

SENATE AGENDA

REGULAR MEETING

ACADEMIC SENATE OF GROSSMONT COLLEGE

November 6, 1995

Room 370, 11:10 a.m. - 12:20 p.m.

I. PRELIMINARY ITEMS

- A. Call to Order
- B. Approval of Agenda
- C. Approval of Minutes October 16, 1995.

II. SPECIAL INFORMATION ITEMS

- A. Question and Answer with Board President, Trustee Rick Alexander

III. ACTION ITEMS

- A. Resolution regarding Protected class status -See Attachment #1

IV. INFORMATION ITEMS

- A. Campus Smoking Policy-Peter White
- B. President Sanchez is establishing a Marketing Committee to be chaired by Kim Metli. "The charge of the committee will be to develop marketing strategies for Grossmont College so the institution can maximize the use of facilities and resources. This committee will be responsible for generating brochures, end -of-the-year-reports communications related to enrollments, etc." Dr. Sanchez has asked that we appoint one faculty member.
- C. The Education of the New California Workforce Conference- December 10-12, Hyatt Regency - San Francisco. Ann Daluiso has Tech Prep money to send one representative from the Academic Senate.
- D. NISOD: May 26-29, Austin Texas

V. OTHER MATTERS

- A. President's Report
Academic Senate Fall Session
- B. Committee Reports
- C. Announcements and reminders:
 - Retirement Party at Jake's in Chula Vista, Dec. 8. Remember the 60's. (if you can you weren't really there.) If you have anyone in your department that is retiring please contact Barry Winn at ext. 311 with a short biography of that person.

The next regular meeting of the Academic Senate is scheduled for Monday November 20, 1995. Please submit agenda items by November 15.

D-R-A-F-T
REVISED

[underlined portions are corrections/additions to the first draft]

Proposed resolution concerning protected status* course/sections:

Whereas, we have an obligation to our transfer students to offer all courses in a majors' sequence, and should do so even though there is not expected to be a sufficient number of students enrolled to meet the class minimum in these more advanced courses; and

Whereas, second and third semester courses are required by a number of majors; and

Whereas it is essential to be able to offer these courses consistently if we are to try to build up these majors' sequences (when such a course is cancelled at the last minute, it reduces our credibility and probably hurts future enrollment); and

Whereas, such courses are often offered only once a year within departments and divisions that consistently meet or exceed their WSCH goals;

Therefore, the Academic Senate at Grossmont College strongly recommends that second and third semester courses in a majors' sequence be maintained and encouraged at Grossmont College in order to meet our obligation and mission as a transfer institution, to allow our students to transfer to four-year with a full majors' sequence completed. We believe this commitment is very consistent with the statement concerning exceptions to the Board's minimum class size policy (Board Policy #123, 2/5/85, second paragraph - a copy is attached).

We also recommend that a joint Senate/administration committee review the criteria used to determine whether certain courses/sections offered should have protected status, i.e. be allowed to be offered even though enrollment falls below a certain minimum. These criteria have most recently been reiterated in a memo from VPAA Jack Daniels to the Instructional Deans & Directors, 7/28/95 (a copy is attached).

*"protected status" means exceptions to the Board's minimum class size policy.

GROSSMONT COMMUNITY COLLEGE DISTRICT

TITLE	NUMBER
Minimum Class Size	123
	PAGE
	1 of 1
AUTHORITY	ADOPTION DATE
Title 5 Regulations	9/1/81
Section 51700 <u>ET SEQ.</u>	2/5/85

It shall be the policy of the Board that the minimum class size in the Grossmont Community College District should normally be 20 students for all lecture, seminar and laboratory classes. Classes offered on a 199 basis, coordinated instruction system classes, and classes by arrangement are excepted from the policy.


Exceptions to this policy may be made by the instructional deans with the concurrence of the appropriate administrative supervisor, based upon any of the following: courses required for graduation, courses required in a major or in career subject areas, courses offered irregularly on enrollment and need, limited classroom or laboratory facilities, campus size and geographical location, experimental or pilot programs, and statutory and state regulations mandating class size.

GROSSMONT COLLEGE

Vice President - Academic Affairs

Date: July 28, 1995

To: Instructional Deans & Directors
Dean of Counseling, Student Development & Matriculation

From: 
Jack E. Daniels

Subject: Fall 1995 Low Enrollment Class Cancellation Policy

For Fall 1995, we will adhere to a minimum class size of 15 students. In multi-section offerings, the minimum class size will be 20. (Multi-section offerings refer to those offerings specific to day and evening--two or more sections offered on the same day or evening--not those courses offered as one section in the day and one section in the evening.) I understand that some special circumstances may apply to individual classes and I would like you to discuss those exceptions with me. I would also encourage you to consult with your Department Chairs and Program Coordinators in making the determination of whether a class will be retained in the schedule. Please review your schedules daily and cancel those classes where there is little or no likelihood for the minimum size to be achieved. This must be done in a timely manner so as not to lose students. It is important for us to generate as much WSCH as possible.

