BROOKDALE
COMMUNITY COLLEGE

ANNUAL INSTITUTIONAL PROFILE

September 2019

Preface

Each of New Jersey's 30 public institutions of higher education is required to submit an annual report to New Jersey Higher Education that addresses several performance indicators. Submission of this report, entitled the Annual Institutional Profile (AIP), fulfills the 1994 Higher Education Restructuring Act mandate to "prepare and make available to the public an annual report on the condition of the institution." The form and content of the AIP is established by the State of New Jersey Office of the Secretary of Higher Education. The Appendix contains the specific form and content required for the 2019 Profiles.

Situated in six locations in Monmouth County, Brookdale Community College offers degrees designed to transfer to four-year institutions, as well as degrees and certificates which prepare students to enter the workforce directly. Brookdale is proud to rank consistently in the top 100 of over 1100 community colleges nationally in associate degree production.

The Annual Institutional Profiles include a wide variety of Indicators such as accreditation status, number of credit and noncredit students served, academic preparedness of entering students, number of degrees conferred, graduation, transfer and retention rates, percentage of course sections taught by full-time faculty, characteristics of the Board of Trustees (e.g., race/ethnicity and affiliation), research and public service activities, degree and certificate programs offered, and major capital projects in fiscal year 2019.

As such, Brookdale's Annual Institutional Profile provides a summary of many of our fiscal year 2019 accomplishments and contributions to our community. We present this report to the State of New Jersey Office of the Secretary of Higher Education and to our public constituencies with the hope that this material will be informative and useful.

David M. Stout, Ph.D.
President

BROOKDALE COMMUNITY COLLEGE
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2019

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SECTION A
ACCREDITATION STATUS

INSTITUTIONAL ACCREDITATION

Brookdale Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, the accrediting agency for all colleges in the mid-Atlantic region. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

Brookdale is certified by the State of New Jersey and the United States Department of Education to grant associate degrees to students who complete formal programs of study. All of Brookdale's associate-degree programs are approved by the State of New Jersey Office of the Secretary of Higher Education.

PROFESSIONAL ACCREDITATION

The Culinary Arts AAS program is accredited by the American Culinary Federation Education Foundation's (ACFEF) Accrediting Commission.

The Human Services program is accredited by the Council for Standards in Human Service Education.

The Nursing program is accredited by the Accrediting Commission for Education in Nursing (ACEN) and by the State of New Jersey, Department of Law & Public Safety, Division of Consumer Affairs, Board of Nursing.

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the New Jersey Radiologic Technology Board of Examiners.

The Respiratory Care Program is accredited by the Committee on Accreditation for Respiratory Care (CoArc).

PROGRAM RECOGNITION OR CERTIFICATION

The GM-ASEP option of the Automotive Technology program is certified by the National Automotive Technicians Foundation (NATEF).

The Paralegal Studies program is approved by the American Bar Association, Standing Committee on Legal Assistants.

SECTION B
NUMBER OF STUDENTS SERVED

1. How many full and part time credit students were enrolled in Fall 2018?

Student Status	Headcount	Percent of Total
Full-time	5,535	46.7%
Part-time	6,321	53.3%
Total	**11,856**	**100.0%**

2. How many non-credit students were served in FY 2018?

There were close to 11,000 registrations **(10,974)** in Brookdale non-credit open-enrollment courses in FY 2018, representing **6,981 different individuals**. Approximately 3 out of every 10 enrollments (3,444 or 31.4%) were in career-oriented or vocational courses and 7 out of 10 (7,530 or 68.6%) registrations were in leisure or recreational courses. The 10,974 registrants in non-credit open-enrollment courses enrolled for 270,767.0 clock hours or 601.7 FTEs.

Course Type	Registrations	Course Category	Total Clock Hours
ABE / GED	573	Career	41,256.0
Sports Camps	210	Recreational	5,100.0
Fitness Center	702	Recreational	28,680.0
Open Enrollment - Career	3,444	Career	129,077.2
Open Enrollment - Recreation	6,045	Recreational	66,653.8
Total	**11,974**		**270,767.0**

There were also **1,641** registrations in courses offered through Contracted Services in FY 2018. One-hundred sixty-two courses were delivered to **203 companies**, resulting in 38.9 training FTEs. In addition, there were **1,999** registrations in courses offered through Contracted Services to local schools. Fifty-seven sections were delivered to **57 schools**, resulting in 15.7 FTEs.

3. How many credit students enrolled in Fiscal Year 2018?

The unduplicated credit enrollment for FY 2018 was 18,316. These students enrolled for a total of 272,866.5 credits or 9,095.6 FTEs between the Summer III 2017 term and the Summer II 2018 term.

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SECTION C
CHARACTERISTICS OF UNDERGRADUATE STUDENTS

FOUNDATIONAL STUDIES TESTING AND REMEDIATION

1. What Foundational Studies placement test does Brookdale use? What criteria are used for selecting test takers?

Brookdale Community College transitioned from the Classic Accuplacer computerized adaptive placement test (CPT) to the Accuplacer Next Generation test in October of 2018. The Accuplacer Next Generation tool includes sections on Reading, Writing, Arithmetic, and Quantitative Reasoning, Algebra and Statistics.

All new degree-seeking students must take the Foundational Studies Placement Test or be waived from testing. Waivers of testing are available to the following students: (1) Those who have completed at least 24 college level credits with a grade of "C" or better at an accredited institution. The 24 credits must include English Composition and a mathematics course higher than Elementary Algebra. (2) Those who have taken the Accuplacer Classic or Next Generation test at another college. (3) Those with a four-year degree from an accredited college. (4) Students who have taken the SAT and have scored 480 or higher on Evidence Based Reading and Writing (ERW) and 530 or higher on Math. (5) Students who have taken the new ACT and have scored 23 or higher on Reading, 22 or higher on Math, and 8 or higher on Writing. (6) Non-native speakers of English. (7) Individuals 65 and older.

2. How many Fall 2018 students were enrolled in one or more Foundational Studies courses?

Of the 11,856 students enrolled in Fall 2018, 2,261 (19.1%) were enrolled in at least one Foundational Studies course.

3. How many first-time, full-time (FTFT) degree-seeking students were enrolled in Foundational Studies courses in Fall 2018?

Of the 1,792 first-time, full-time, degree-seeking students enrolled in Fall 2018, 1,057 (59.0%) were enrolled in at least one Foundational Studies course.

4. How many and what percent of Fall 2018 FTFT degree-seeking students were enrolled in Foundational Studies courses by subject area?

