committee, and they look forward in participating in this committee. They will be attending the National Legislative Summit in Washington, D.C. in February, 2017. This opportunity will afford them the time to meet with representatives from the House and Senate, particularly those on the Education Committees, to strongly advocate for the Appropriation Bill as it relates to Pell Grants and other important programs.

CHAIRMAN'S COMMENTS

Chairman Corrison reported that next Tuesday, November 8th, 2016, is a very important day, Election Day. As citizens, exercise your right and vote for the candidates of your choice. This is how democracy works. The way you make democracy work is by casting your votes. Please vote on Election Day.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS/OPEN TO THE PUBLIC

Chairman Corrison requested a motion to open to the public.
A motion was made by Trustee Miller and seconded by Trustee Mecca.
All were in favor. No one opposed.

Michael Echols, Professor of Communication, Vice-Chairman of the Veteran's Committee and a veteran of the United States Marine Corp. announced that, on Sunday, November 12th, 2016, a fundraiser will be held: "Salute to the Veterans". This event will be held at the Bergen Community College gymnasium; it is a professional wrestling event and will be great fun. Tickets are on sale and can be purchased through Professor Echols. For every ticket sold, half goes to the student emergency fund for veterans.

Professor John Giamo formed the Veteran's initiative about 6 or 7 years ago. This became a collegewide veterans committee. Professor Giamo thanked President Walter and Mr. Jim Miller for their support in establishing a Veteran's Lounge at BCC. This is a place that veterans can be themselves.

A motion was made to close to the public portion by Trustee Mecca and seconded by Treasurer Dorothy Blakeslee.

ADOPTION OF MINUTES

Chairman Corrison requested a motion to approve the minutes as submitted of October 4, 2016. Trustee Miller approved the minutes and the motion was seconded by Trustee Blakeslee. All were in agreement.

CONSENT AGENDA

Chairman E. Carter Corrison recommended the November 1, 2016, Consent Agenda for approval.

Audit and Finance 1 to 13.
Education and Student Affairs 1 to 5.
Personnel 1 to 5.
Site and Facilities 1.

A motion for approval of the consent agenda was made by Trustee Blakeslee and seconded by Trustee Miller. No one opposed. All were in favor.

No executive session was held.

A/F1 - Approval of Legal Voucher – DeCotiis, FitzPatrick & Cole, LLP

Approval is hereby granted for payment of the following legal voucher:

September 1, 2016 to September 30, 2016 DeCotiis, FitzPatrick & Cole, LLP. \$ 27,818.20

A/F2 – Approval of Labor Voucher – Cleary, Giacobbe, Alfieri, Jacobs

Approval is hereby granted for payment of the following Labor Consulting services:

September 1, 2016 to September 30, 2016 – Invoice 46313
Cleary Giacobbe Alfieri Jacobs \$ 2,896.60

A/F3 – To authorize the renewal of the annual license for the One Card ID System from CBORD Group

Approval is hereby granted to renew license and hardware maintenance for the period November 1, 2016 through October 31, 2017 from CBORD Group in the amount of \$17,154.14.

A/F4 – Authorization to pay for advertisements in North Jersey Media Group's publications, now owned by Gannett, including registration, theatre, human resource recruitment, and public meeting and bid notices.

Approval is hereby granted to spend an estimated amount of \$42,969.00 with North Jersey Media Group, for registration, theatre, human resource recruitment advertising and public notices.

A/F5 – To authorize the purchase of two Cisco Nexus 9300 switches that will replace the End of Life Cisco Nexus 5000 series switches in the college's Data Center from Technotime Business Solutions.

Approval is hereby granted to purchase two Cisco Nexus 9300 switches for the College's Data Center Environment, at a cost of \$41,781.20 from Technotime Business Solutions.

A/F6 – To authorize the purchase of three Cisco Catalyst switches from Promedia-New Era that will replace the network infrastructure in Skoskie Hall.