Please pay particular attention to enrollments in evening classes. If they must be cancelled, I would like to see every effort made to insure that students are encouraged to register for a different section or class in order to retain as many students as possible. Also, please consolidate multi-section offerings to increase efficiency wherever possible and appropriate.

The following list enumerates those classes which are understood to be in a "protected" status:

1. Courses required for graduation and/or offered only once a year
2. Courses required in a major or certificate and/or offered only once a year or less
3. Advanced courses offered infrequently
4. Courses limited by classroom size or laboratory stations
5. Courses with limited class size due to mandated statutory and state regulations
6. Funded courses (ROP, JTPA, and State Department of Rehab or required as part of a funded project)
7. Work Experience classes (pay is calculated on a per-student enrollment basis)
8. Classes required for a full-time tenured faculty to make 1.0 LED
9. Courses with class maximums of 15 or below must be at 80% efficiency

Your help in adhering to this policy will be greatly appreciated.

JED:jhs

Richard Sanchez

Peter White

**DISTRICTWIDE EXECUTIVE COUNCIL
MEETING MINUTES**

Monday, October 9, 1995
District Office Conference Room

Present: S. Amador, M. Amov, J. Atherton, J. Austin, S. Baker, S. Beasley, L. DeJesus, S. DeWolf, J. Hyde, D. Quittner, R. Roscoe, R. Sanchez, Secretary M. Watkins

Absent: C. McMahan

Others Present: Rick Hasbrouck (representing ASCC)

Grossmont College Forum Regarding Simpson Verdict

Dana Quittner presented a videotaped segment of a news broadcast featuring a Grossmont College forum called after an altercation broke out between students following the O.J. Simpson verdict.

Review of the October 17, 1995, Governing Board Docket

The October 17, 1995, Board docket was reviewed.

Item 201 (Release of Full- and Part-Time Employee Home Addresses) - Chancellor Atherton reviewed this item, which resulted from a Board member's request for release of home addresses of District employees. It was the consensus of DEC members that home addresses should be released only in accordance with District procedures and Government Code 6254.3. Copies of Government Code 6254.3 will be provided to DEC members.

Change in Board Meeting Time - Atherton reported an item will be submitted to change the time of Board meetings for the remainder of the calendar year to 6:30 p.m.

Cuyamaca ASG Representative - Rick Hasbrouck, representing the Cuyamaca College Associated Student Government, reported the ASG is in the process of appointing committee members, and the official ASG representative to DEC will be announced in the near future.

Procedures

Vice Chancellor Austin reviewed the process for electronic access to the District procedures, which was recently sent via e-mail to All-Users. Instructions will also be placed in the *Courier* and College staff bulletins.

Distribution of DEC Agendas and Meeting Notes

In response to concern expressed regarding communicating actions of the districtwide shared governance groups to constituencies, it was agreed that, as a pilot, DEC agendas and meeting notes will be forwarded to employees with access to electronic mail. It was noted that, while many faculty members do not yet have access, this will soon be accomplished via the Internet. DEC representatives will notify their respective constituents that they should communicate issues or concerns to DEC via their representative.

ASSIGNMENTS

McMahan

Austin
Quittner

DEC members

CCLC Annual Convention

Atherton reminded DEC members to register by November 1 if they plan to attend the November 16-18 CCLC meeting in Burlingame.

Grossmont College Enhanced Bus Stop

President Sanchez reported completion of the enhanced bus stop is expected by the end of October. The ribbon-cutting ceremony will take place in November.

Residency of Student Board Members

Atherton reported recent legislation, which was drawn up by the San Diego Community College District, has been passed which permits student Governing Board members to live outside the District. Lisa DeJesus, ASGC representative to DEC, was urged to run for election again in May 1996. DeJesus was elected Student Trustee in May 1995, but was deemed ineligible to serve on the Board, as she resides outside the District, even though her home is only one mile from Grossmont College.

ASGC Mission and Values

DeJesus will present a draft of the ASGC mission and values to DEC for review prior to finalizing.

Cuyamaca ASG Update

Rick Hasbrouck, interim ASG representative, reported the student organization has purchased a new computer and now has access to e-mail.

The meeting adjourned at 2:27 p.m.

The next DEC meeting is scheduled for Monday, October 30, 1:15 p.m., in the District Office Conference Room.