Subject Area:	Number and Percent out of All FTFT Degree-Seeking Students (1,792)	
	N	%
Computation	717	40.0
Algebra	234	13.1
Reading	531	29.6
Writing	541	30.2

STUDENT DEMOGRAPHICS

1. What was the head count and percent by ethnicity and student status in Fall of 2018?

ETHNICITY

STUDENT STATUS	NRA N	NRA %	Black N	Black %	AI/AN N	AI/AN %	Asian/PI N	Asian/PI %	Hispanic N	Hispanic %	White N	White %	Unknown* N	Unknown* %	TOTAL
Full Time	114	2.1	498	9.0	23	0.4	225	4.1	949	17.1	3,507	63.4	219	4.0	**5,535**
Part Time	17	0.3	645	10.2	27	0.4	324	5.1	876	13.9	4,147	65.6	285	4.5	**6,321**
TOTAL	**131**	**1.1**	**1,143**	**9.6**	**50**	**0.4**	**549**	**4.6**	**1,825**	**15.4**	**7,654**	**64.5**	**504**	**4.2**	**11,856**

NRA: Non-Resident Alien   AI / AN: American Indian / Alaskan Native PI: Pacific Islander   *Also Includes 2 or More Races

2. What was the headcount and percent by gender and student status in Fall 2018?

GENDER

STUDENT STATUS	Male N	Male %	Female N	Female %	Total N
Full Time	2,981	53.9	2,554	46.1	**5,535**
Part Time	2,690	42.6	3,631	57.4	**6,321**
TOTAL	**5,671**	**47.8**	**6,185**	**52.2**	**11,856**

3. What is the age breakdown of the Fall 2018 student body?

FULL VS PART TIME STATUS

AGE CATEGORY	Full Time N	Full Time %	Part Time N	Part Time %	Total N
Less than 18	156	2.8	1,183	18.7	1,339
18 – 19	3,167	57.2	787	12.5	3,954
20 – 21	1,244	22.5	1,130	17.9	2,374
22 – 24	467	8.4	1,061	16.8	1,528
25 – 29	253	4.6	853	13.5	1,106
30 – 34	93	1.7	426	6.7	519
35 – 39	59	1.1	250	4.0	309
40 – 49	57	1.0	284	4.5	341
50 – 64	25	0.5	198	3.1	223
65 and Over	2	0.0	93	1.5	95
Unknown	12	0.2	56	0.9	68
Total	**5,535**	**100.0**	**6,321**	**100.1**	**11,856**

FINANCIAL AID

1. To what degree is your institution accessible to students of all economic backgrounds? Use FY18 Data.

Type of Financial Aid	Number of Recipients	Total Amount Awarded	Average Amount Awarded Per Recipient
State Programs			
Tuition Aid Grant (TAG)	1,512	$2,931,000	$1,938.49
Educational Opp. Fund (EOF)	300	261,000	870.00
Distinguished Scholars	0	0	0.00
Urban Scholars	0	0	0.00
NJCLASS Loans	6	29,000	4,833.33
NJ STARS	123	393,000	3,195.12
State Programs Total:		**$3,614,000**	
Federal Programs			
Pell Grants	3,881	$13,392,000	$3,450.66
College Work Study	64	160.000	2,500.00
SEOG	1,063	281,000	264.35
SMART & ACG or other	0	0	0.00
Stafford Loans (Subsidized)	1,260	3,855,000	3,059.52
Stafford Loans (Unsubsidized)	1,359	4,563,000	3,357.62
PLUS Loans	24	127,000	5,291.67
Federal Programs Total:		**$22,378,000**	
Institutional Programs			
Grants / Scholarships	517	$449,000	$868.47
Institutional Programs Total:		**$449,000**	
Total All Programs FY18:		**$26,441,000**	

  *Source: NJ IPEDS Form #41 Student Financial Aid Report

RESIDENCY

1. What percentage of the student body are New Jersey residents?

- Among Brookdale's 11,856 Fall 2018 students, 11,671 (or **98.4%**) were New Jersey residents. Of these, 10,426 (or **89.3**%) were Monmouth County residents.

- Among Fall 2018 first-time, degree-seeking students (2,240), **98.5%** (or 2,206) were New Jersey residents, of whom 1,913 (or **86.7%)** were living in Monmouth County.

SECTION D
STUDENT OUTCOMES – GRADUATION, RETENTION AND TRANSFER

1. *What percentage of full-time freshmen graduate or transfer within 3 years?*

The figures below reflect **3-year** graduation and transfer rates for first-time, full-time matriculated students. The transfer rates include National Student Clearinghouse data on transfers to most baccalaureate-granting institutions. The reported transfer rates refer only to those students who *did not* graduate within 150% of time to degree completion. More specifically, if a student graduated within three years and then transferred to another institution, (s)he would be identified only in the graduation rate and not in the transfer rate. The data below have been reported on the annual Federal Graduation Rate Survey (GRS). On the Graduation Rate Survey, students have until the end of the Summer of their 3rd year to either graduate or transfer to another institution (e.g., members of the Fall 2015 cohort had until the end of Summer 2018 to graduate or transfer).

2006 – 2015 Entering Cohorts:

Entering Cohort	Total in Cohort	Graduates within 3 years	Graduation Rate	Transfers (non graduates)	Transfer Rate	Combined Graduates + Transfers	Combined Graduation + Transfer Rate
2006	2,782	600	21.6%	525	18.9%	1,125	40.4%
2007	2,956	602	20.4%	603	20.4%	1,205	40.8%
2008	3,094	627	20.3%	577	18.6%	1,204	38.9%
2009	3,145	693	22.0%	568	18.1%	1,261	40.1%
2010	3,056	654	21.4%	547	17.9%	1,201	39.3%
2011	2,633	592	22.5%	470	17.9%	1,062	40.3%
2012	2,705	627	23.2%	472	17.4%	1,099	40.6%
2013	2,519	646	25.6%	413	16.4%	1,059	42.0%
2014	2,245	617	27.5%	362	16.1%	979	43.6%
2015	2,028	563	27.8%	332	16.4%	895	44.1%

2. What are Brookdale's three-year graduation and transfer rates by ethnic group for the Fall 2015 entering cohort of first-time, full-time freshman?

Ethnic Group	Total in Cohort	Graduates within 3 years	Graduation Rate	Transfers (non graduates)	Transfer Rate	Combined Graduates + Transfers	Combined Graduation + Transfer Rate
White	1,376	443	32.2%	236	17.2%	679	49.3%
Black	185	20	10.8%	28	15.1%	48	25.9%
Hispanic	220	37	16.8%	28	12.7%	65	29.5%
Asian	59	15	25.4%	16	27.1%	31	52.5%
NRA	18	8	44.4%	0	0.0%	8	44.4%
Other	170	40	23.5%	24	14.1%	64	37.6%
Total	**2,028**	**563**	**27.8%**	**332**	**16.4%**	**895**	**44.1%**

*Other includes American Indian and Unknowns

3. What are Brookdale's two- and three- year graduation rates for the Fall 2006 – Fall 2015 entering cohorts of first-time, full-time freshman?