Approval is hereby granted to purchase three Cisco Catalyst switches that will replace the network infrastructure in Skoskie Hall, at a cost of \$21,342.51 from Promedia-New Era on NJ State Contract 87720.

A/F7 - To purchase a 2017 Ford Utility Police Interceptor for Public Safety from Cherry Hill Winner Ford on NJ State Contract A88728.

Approval is hereby granted to purchase a 2017 Ford Utility Police Interceptor on NJ State Contract A88728, from Cherry Hill Winner Ford at an estimated cost of \$32,888.00.

A/F8 - To purchase cleaning products for use by the custodial staff from American Paper Towel and Supply Company

Approval is hereby granted to purchase Spartan cleaning products for FY 17, including bathroom disinfectants, and floor cleaning and maintenance solutions, for an estimated amount of \$20,737.63, from American Paper & Supply Company.

A/F9 - To purchase through the TAACCCT Grant (Trade Adjustment Assistance Community College Career Training) test scoring, test administration, and test creation system from Scantron for the Nursing Program.

Approval is hereby granted to purchase ParScore v7.1 Single Workstation, ParTest v7.1 LAN Unlimited Licenses, ParTest Online, ParSuite Onsite Training, and OpScan 4ES 2810 Scanner at a cost of \$18,664.00 from Scantron as Sole Source provider.

A/F10 - To purchase additional furniture for the Health Professions building from KI c/o Maco Office Supplies and funded by the Go Bond.

Approval is hereby granted to purchase furniture for the Health Professions building at a cost of \$34,594.34 from KI c/o Maco Office Supplies on the Educational Services Commission of New Jersey Consortium, Contract #ES08-319552/C.

A/F11 - To amend Board Action A/F10 dated October 7, 2014, for Cbord One-Card System: with additional hardware and services to install an access card system in the Health Professions Building. This is funded by the Go Bond.

Approval is hereby granted to Amend Board Action A/F 10, dated October 7, 2014 to expand the existing access card system into the Health Professions Building, at a cost of \$267,000.00, plus support and licensing for year 2 estimated to be \$15,639.00.

AF12 - Authorization for AMSimpkins & Associates to provide Colleague programming services in support of the SQL Migration. AMSimpkins & Associates will provide programming services for up to 6 weeks with up to 100 hours a week at a rate of \$145.00 per hour. The not to exceed amount is \$87,000.00.

Approval is hereby granted for AMSimpkins & Associates to provide Colleague programming services in support of the SQL Migration.

A/F13 - Authorization to enter into a Shared Services Agreement Addendum with the Bergen County for Shuttle Bus Service for Inter-Campus transportation of students.

Approval is hereby granted to continue Bergen County shared services of inter-campus transportation of students at a cost of \$33,750.00 quarterly for where Bergen County has agreed to provide one (1) bus commencing in January 2017 and ending in December 2017.

In Addition, Bergen County shall fuel the bus daily, provide maintenance for the bus, store the bus overnight at the County New Public Works Complex in Paramus, provide licensed, qualified driver and pay their compensation, and operate the bus as set forth in the agreement and in accordance with all applicable laws.

The Shuttle Bus Service will operate twelve (12) hours per day Monday through Friday, excluding College holidays, during the College's winter and fall semester.

E/SA1 - Authorize acceptance of a grant award for the Hispanic Serving Institution (HSI) Science, Technology, Engineering, and Mathematics, (STEM) grant project from the US Department of Education in the amount of \$1,198,834.00 for year 1 of a 5 year project, and authorize President B. Kaye Walter, or her designee, to execute required documents.

Approval is hereby granted for this second HSI STEM project, "STEMatics," will build on the substantial success of the first "STEM GPS project initiative to further strengthen STEM student enrollment, retention, graduation, and transfer rates. The total award for the five-year grant period from October 1, 2016 through September 30, 2021 is \$5,332,054.00.

E/SA2 – Annual renewal of EMSI-Analyst and a comprehensive economic impact analysis of the College within Bergen County and within the region.