Entering Cohort Fall Term	N	Graduate After Two Years N	%	Graduate After Three Years N	%
2006	2,782	231	8.3%	600	21.6%
2007	2,956	228	7.7%	602	20.4%
2008	3,094	235	7.6%	627	20.3%
2009	3,145	259	8.2%	693	22.0%
2010	3,056	251	8.2%	654	21.4%
2011	2,633	209	7.9%	592	22.5%
2012	2,705	262	9.7%	627	23.2%
2013	2,519	263	10.4%	646	25.6%
2014	2,245	241	10.7%	617	27.5%
2015	2,028	241	11.9%	563	27.8%

4. What is the third-semester (Fall to Fall) retention rate for first-time, full-time, degree-seeking students?

Full-Time Entering Cohort Term	N	Number and Percent Retained in Third Semester — Third Semester	N	%
Fall 2008	3,094	Fall 2009	2,203	71.2%
Fall 2009	3,145	Fall 2010	2,172	69.1%
Fall 2010	3,056	Fall 2011	2,045	66.9%
Fall 2011	2,633	Fall 2012	1,812	68.8%
Fall 2012	2,705	Fall 2013	1,855	68.6%
Fall 2013	2,519	Fall 2014	1,748	69.4%
Fall 2014	2,245	Fall 2015	1,534	68.3%
Fall 2015	2,028	Fall 2016	1,427	70.4%
Fall 2016	1,973	Fall 2017	1,399	70.9%
Fall 2017	1,908	Fall 2018	1,374	72.0%

5. What is the third-semester (Fall to Fall) retention rate for first-time, part-time, degree-seeking students?

				Number and Percent Retained in Third Semester	
Part-Time Entering Cohort					
Term	*Total*	*Third Semester*	*N*	*%*	
Fall 2007	420	Fall 2008	192	45.7%	
Fall 2008	498	Fall 2009	242	48.6%	
Fall 2009	451	Fall 2010	228	50.6%	
Fall 2010	517	Fall 2011	216	41.8%	
Fall 2011	481	Fall 2012	217	45.1%	
Fall 2012	535	Fall 2013	253	47.3%	
Fall 2013	533	Fall 2014	237	44.5%	
Fall 2014	482	Fall 2015	254	52.7%	
Fall 2015	559	Fall 2016	295	52.8%	
Fall 2016	486	Fall 2017	286	58.8%	
Fall 2017	548	Fall 2018	290	52.9%	

6. How many degrees were awarded to the graduating Class of 2019 (by ethnicity and degree type)?

AWARDS	Am Ind*	Asian**	Black	Hispanic	*** NRA	Two Plus	White	Unknown	TOTAL
Certificates	0	1	2	1	0	0	41	3	49
Associates	7	73	135	194	28	16	1,276	68	1,797
TOTAL	**7**	**74**	**137**	**195**	**28**	**17**	**1317**	**71**	**1,846**

*American Indian   **Includes Native Hawaiian / Pacific Islander   ***Non Resident Alien

7. What percentage of the Class of 2019 were female? Male?

AWARDS	Men N	%	Women N	%	TOTAL
Certificates	19	38.8	30	61.2	49
Associates	802	44.6	995	53.9	1,797
TOTAL	**821**	**44.5**	**1,025**	**55.5**	**1,846**

8. How does Brookdale rank, nationally, in terms of degree production?

- Brookdale is consistently among the top 100 associate degree producing institutions in the nation. Brookdale's Class of 2017 was awarded 2,042 associate degrees, ranking it 59th out of all 884 two-year public community colleges *(Source: IPEDS Completions data).*

9. How many degrees / certificates were awarded to the Class of 2019 by General Field?

IPEDS CIP Code Major Category	Certificates Awarded	Associates Awarded	Total
03 Natural Resources & Conservation	0	6	6
04 Architecture	0	11	11
09 Communication / Journalism	1	0	1
10 Communication Technologies	0	30	30
11 Computer and Information Sciences	2	79	81
12 Personal and Culinary Services	20	26	46
13 Education	0	126	126
14 Engineering	0	30	30
15 Engineering Technologies	1	38	39
22 Legal Professions	9	18	27
24 Liberal Arts / Sciences	0	207	207
30 Multi / Interdisciplinary Studies	0	104	104
43 Homeland Security / Law Enforcement	0	157	157
44 Public Administration	0	30	30
45 Social Sciences	0	333	333
46 Construction Trades	0	12	12
47 Mechanic / Repair Technologies	8	0	8
50 Visual / Perform Arts	3	35	38
51 Health Professions	4	186	190
52 Business / Management	1	369	370
Total:	**49**	**1,797**	**1,846**

10. What percentage of degrees are conferred annually by academic discipline? What is the percentage for the past five years?

- The table on page 10 contains the number and percent of degrees conferred in each discipline for the Classes of 2015 through 2019.

Brookdale Community College
Number and Percent of Degrees Conferred by Program

BCC DEGREE PROGRAM	2018-2019 No.	%	2017-2018 No.	%	2016-2017 No.	%	2015-2016 No.	%	2014-2015 No.	%
Transfer Programs:										
Architecture	11	0.6	9	0.4	12	0.6	8	0.4	14	0.7
Art	11	0.6	11	0.5	19	0.9	6	0.3	4	0.2
Business Administration (AA)	91	4.9	246	12.0	380	18.2	412	19.9	394	18.7
Business Administration (AS)	214	11.6	73	3.6						
Computer Science	46	2.5	38	1.9	28	1.3	21	1.0	14	0.7
Criminal Justice	143	7.7	143	7.0	173	8.3	172	8.3	217	10.3
Education	125	6.8	154	7.5	163	7.8	161	7.8	164	7.8
Engineering	30	1.6	33	1.6	50	2.4	34	1.6	26	1.2
Environmental Science	6	0.3	2	0.1						
Fashion Merchandising (AS)	5	0.3	1	0.0						
Homeland Security	14	0.8	13	0.6	2	0.1	1	0.0		
Hospitality Management (AS)	4	0.2								
Humanities	207	11.2	244	11.9	290	13.9	252	12.2	315	15.0
Human Services (AS)	29	1.6	36	1.8	33	1.6	32	1.5	36	1.7
Math / Science	104	5.6	96	4.7	110	5.3	136	6.6	140	6.7
Public Health	2	0.1	4	0.2	4	0.2	2	0.1		
Social Science	333	18.0	327	16.0	284	13.6	293	14.2	261	12.4
Transfer Total	**1375**	**74.5**	**1430**	**69.8**	**1548**	**74.2**	**1530**	**73.9**	**1585**	**75.3**
Career Programs:										
Accounting	15	0.8	7	0.3	8	0.4	3	0.1	6	0.3
Automotive Technology	34	1.8	41	2.0	38	1.8	54	2.6	44	2.1
Business	3	0.2								
Business Management	14	0.8	9	0.4	13	0.6	18	0.9	12	0.6
Communications Media	21	1.1	11	0.5	14	0.7	10	0.5	9	0.4
Computer Science	17	0.9	18	0.9	15	0.7	7	0.3	15	0.7
Culinary Arts	46	2.5	64	3.1	61	2.9	53	2.6	52	2.5
Cybersecurity	2	0.1	9	0.4	1	0.0				
Dental Hygiene	0	0.0	10	0.5	7	0.3	10	0.5	8	0.4
Digital Animation & 3-D Design	9	0.5	12	0.6	11	0.5	20	1.0	14	0.7
Dgital Drawing for Int Des/Arch	3	0.2								
Electric Utility Technology	12	0.7	24	1.2	20	1.0	0	0.0	0	0.0
Electronics Technology	13	0.7	34	1.7	5	0.2	9	0.4	5	0.2
Fashion Merchandising	9	0.5	22	1.1	24	1.1	43	2.1	37	1.8
Graphic Design	12	0.7	9	0.4	12	0.6	12	0.6	4	0.2
Health Information Technology	13	0.7	18	0.9	15	0.7	20	1.0	25	1.2
Human Services	1	0.1	1	0.0	0	0.0	6	0.3	7	0.3
Interior Design	7	0.4	12	0.6	3	0.1	11	0.5	8	0.4
Marketing	15	0.8	12	0.6	6	0.3	13	0.6	7	0.3
Medical Coding	4	0.2	14	0.7	3	0.1	4	0.2	3	0.1
Music Technology	5	0.3	10	0.5	12	0.6	5	0.2	5	0.2
Network Information Technology	16	0.9	26	1.3	24	1.1	24	1.2	22	1.0
Nursing	134	7.3	174	8.5	137	6.6	133	6.4	126	6.0
Paralegal Studies	27	1.5	41	2.0	40	1.9	35	1.7	44	2.1
Radiologic Technology	17	0.9	23	1.1	35	1.7	21	1.0	25	1.2
Respiratory Care / Therapy	20	1.1	15	0.7	20	1.0	13	0.6	25	1.2
Social Media	1	0.1	0	0.0	2	0.1	4	0.2		
Teacher Assistant	1	0.1	3	0.1	2	0.1	4	0.2	7	0.3
Technical Studies	0	0.0	0	0.0	1	0.0	0	0.0	0	0.0
Obsolete Programs - Misc.	0	0.0	0	0.0	10	0.5	8	0.4	9	0.4
Career Total	**471**	**25.5**	**619**	**30.2**	**539**	**25.8**	**540**	**26.1**	**519**	**24.7**
TOTAL	**1846**	**100.0**	**2049**	**100.0**	**2087**	**100.0**	**2070**	**100.0**	**2104**	**100.0**

SECTION E
FACULTY CHARACTERISTICS

1. Provide a profile of Fall 2018 full-time faculty & instructional staff at your institution.

The table below provides a breakdown of Fall 2018 faculty & instructional staff by gender, ethnicity, academic rank, and tenure status.

Fall 2018 Faculty & Instructional Staff Status by Gender and Ethnicity

	White		Black		Hispanic		Asian*		Unknown*		Total	
TENURED	M	F	M	F	M	F	M	F	M	F	M	F
Professors	40	35	0	2	0	3	0	3	0	0	40	43
Associate Professors	15	21	0	0	2	0	0	3	0	0	17	24
Assistant Professors	11	22	3	3	0	0	0	4	1	0	15	29
All Others	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	**66**	**78**	**3**	**5**	**2**	**3**	**0**	**10**	**1**	**0**	**72**	**96**
WITHOUT TENURE	M	F	M	F	M	F	M	F	M	F	M	F
Assistant Professors	0	0	0	0	0	0	0	0	0	0	0	0
All Others	9	20	1	2	0	0	1	1	0	0	11	23
TOTAL	**9**	**20**	**1**	**2**	**0**	**0**	**1**	**1**	**0**	**0**	**11**	**23**
COMBINED	M	F	M	F	M	F	M	F	M	F	M	F
Professors	40	35	0	2	0	3	0	3	0	0	40	43
Associate Professors	15	21	0	0	2	0	0	3	0	0	17	24
Assistant Professors	11	22	3	3	0	0	0	4	1	0	15	29
All Others	9	20	1	2	0	0	1	1	0	0	11	23
TOTAL	**75**	**98**	**4**	**7**	**2**	**3**	**1**	**11**	**1**	**0**	**83**	**119**

Asian includes Pacific Islanders and Unknown includes 2 or More Races

2. What percentage of course sections are taught by full-time faculty?

- More than half of all course sections (53.9%) are taught by full-time Brookdale faculty.

Number and Percent of Fall 2018
Sections Taught by Each Group*

Faculty Group	N	%
Full-Time	892	55.9
Part-Time	621	38.9
Other	82	5.1
Total	**1,595**	**99.9**

Does not include labs, international, or independent study sections

3. What is the ratio of full-time to part-time faculty?

- There is one full-time faculty member to every 2.6 part-time faculty members. More specifically, in the Fall 2018 term, there were 202 full-time and 519 part-time faculty members.

SECTION F
CHARACTERISTICS OF THE TRUSTEES OR GOVERNORS

The Trustees of Brookdale Community College are dedicated members of the Monmouth County community. The Board is comprised of 12 Monmouth County citizens who serve in four-year terms. Two members are ex officio: Brookdale President Dr. David Stout (a non-voting member) and Interim Executive County Superintendent of Schools, Dr. Les Richens. Two members are appointed by the Governor and eight are appointed by the Monmouth County Board of Chosen Freeholders. The Graduate Trustee is chosen by his or her graduating peers.

Ms. Tracey Abby-White is Board of Trustees Chair and Chair of the Executive Committee. She is an ex-officio member of all Board committees and is on the Board of School Estimate team. Ms. Abby-White, the Director of Sales Enablement at a global network security company, was appointed to the Board in 2013 and was reappointed in 2016. **Ms. Suzanne Brennan, Esq.**, Vice Chair of the Board and of the Executive Committee, was appointed to the Board in August 2017. Ms. Brennan is Chair of the Governance Committee and serves on the ad-hoc Private Public Partnership Committee. Ms. Brennan is a public defender and practices law at her own firm as well as being an associate at another firm.