Approval is hereby granted:

- 1) Annual subscription renewal of EMSI – Analyst, \$7,000* per year

This economic/Labor Market database provides essential information for environment scanning, state and federal mandatory reporting and real-time industry employment and job forecasting data for grants and new academic program development.

- 2) One time cost for EMSI - Economic Impact Study (EIS), \$13,000*

The economic impact study will provide objective data to demonstrate Bergen Community College's economic impact (i.e., BCC as a significant job provider) within the county and around this region for the first time in many years.

- * These are discounted, NJCCC consortium prices.

The college has a need to award this procurement as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4. EMSI has submitted a Political Contribution Disclosure Form and a Stockholder Disclosure Form in accordance with N.J.S.A 19:44A-20.26 and a Business Entity Disclosure Certification in accordance with N.J.S.A. 19:44A-20.8, certifying that it has not made any reportable contributions to a political or candidate committee in the County of Bergen in the prior year, and that the contract will prohibit it from making any reportable contributions through the term of the contract. The Political Contribution Disclosure, the Stockholder Disclosure Certification and Business Entity Disclosure will be maintained on file at the College.

This procurement is below the County College bid threshold and is not required to be bid.

E/SA3 – Authorize submission of a proposal to the US Department of Education Upward Bound Program in the amount of \$1,250,000.00 for a 5 year project, and authorize President B. Kaye Walter, or her designee, to execute required documents.

Approval is hereby granted for the proposed project intends to expand articulation agreements with and academic/career pathways from Title 1 secondary schools with which Bergen already has strong working relationships with its Dual Credit and College Readiness Now initiatives. The college will deliver intrusive advisement and counseling as well as an array academic and student support services that will strengthen motivation and skills economically disadvantaged, underrepresented, and other students need to successfully complete high school (or its equivalency) and then transition to and succeed at Bergen Community College.

E/SA4 -Authorize submission of a proposal to the New Jersey Council on the Humanities (NJCH) Incubation grant program in the amount of \$5,000 for “Main Ingredients: Community Foodways and Food Culture in Hackensack,” and to authorize President B. Kaye Walter or her designee to execute required documents.

Approval is hereby granted for the proposed project seeks funding support for archival and oral history and documentation highlighting historical and contemporary aspects of Hackensack’s multicultural “culinary corridor” on Main Street. Approximately 100 local chefs, home cooks, food purveyors and restaurant owners will be interviewed initially. Of these, approximately twelve would be selected to participate in a series of “*Friday Night Foodways*” lecture-demonstrations focusing on food traditions that cross cultures. The program will culminate in a *Taste of Main Street Food Tour*. Plans include collaboration with the Upper Main Alliance. The project team will create a foodways and material culture exhibit and recipe book with stories, to be available at the Center and online.

No college funds are required, however, the NJCH grant requires a match that will be comprised of in-kind costs to include facility usage fees, administrative oversight, supplies, marketing & promotion, and food costs. The Project Team will seek additional support from the Upper Main Alliance and from local restaurateurs and merchants.

E/SA5 - To appoint of Advisory Committee members for a three-year term (unless otherwise specified), effective November 1, 2016.

Approval is hereby granted for the use of advisory committees is of inestimable value in providing assistance to the College in establishing and conducting educational programs, which have relevancy to Bergen County industry, business, government, labor and the community-at-large.

Advisory committees for New Jersey Community Colleges have been prescribed by Regulations and Standards for New Jersey Community Colleges, Section 670 of 1-600 (Educational Programs) and are required for all vocational curricula.

P1A – Appointment: Project Personnel - Grants

Approval is hereby granted for the appointment of the following individual to the position and annual salary indicated.