Mr. Daniel Becht, Esq., is a member of the Governance Committee and the Audit Committee. Appointed to the Board of Trustees in March 2017, Mr. Becht practices law at his own firm. **Ms. Latonya Brennan,** appointed to the Board by the state in December 2016, serves on the Governance Committee and the Finance & Facilities Committee. Ms. Brennan is Vice President at an insurance risk management services company.

Dr. Henry Cram chairs the Student Success & Educational Excellence Committee and is a member of the Executive Committee and the Finance & Facilities Committee. Dr. Cram was appointed to the Board in November 2014 and was reappointed in 2018. **Mr. Paul Crupi**, a member of the Audit Committee, joined the Board in 2014 and was reappointed in 2018. Mr. Crupi is Vice President of a public affairs and business development firm.

Ms. Madeline Ferraro, Esq., appointed to the Board in 2016 by the Governor, is a member of the Governance Committee and the Finance & Facilities Committee. Ms. Ferraro is Vice President of Government and Public Affairs at a health care services organization. **Ms. Barbara Horl** is the Liaison to the New Jersey Council of County Colleges (NJCCC), and is a NJCCC Trustee Ambassador. Ms. Horl, a member of the ad-hoc Private Public Partnership Committee, joined the Board in April 2019.

Mr. Francis Bret Kaufmann, founder of his own consultation and evaluation firm, was appointed to the Board in November 2015. Mr. Kaufmann chairs the Finance & Facilities Committee and is a member of the Executive Committee and the Student Success & Educational Excellence Committee. Mr. Kaufmann is also on the Board of School Estimate team. **Ms. Marta Rambaud**, Chair of the Audit Committee, serves on the Executive Committee and the Governance Committee. Ms. Rambaud is a university lecturer who joined the Board in May 2016.

Dr. Lester W. Richens, Interim Monmouth County Executive School Superintendent, was appointed to the Board in April 2015. Dr. Richens serves on the Finance & Facilities Committee and the Student Success & Educational Excellence Committee. **Ms. Lauren Deinhardt**, Brookdale's Graduate Trustee, was sworn in to the Board in July 2019. Ms. Deinhardt is a member of the Student Success & Educational Excellence Committee and the ad-hoc Private Public Partnership Committee. Ms. Deinhardt is a legal intern and studies at Monmouth University.

1. What is the racial / ethnic and gender breakdown of the Board of Trustees?

Race/Ethnicity and Gender of Board of Trustees

	White	*Black*	*Hispanic*	*Asian*	*American Indian*	*NRA**	*Unknown*	*Total*
Male	5	0	0	0	0	0	0	**5**
Female	5	1	1	0	0	0	0	**7**
Total	**10**	**1**	**1**	**0**	**0**	**0**	**0**	**12**

*Non-Resident Alien

2. Provide a list of Board of Trustees members with titles and affiliations.

Title and Affiliation of Board of Trustees Members

Name	**Title**	**Affiliation**
Ms. Tracey Abby-White Chair	Director of Sales Enablement	IronNet
Mr. Daniel F. Becht, Esq.	Attorney	Law firm of Daniel F. Becht, Esq.
Ms. Latonya Brennan	Vice President	Arthur J. Gallagher and Co. Risk Management Services
Ms. Suzanne Brennan, Esq. Vice-Chair	Associate; Municipal Public Defender; Attorney	Grace Marmero and Associates; Howell Township; Law firm of Suzanne Brennan
Dr. Henry Cram	Retired	
Mr. Paul Crupi	Vice President	Capital Impact Group
Ms. Lauren Deinhardt	Legal Intern & Student	Commvault & Monmouth University
Ms. Madeline Ferraro, Esq.	Vice President of Government and Public Affairs	Atlantic Health System
Ms. Barbara Horl	Retired	
Mr. Francis Bret Kaufmann	Owner, Founder	Kaufmann Consultants LLC Inspection Company
Ms. Marta Rambaud	Engineer; Professor; Physics Teacher	
Dr. Lester Richens	Interim Executive County Superintendent	New Jersey Department of Education, Monmouth County Office

3. Provide the URLs of webpages with information on the Board of Trustees.

- Brookdale's Board of Trustees information is available on the Brookdale Community College webpage at https://www.brookdalecc.edu/about/board-of-trustees/

SECTION G
A PROFILE OF THE INSTITUTION

1. Provide a profile of Brookdale's degree and certificate programs.

Brookdale Community College has a main campus in the Lincroft section of Middletown, Branch Campuses in Freehold and Wall, and several regional locations throughout Monmouth County – Eastern Monmouth (*Brookdale at Neptune*), Northern Monmouth (*Brookdale at Hazlet*), and Long Branch. Brookdale offers AA, AFA, AS, and AAS degrees in 68 programs including options. Brookdale also offers four Academic Credit Certificates (ACC) that require 30 or more credits to complete, as well as 8 Academic Credit Certificates of Achievement (ACA) which require fewer than 30 credits to earn.

The table on pages 15-16 contains the degree and certificate programs currently offered at Brookdale Community College. In the table, degree programs are presented first and are listed alphabetically. Certificate programs follow.

Brookdale also provides degree pathways from associate degree through graduate level courses through in-county partnerships with Georgian Court University, New Jersey City University, and Rutgers, the State University of New Jersey. University Partnerships allow Monmouth county residents to pursue multiple degree options without having to leave the county. The Brookdale - Georgian Court University Partnership is located at *Brookdale at Hazlet,* and offers bachelor's degrees in Business Administration, English, Interdisciplinary Studies, and Psychology, plus a teacher certification program. RN to BSN, BSW-Social Work and MBA programs have also been recently added.

The Brookdale - New Jersey City University Partnership is located at Brookdale's Wall campus and serves as home to NJCU's ten available bachelor's degree programs and four graduate programs, including MBA, the accelerated Bachelor of Science in Nursing (BSN) second degree program, MS Nursing Education, and Graduate School Nurse Certificate.

The Brookdale - Rutgers University Partnership is located on Brookdale's main Lincroft Campus. In its 20th year, this growing partnership continues to offer a wide range of undergraduate degree classes and degree programs; Rutgers currently offers nine bachelor's degree programs through the partnership, with additional programs in the works.

All three partnerships offer university-level courses taught by university faculty at one convenient Brookdale location. Students receive a bachelor's or master's degree from the partner institution, and can utilize many of the services and support offered to traditional university students. Many degree programs also offer dual admissions, streamlined transfer agreements and other benefits to Brookdale graduates.