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Dates</u>
Laura Frazer	Consortium Grant Manager/Grants Administration/ Institutional Effectiveness	\$60,000.00 (pro-rated)	11/14/16 – 06/30/17

P2 – Amend Appointment: Project Personnel - Grants

Approval is hereby granted to amend the following Board Resolution (P1B dated October 4, 2016) as follows:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Dates</u>
Linda Araya	Supplemental Instruction (SI) Coordinator/ STEM HSI/Academic Affairs	\$50,000.00 (pro-rated)	10/01/16 – 06/30/17 (retroactive)
Luis DeAbreu	Grant Coordinator/STEM/Academic Affairs	\$57,630.00 (pro-rated)	10/01/16 – 12/31/16 (retroactive)
Alan Manzueta	Professional Success Coach/Title V Student Affairs	\$52,020.00 (pro-rated)	10/01/16 – 06/30/17 (retroactive)
Dorothy Wright	Grant Coordinator/STEM HSI and B2B*/ Academic Affairs	\$39,535.00 (pro-rated)	10/01/16 – 06/30/17 (retroactive)

*Salary is split 50% STEM HSI grant and 50% B2B grant

P3 – Resignation: Confidential

Approval is hereby granted for the resignation of the following individual:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Naydeen Gonzalez-DeJesus	Vice President, Student Affairs	10/28/16 (retroactive)

P4 – Resignation: Support Staff

Approval is hereby granted for the resignation of the following individuals:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Mercedes Martinez	Accounting Assistant/Finance	10/12/16 (retroactive)
Wendy Swaffield	Sr. Secretary/Nursing/Health Professions/ Academic Affairs	10/21/16 (retroactive)

P3A – Termination: Support Staff

Approval granted to terminate the following individual from the position indicated:

<u>Name</u>	<u>Position/Division</u>	<u>Effective Date</u>
Michael Langdon	Custodian/Buildings and Grounds/ Facilities Planning, Operations and Public Safety	10/10/16 (retroactive)

Reorganization Resolutions:

R1 - Designation of Depositories – Authorized Signatures

Approval is hereby granted to designate depositories and authorized signatures.

RESOLVED, that the attached list of banks (Exhibit R 1) shall be the official depositories of Bergen Community College funds; and further

RESOLVED, that the signature of one of the below listed College Officers or Trustees be placed on all College checks up to \$5,000.00, two signatures shall be required for checks in excess of \$5,000.00, and one signature for wire transfers:

Board of Trustees

1. Chairperson
2. Vice Chairperson
3. Treasurer

Administration

4. College President *
5. Executive Director of Finance (Chief Financial Officer)
6. Vice President of Academic Affairs

* Facsimile signature plate authorized

R2 - Board Meeting Dates and Official Publications

The following dates are to be approved for regular meetings of the Board of Trustees for 2017.

2017 Meeting Dates

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday	February 7	5:00 p.m.	TEC-128 BC
Tuesday	March 7	5:00 p.m.	Ciarco Learning Center
Tuesday	April 4	5:00 p.m.	TEC-128 BC
Tuesday	May 2	5:00 p.m.	TEC-128 BC
Tuesday	June 6	5:00 p.m.	TEC-128 BC
Tuesday	July 11	5:00 p.m.	TEC-128 BC
	August	No Meeting	
Tuesday	September 12	5:00 p.m.	TEC-128 BC
Tuesday	October 3	5:00 p.m.	BCC at the Meadowlands
Wednesday	November 1	5:00 p.m.	TEC-128 BC
	(Reorganization Meeting)		
Tuesday	December 5	5:00 p.m.	TEC-128 BC

Please note that the Board of Trustees will not meet in August.

Justification

To establish dates of the Board of Trustees Meetings in conformance with Policy A:AG-Board Meetings with Office Publications.

These dates will be published in the following newspapers:
The Record and the Ridgewood News.

R3 - Reaffirm the Credit Programs, Curricula and Courses Offered at Bergen Community College
Action Requested

Approval is granted to reaffirm the credit programs, curricula, and courses as published in the 2016-2017 Bergen Community College Catalog as the official curricula of the College and until such time as they are revised, amended, rescinded, or new programs are adopted through the appropriate College policies and processes.

R4 - Reaffirm Policies of the Board of Trustees

Approval is hereby granted reaffirm the policies of the Board of Trustees, as published on the college website:

<http://www.bergen.edu/about-us/board-of-trustees/board-policies-procedures>

S/F 1 – To award public bid P-2221 for installation of an emergency generator in the Gymnasium to Aero Plumbing & Heating Co., Inc. This is partially funded by a grant from FEMA.

Approval is hereby granted to award public bid P-2221 Emergency Generator to Aero Plumbing & Heating Co., Inc. at a cost of \$364,000.00.

ADJOURNMENT

As no further business was brought before the Board of Trustees, Chairman Corrison requested a motion to adjourn the meeting at 5:45 p.m. A motion was made by Trustee Anthony Miller and seconded by Treasurer Dorothy Blakeslee. All were in favor. No one opposed.

Thank you,

Ms. Germaine Ortiz
Secretary, Board of Trustees

Center for Innovation in Teaching and Learning (CITL) Assessment Report (2014-2016)

DR. AMARJIT KAUR, MANAGING DIRECTOR



Mission of the Department

The mission of the CITL is to empower faculty to continuously improve student learning outcomes through the appropriate and productive use of best practices in teaching and technology.

Department's Core Outcome

1. Promote events to exchange ideas and best practices on teaching and learning
2. Develop instructional materials to support faculty and students
3. Coordinate technology and pedagogy training workshops for faculty and staff
4. Provide consultation service for designing online and face-to-face courses
5. Provide administrative support for running distance learning courses

CITL Summer Institute (2014-16)



Department's Outcome(s) to be assessed

To measure level of participation, satisfaction, learning and impact on teaching of the newly initiated multi-day training program leading to substantive changes in teaching and learning.

22



Desired Results

To have a positive impact on classroom experience (teaching and learning)

+

Incorporate Active and Collaborative learning techniques in classroom



Means of Assessment

Measures	Tools
Participation (Who is participating at the Institute)	Track attendance
Satisfaction (Level of Satisfaction at the end of 2-day institute)	Faculty satisfaction survey
Learning (Classroom activity project proposals)	Activity design exercise
Impact on Teaching (Changes implemented in the class activity)	Post-event follow up survey

How would you rate your overall experience at the institute?

Answer Options	Response Count
Poor	0
Fair	3
Good	5
Very good	22
Excellent	25

Would you recommend this Institute to your colleagues?

Answer Options	Response Count
Yes	54
No	0
Not sure	1

Tell us how we can improve your experience for next year


Networking	Allow some time for discussion. Lunch time should be for collegial bonding and restoration.
	A bit of down time around lunch would be helpful. I'd like to have heard more about OSS.
	I wish we had more discussions on how to support one another and a plan on how to continue brainstorming and working together past this weekend.
	Sessions on interdisciplinary projects and names of faculty interested in connecting.

Impact on teaching

I was most struck by the theme, shared by many of the workshops, of the importance of promoting student autonomy and helping students "learn to learn." This past semester, I gave students more choices in writing assignments and the opportunity to choose their own reading materials for extra credit assignments.

I plan to assign my Japanese students to make a 30-second self-introduction video in Japanese by using Animoto app with iPad.

I decided to try to make the first days of class especially welcoming by having collaborative activities to enable the students to get to know each other and to create an environment where pair and small group activities would be effective and helpful for learning.




Use of Results

Plan training opportunities

- Two tracks each day with the flexibility to switch over
- Time for informal discussions

Revised activity design template

- New template with Before, During and After tasks for planning class activity
 - Lesson reflection to build a continuous cycle of improvement
- 

Lesson Design Template [Before]

Learning Objectives: (Refer to Blooms Taxonomy page#4 to indicate objectives that will enable students to reach the stated goals)

At the end of this activity, students will be able to ...