BROOKDALE COMMUNITY COLLEGE
DEGREE AND CERTIFICATE PROGRAMS

Academic Degree Programs (AAS, AA, AS, and AFA Degrees)

Architecture (AS)

Automotive Technology (AAS)
    Automotive Technology Option
    Automotive Engineering Option
    General Motors Program

Business (AAS)

Business Administration (AS)

Communication Media (AAS)
    Audio Production Option
    Video Production Option

Computer Science (AS)

Computer Science (AAS)
    Programming Option
    Web Site Development Option

Criminal Justice (AS)

Culinary Arts (AAS)

Digital Animation and 3D Design (AAS)

Education (AS)

Education (AA)
    Early Childhood Education Option
    Secondary Education Option

Electric Utility Technology (AAS)
    Overhead Lines Option
    Substation Option

Electronics Technology (AAS)
    Computer Technician Option
    Engineering Technology Option

Engineering (AS)

Environmental Science (AS)

Fashion Design and Merchandising (AS)

Fine Arts (AFA)

Game Design (AAS)

Graphic Design (AAS)

Homeland Security (AS)

Hospitality Management (AS)

Humanities (AA)
    Art Option
    Creative Writing Option
    English Option
    Graphic Design Option
    Journalism Option
    Liberal Education Option
    Media Studies Option
    Music Option
    Photography Option
    Public Relations Option
    Theater Option
    Women's & Gender Studies Option

Human Services (AS)
    Pre Social Work Option
    Addiction Studies Option

Interior Design (AAS)

DEGREE AND CERTIFICATE PROGRAMS - Continued

Academic Degree Programs Continued

Math / Science (AS)
   Biology Option
   Chemistry Option
   Mathematics Option
   Physics Option
   Science Option

Music Technology (AAS)

Network Information Technology (AAS)

Nursing (AAS)

Paralegal Studies (AAS)

Public Health (AS)

Radiologic Technology (AAS)

Respiratory Care (AAS)

Social Science (AA)
   Social Science Program
   Anthropology Option
   Criminal Justice Option
   Health Science Option
   History Option
   Philosophy Option
   Political Science Option
   Psychology Option
   Sociology Option

Teacher Assistant (AAS)

Technical Education (AAS)

Technical Studies (AAS)
   Business Management Option

Academic Credit Certificates

Culinary Arts

Paralegal Studies

Pastry Arts

Webmaster Administration

Certificates of Achievement

Cybersecurity

Digital Drawing for Interior Design and Architecture

Electronics Technology
   Computer Repair Technician
   LAN/WAN Technician

Fashion Design

Fashion Merchandising

Kitchen & Bath Design

Social Media

SECTION H
RESEARCH AND PUBLIC SERVICE ACTIVITIES

1. Provide examples of research and public service activities at your institution.

Brookdale Innovation Grants (BIG). Brookdale Innovation Grants (BIG) provide all regular employees the opportunity to develop *new* and *innovative* projects that bring promising research and proven practices to the college to better engage students, enhance teaching and learning, streamline college processes, and positively influence student success measures. The 2019-2020 Brookdale Innovation Grants will support the following projects:

> *Intermediate Algebra (MATH-151) Open Educational Resources.* The project will assist in the transition of MATH-151 to an Open Educational Resources (OER) based course by creating ancillary course materials that complement a new OER textbook. MATH-151 is a highly enrolled general education course and the move to OERs will benefit a significant number of students by having resources available to students at little or no cost.

> *How Social and Emotional Competencies Optimize Student Success – Part II.* This project is the second in a two-phased study of pedagogical and assessment techniques that have the potential to influence how Brookdale students overcome barriers that affect their course completion. A repository of initial research findings amassed during the first phase of the study will be made available to faculty participating in this follow-up grant award. Faculty recruited to participate in phase two will receive professional development training to introduce specific social and emotional learning strategies into their classrooms.

> *The Science Experience Series.* Faculty and staff in three STEM disciplines will develop science activities that will engage students in the scientific process, expose students to a variety of research methodologies and laboratory techniques, and provide students with a better understanding of academic and career opportunities. Ten activities will be developed, with five offered each semester. Each experience will be designed to be completed by groups of students during the College Hour.

Brookdale Volunteer Connection. The Employee Volunteer Connection is a group of Brookdale Community College employees, retirees and community members dedicated to helping Monmouth County families in need. They help connect colleagues and students with community service projects. Each year, the Volunteer Connection identifies several Monmouth County agencies or important causes, and emphasizes their needs through an email distribution list, newsletters, campus flyers, and broadcast announcements. The *Empty Bowls* event helps raise money for local food pantries. In spring 2019, the event raised $1,345 and the proceeds were donated to Brookdale's Helping Hands, Bradley Food Pantry in Bradley Beach and Loaves & Fishes Food Pantry in Union Beach. Each summer the Volunteer Connection contributes to *Project Backpack* by donating school supplies to children in the community. This initiative helps students start the school year off right and ready to learn. Together with Follett Books and Brookdale's Helping Hands, Brookdale collects school supplies and partners with Lunch Break to distribute the filled backpacks to children in the community.

In October, the Volunteer Connection participated in a donation drive for Hurricane Florence relief, which resulted in the collection of 66 boxes of clothing, personal hygiene products, school and pet supplies. In November, the Volunteer Connection organizes the annual *Giving Tree*. In 2018, Brookdale collected and distributed over 300 gifts and gift cards to families from Family & Children's Services Operation

Sleighbell, Visiting Nurses Association (VNA), St. Vincent DePaul and Brookdale's own Helping Hands, Displaced Homemakers and the Brookdale Foundation. Approximately four times a year, the Volunteer Connection also donates, prepares & serves dinner for the homeless and disabled residents at the *HABCORE* house in Red Bank. In addition, volunteers supply holiday stockings to each resident filled with snacks, toiletries, games etc.

Adult Basic Education Programs. Adult Basic Education, GED Preparation, and English as a Second Language classes are available through our regional locations in Hazlet, Long Branch, and Neptune as well as at the Branch Campus at Freehold. In addition, an ESL class that serves as a bridge to the credit ESL program is offered on the Lincroft campus. Brookdale is the lead agency for the Monmouth County Adult Education Consortium. Members include Community Affairs and Resource Center, LADACIN Network, Literacy Volunteers, and the Monmouth County Vocational High School.

Brookdale Public Radio (90.5 The NIGHT). WBJB-FM (Brookdale Jersey Blues) is a full-service local public radio station and National Public Radio (NPR) member station. 90.5 The NIGHT is a non-commercial FM public radio station with a staff of professional radio personnel. This member supported radio station has regularly been named as the "Top Radio station in Support of Live Music" during the annual Asbury Music Awards. 90.5 The NIGHT is dedicated to serving the community by working with local non-profit organizations on many programming ventures and by providing free public service announcements.

Brookdale Television (BTV). Brookdale Television (BTV) is a non-profit educational access channel that provides a "visual bridge" between Brookdale Community College and the communities that it serves. BTV produces high quality educational television and public affairs programs that are broadcast via Comcast (channel 21) and Verizon FIOS (channel 46), effectively reaching most cable-wired households in Monmouth County.

Center for Holocaust, Human Rights & Genocide Education (CHHANGE). The Center for Holocaust, Human Rights & Genocide Education is dedicated to providing resources for education on the Holocaust, genocide and human rights. The Center staff works to eliminate racism, anti-Semitism and all forms of prejudice in our society. The Center serves the community through its comprehensive and creative educational programs and resources. More specifically, the Center provides: (1) Journeys Beyond Genocide: The Human Experience, an innovative exhibit that engages visitors with the Holocaust, the Armenian Genocide, and the 1994 Genocide against the Tutsi in Rwanda and empowers visitors to Stand Up for Human Rights. (2) Building Bridges, an educational initiative that helps build a culture of mutual respect and understanding—creating a safe, welcoming school community—through in-school programs, field trips to Chhange, and teacher professional development. (3) An annual Colloquium, which welcomes over 1,500 students and teachers to the Brookdale campus for a half-day program that includes a keynote speaker and 30 breakout workshops. (4) Programs for the general community, including annual scholarly lectures, film series, book discussions, testimony from Holocaust and genocide survivors, and collaborative programs with the Monmouth County Prosecutor's Office and the United Nations Holocaust Memorial Museum in the training of law enforcement officers.

The Center for World War II Studies and Conflict Resolution. The Center is dedicated to fostering the study of the historical, political, social, economic, cultural and military aspects of the World War II era up through the Korean War. The Center educates the community about the era and its impact on world history and helps future generations avoid armed conflict in the resolution of global problems. The ultimate goal of The Center is to utilize the lessons learned from the World War II era to prevent the recurrence of global armed conflict in a world of sovereign states with divergent interests, wants and needs. The Center is a resource open to all, offering educational programs and community presentations.

The Displaced Homemakers Program. Brookdale Community College's Displaced Homemakers program provides assistance to those who have lost their primary source of income due to separation, divorce, disability, domestic violence, or death of a spouse or long term partner. Services include personal coaching and mentoring, job search classes, resume assistance, career guidance, job leads, computer classes, workshops on relevant topics, internal Brookdale and community resources and referrals, and possible sponsorship in certificate training classes. Most of these services are offered at Brookdale's Long Branch location. These services are primarily funded by the New Jersey Department of Children and Family Services Division on Women along with financial and in-kind support from Brookdale.

The Brookdale Foundation. In FY18, the Brookdale Foundation provided $713,055 in scholarships, grants and other programs and projects that support student success. This represents an increase of $160,092 over FY17 funding. Over 600 students received scholarships and grants during FY18, the largest dollar amount of scholarships awarded in the Foundation's history, surpassing last year's record amount. Scholarships are awarded to students having financial need and who meet other established criteria. Other grants are provided to faculty, staff, and departments for projects that enhance educational services, address student's basic needs and increase access for students, including the POSEIDON Early College High School in Neptune and the Asbury College Promise program. The Foundation also paid for the renovation of 21 study rooms in the Bankier Library. Since 2000, nearly $7 million in scholarships and grants has been awarded to more than 8,000 students.

Free Tuition for Unemployed Persons, Volunteer Firefighters, Volunteer First Aid Workers, and Family Dependents of 9/11. The Unemployed Persons Free Tuition program requires colleges to admit people who can demonstrate that they are unemployed. Free tuition is also granted to volunteer firefighters and first aid workers. In each of these programs, students are admitted to classes on a seat-available basis and they are responsible for all fees. In response to the tragic events of September 11, 2001, Brookdale also provides Monmouth County's surviving spouses and dependent children of victims with free tuition.

Youth GED & Career Pathways Program. The Youth GED Program offers free exam preparation classes and tutoring (for eligible students, ages 16 to 24 years old) at Brookdale's regional locations in Hazlet, Long Branch, Neptune, and the Branch Campus at Freehold. Upon successful completion of the four exams, students receive their High School Equivalency Diploma issued by the NJ Department of Education. The program also provides assistance with career exploration, securing employment, enrolling in post-secondary education, and entry into the armed forces.

Monmouth County Division of Social Services. A bilingual social worker is available on the Lincroft campus two days a week. The social worker provides information and referrals to a variety of programs administered by the Monmouth County Division of Social Services, as well as assistance in navigating agency benefits and programs such as SNAP (food stamps), utility assistance, housing assistance, and Medicaid.

New Jersey Small Business Development Center. The New Jersey Small Business Development Center (NJSBDC) at Brookdale Community College provides counseling and workshops to the business community of Monmouth and Ocean counties. Courses, workshops and conferences are designed to give owners, potential owners and managers the tools to analyze and resolve business problems and to keep up to date with educational, research, financial and international trade developments. All NJSBDC programs are presented by highly qualified specialists, including faculty, private consultants, business owners and government representatives. NJSBDC at Brookdale Community College is funded in part through a cooperative agreement with the U.S. Small Business Administration (SBA). The NJSBDC is the leading provider of small business consulting and management services, and is a non-profit, federal-state-educational partnership.

SECTION I
MAJOR CAPITAL PROJECTS

Major Capital Projects / Improvements (Academic Year 2018 - 2019)

During the Academic Year 2018-2019, the following capital projects and improvements were undertaken at Brookdale Community College.

ADA Door Replacement: The College expended $2,714 for the Architectural and Engineering services to develop the bid plans for specifications for the replacement of ADA doors on the Lincroft campus.

Building Renovations: The following building upgrades were made, at an overall cost of $236,038:
- Carpeting, painting and replacement of whiteboards and blinds in various rooms in Larrison Hall ($181,038).
- Office redesign and addition of office space in Main Academic Complex (MAC) rooms 104 and 109 ($43,617).
- Redesign of the Counseling, Admissions, and Registration (CAR) One Stop department by installing privacy panels for student registration ($11,431).

Central Utility Plant (CUP) Piping Replacement: Brookdale expended $74,235 (of the total project cost of $1,101,074) for the Engineering services and construction upgrade to the Central Utility Plant condenser water piping and cooling towers.

Center for Visual Arts (CVA) / Larrison Hall (LAH) Chiller Replacement: Architectural and Engineering services and the replacement of the chiller equipment in the CVA and LAH buildings cost $1,114,256.

Electrical Upgrades: Brookdale paid $4,683 for necessary electrical upgrades in the Print Shop.