Situational Factors: *When will this activity be offered during the semester? What is the timeline? How and when will course expectations/requirements be communicated to students? What kind of prior knowledge and background information are the students bringing to the course? What is the classroom set-up (rows, u-shape, circles, etc.)?*



Lesson Design Template [During]

Materials/Resources/Equipment: *What specific materials (e.g., recommended textbooks, journals, internet URL's, expected readings) are needed to be successful? Where is the content going to reside (e.g., DVD, Video repository, Moodle, Web site, paper copy)? Describe the technologies, (e.g., microphone, web camera, mobile device and apps, internet access) equipment or apparatus you plan to use (if any).*

Implementation Plan: *How will you design the desired lesson? How will you introduce the topic? What instructional strategies (e.g., direct, indirect, interactive, independent, experiential) will you use? What interactions (e.g., case studies, debates, lecture, collaborative teams, and so on) will be used? What suggestions will you provide to students to effectively complete this activity? How will you conclude the lesson? Describe the procedure and all steps to develop the lesson plan. Be sure to account for the various learning styles especially special needs student.*



Lesson Design Template [After]

Assessment: *How will you assess learning? What Summative and/or Formative measures will use to assess the student learning outcome? How will you evaluate the overall effectiveness of the learning activity? How will you collect data (e.g., auto-generated reports, grade tracking)?*

Lesson Reflections: *Were you successful in achieving your objectives for this lesson activity? Would change it for next time you deliver this activity? What changes will you make?*

Questions



Contact email: citl@bergen.edu

URL: <http://www.Bergen.edu/citl>

Board of Trustees, administration, faculty, and students thank you for being here today. I am Sibora Peca, Treasurer and Speaker of the House of Representatives for the Student Government. On behalf of the student body, we want thank for your great work to provide Bergen Student's great courses which will train them in the journey beyond Bergen and providing an environment which meets student's needs.

Today I am honored to introduce you to our House of Representatives. For those who are not familiar, House of representatives is one of the branches of the Student Government and serves as a liaison between clubs to network and celebrate student ideas. Today, many of us had to study for their midterms, work or family responsibilities, but we came to this meeting showing the passion and dedication we have for the work we are doing. I, personally, am honored to serve as their speaker.

I cannot emphasize enough that how much these student leaders are full of spirit, limitless power and potential to have a positive impact in their peer's life. I would like to remind you that these students are taking the extra time to make Bergen a better place while dealing their own responsibilities and problems. I wish you could each have the chance to meet and talk to them about their projects and dreams.

The only concern that they have is to make this college a comfort zone for everyone. In this case, we want to thank you for your support in our work and making sure that our voice is being heard. Also, we want to thank our advisors for doing an amazing mentoring job. After all we all have the same goal: Provide a healthy environment who educates and trains the future professionals, future businessman/woman, future athletes, future artists and future leaders. Following that, leave a legacy to the upcoming Bergen student leaders.

Our clubs and organizations play an essential role in student life and drive the Bergen spirit. Their events are diverse in terms of themes and the groups which they might focus. With that being said, Student Government Association in August 2016 held summer luncheon and invited all the new club leaders to meet and get to know each other. Former club leaders were invited to join as well the summer luncheon, to give advice and pass the torch to the new officers.

Around 50 student leaders attended the event and such number reflects the desire and motivation of these young leaders to promote themselves and frame their journey here at Bergen. (photos)

More than a networking and get to know with each other, this event was the starting point of acknowledging student body presence and needs here at Bergen Community College. Talking with our students and listening to their concerns would help SGA to better represent their needs throughout the full academic year. Our moto is not just pointing out problems and concerns but creating ways to be successful.

Researchers show that the most successful students are mostly active outside of their class. Therefore, clubs are a real-life stimulator that prepare students to have a work ethics, build social skills, time managing skills, intrapersonal skills and have self-success. The most essential is that for us clubs give us motivation, help us build important friendships, create memories together and shows us how success looks like.

On behalf of Student Government, I would like to thank all of the members of House of Representatives in front of you one more time, for their dedication and support. It is an honor for me to work with you.

I truly appreciate your time listening what I had to say today. I'm going to pass the floor to the club officers so they can introduce themselves and their club. Enjoy your afternoon.