Freehold Water Infiltration: The College expended $42,233 for Architectural and Engineering services as well as the repair work needed to resolve the water infiltration problem at the Freehold Branch Campus.

HVAC Upgrades: In FY19, a total of $72,016 was spent on the following HVAC upgrades:
- OIT switch rooms located throughout the Lincroft campus ($46,670).
- Replacement of the compressor at the Hazlet location ($15,222).
- Replacement of the air damper in the Collins Arena ($11,124).

LED Lighting Improvements: The College paid $627,292 for Architectural and Engineering services and for the replacement of lighting throughout the College. Brookdale will receive a rebate for using more energy efficient lighting through *New Jersey's Clean Energy Program*.

Life Safety: The College expended $260,154 on a number of Life Safety projects throughout the year. They are as follows:
- Upgrade of the emergency phones located on the Lincroft Campus ($119,807).
- Professional engineering services and installation for the fire alarm upgrades to replace the existing discontinued IRC3 fire alarm panels with EST-3 panels. The discontinued panels were located in the following buildings on the Lincroft Campus: Central Utility Plant, MAC, Main Academic South (MAS), Police Station, CVA, Children's Learning Center (CLC), Receiving and Mail Center, Maintenance, and Print Shop ($107,366).

- Installation of new defibrillators located throughout the Lincroft campus and Brookdale's other locations ($23,815).
- Installation of a roof ladder in the MAS building ($8,000).

Lincroft Carpeting and Flooring Replacement: Flooring and carpeting were installed in the Brookdale Administrative Center (BAC), Bankier Library, Larrison Hall, the CVA and the Teaching and Learning Center (TLC) at a total cost of $146,254.

Paving: The project cost of paving Parking Lot 6 and portions of Arena Drive was $242,928.

Retaining Wall: Architectural and Engineering services to develop the bid plans for the specifications for structural repairs that are needed for the retaining wall at the Advanced Technology Center (ATC) cost $36,201.

Roof Replacement: During the course of the year, the College expended $723,586 on a number of roof replacement projects. They are as follows:
- Removal & replacement of the Student Life Center (SLC) flat roof ($356,845).
- Architectural and Engineering services and a contractor for partial removal / replacements of the Library, Main Academic South and North (MAS; MAN) and Automotive Technology building roofs ($299,199).
- Architectural and Engineering services to develop the bid specifications for the removal and replacement of roofs on the Performing Arts Center (PAC), CAR, CVA, Larrison Hall, MAC and MAN buildings ($39,306).
- Removal and replacement of the BAC roof ($28,237 was spent in FY19 to complete this project, out of a total cost of $140,337).

Sewage Ejector Pump Replacement: The College expended $179,293 for the Sewage Ejector Pump and Grease Interceptor upgrades as follows:
- Installation of the sewage ejector at MAS and ATC as well as Architectural and Engineering services ($81,101).
- Replacement of the sewage ejector at the Freehold campus ($40,619).
- Removal of 3 grease interceptors and the installation of a temporary bypass until the sewage ejector can be replaced at the Student Life Center ($30,683).
- Architectural and Engineering services to develop the bid plans for the specifications for the replacement of the sewage ejectors at the SLC, MAN, Bankier Library and CAR buildings ($26,890).

Sidewalk / Curbing / Entranceway Repairs: The cost for Architectural and Engineering services to develop the bid plans for the specifications for the remainder of the sidewalk / curbing repairs at the Lincroft and Freehold campuses was $39,739. During the course of the year, an additional $5,839 was spent on a number of minor sidewalk and entranceway repairs.

Tennis Court Renovation: Brookdale spent $141,750 for upgrades to the tennis courts.

Testing Center Relocation: Necessary electrical and fire suppression work was completed in order to relocate the Testing Center from the basement of the CAR building to the Bankier Library. This project cost was $11,298.

Underground Storage Tank Removal: Brookdale spent $22,303 for the removal and abatement of the underground storage tank at the Freehold campus.

Water Heater Replacement: The water heater in the Center for Visual Arts building was replaced at a cost of $15,185.

Wall Acoustical Study: The College spent $38,274 to address the noise problem related to the new Wall building roof top chillers.

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APPENDIX:

**Form and Content of the
Annual Institutional Profile Reports for 2019**

Form & Content of the Annual Institutional Profile Reports for 2019*

NOTE: Data for all indicators in **bold** will be provided by the Office of the Secretary of Higher Education from 2018-19 IPEDS/SURE Data Collection.

Report must be submitted electronically (preferred format is pdf) with each page containing the institution's name at the top and each lettered section starting on a new page. Please email completed reports to Research@oshe.nj.gov

Report Due Date: September 16, 2019
Reports posted on NJOSHE website: November 1, 2019

Preface (with signature of the president or chief operating officer of the institution)

I. Table of Contents (listing each data category in the following order, with page numbers)

II. Data by Category (including brief institutional narration if desired)

   A. Accreditation status:
      1. Institutional accreditation
      2. Professional accreditation

   B. Number of students served:
      1. **Number of undergraduate students by attendance status**
      2. **Number of graduate students by attendance status**
      3. Number of non-credit students served **(provided by OSHE to community colleges**)
      4. **Unduplicated number of students for entire academic year**

   C. Characteristics of undergraduate students:
      1. **Mean math, reading, and writing SAT scores (senior public institutions)**
      2. **Enrollment in remediation courses by subject area**
      3. **Race/ethnicity, sex, and age (separately)**
      4. **Numbers of students receiving financial assistance under each federal-, state-, & institution-funded aid program [FY 2018 data]**
      5. **Percentage of students who are New Jersey residents**

   D. Student outcomes:
      1. **Graduation rates:**
         a. **Four-, five- and six-year graduation rate by race/ethnicity (senior publics)**
         b. **Two-year graduation rate (community colleges)**
         c. **Three-year graduation and transfer rate by race/ethnicity (community colleges)**
      2. **Third-semester retention rates:**
         a. **By attendance status**

E. Faculty characteristics:
  1. **Full-time faculty by race/ethnicity, sex, and tenure status (simultaneously)**
  2. Percentage of course sections taught by full-time faculty
  3. **Ratio of full- to part-time faculty**

F. Characteristics of the trustees or governors:
  1. Race/ethnicity and sex (simultaneously)
  2. List of trustees/governors with titles and affiliations
  3. URLs of webpages with information on trustees/governors

G. Profile of the institution:
  1. Degree and certificate programs
  2. Other (if desired)

H. Major research and public service activities

 I. Major capital projects underway in fiscal year 2019

III. Other Institutional Information (if desired)

An annual institutional profile report is required of all public higher education institutions by N.J.S.A. 18A:3B-43.

*The form and content for Thomas Edison State University differs from this list, consistent with their unique mission.