

*Academic Senate
Grossmont College*

**Monday, October 15, 2001, 11:10 a.m. – 12:20 p.m.
Room 325A**

I. PRESIDENT'S REPORT

- A. Approval of Agenda
- B. Approval of minutes, meeting of October 1, 2001
- C. Part Time Senate Election – Nomination Committee needed
- D. Adhoc committee needed to establish procedures to approve screening and interview committees

II. ACTION ITEMS

- A. "Pulled" Board Policies
- B. Faculty Hiring Procedures

III. INFORMATION ITEMS

- A. Planning Retreat Information
Presented by Beth Smith

IV. COMMITTEE REPORTS

- A. Faculty Development Committee Report
Presented by Barbara Chernofsky & Judy Walery
- B. Curriculum Committee Report
Presented by Cary Willard
- C. Budget & Planning Council Report
Presented by Jerry Buckley

Whereas Title 5 §53200 states the responsibility of the Academic Senate to participate in the planning for “policy development and implementation matters for processes for institutional planning and budget development,”

Whereas the faculty of Grossmont College are committed to realizing the role of faculty in shared governance,

Whereas prudent planning promotes the effective distribution and utilization of resources to fulfill the college mission,

Whereas each faculty member in every department has a role and responsibility to participate in the planning process,

Whereas the results of department planning processes guide faculty leaders in responsible representation,

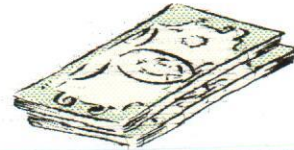
Be it resolved that the faculty of Grossmont College commits to a collegial conversation among faculty to define individual department goals, accomplishments and needs to inform institutional planning processes,

Be it resolved that due to the significant role faculty are designated to play in the planning process, the Academic Senate will commit an appropriate amount of time for this endeavor each spring during Professional Development Week.

**AB 1725 STAFF DEVELOPMENT FUNDS
2001-2002**

Revenue to GCCCD		\$ 79,293
Distributed to the following:		
	District	3,884
	Cuyamaca	23,389
	Grossmont	52,020
Revenue to Grossmont		52,020
Plus carryforward		11,895
Total		63,915
Less AB1725 Oversight Committee budget		6,000
Net		57,915
Distributed to the following:		
	Administration: 5%	2,896
	Classified: 30%	17,375
	Faculty: 65%	37,645
Revenue to Faculty		37,645
Plus unrestricted funds		15,000
Total		52,645
Distributed to the following:		
	FSDC Budget	10,000
	Departments	42,645
Revenue to Departments		42,645
Less 2000-01 expenditures		3,000
Net to Departments distributed per FTEF		39,645

**AB 1725 STAFF DEVELOPMENT FUNDS
FALL 2001-SPRING 2002**



DEPARTMENT	CHAIR/COORDINATOR	FTEF	ALLOCATION
Administration of Justice	P.J. Ortmeier	8.91	857
American Sign Language	Jennifer Carmean	2.33	224
Art/Anthropology	Ron Tatro	19.15	1842
Behavioral Sciences	Maria Pak	13.63	1311
Biological Sciences	Dave Wertlieb	14.43	1388
Business Administration	Judith Walery	8.68	835
Business Office Technology	Sandra Sikes	9.87	949
Cardiovascular Technology	Rick Kirby	6.88	662
Chemistry/Science	Cary Willard	10.42	1002
Child Development/Family Studies	Barbara Chernofsky	8.54	821
Communication	Roxanne Tuscany	13.03	1253
Computer Science Information Systems	Janet Gelb	17.80	1712
Counseling	Mary Rider	20.82	2003
Cross-Cultural Studies	Tom Gamboa	3.20	308
Culinary Arts	Joe Orate	3.60	346
Dance	Kathy Meyer	3.93	378
Disabled Student Services	Jane Nolan	5.49	528
Earth Sciences	Mike Matherly	7.30	702
English	Gary Phillips	42.98	4134
EOPS	Sylvia Montejano	5.04	485
ESL	Virginia Berger	11.61	1117
Exercise Science & Wellness	Jim Symington	22.45	2159
Foreign Languages	Yolanda Guerrero	27.16	2613
Health Sciences	Elizabeth Hamel	1.00	96
History	Jerry Baydo	12.40	1193
Humanities/Philosophy/Religion	Zoe Close	10.00	962
Library	Curtis Stevens	6.00	577
Marketing/Management/Internat'l Business	Gene Britt	2.86	275
Mathematics	Peg Hovde	35.78	3442
Media Communications	Evan Wirig	7.44	716
Music	Steve Baker	10.63	1023
Nursing	Jane West	13.01	1251
Occupational Therapy Assistant	Marcelle Karlin	1.27	122
Orthopedic Technology	Rick Kirby	0.77	74
Physics/Astronomy/Physical Sciences	Dennis Collins	5.60	539
Political Economy	Will Cummings	8.00	770
Respiratory Therapy	Lorenda Seibold-Phalan	4.37	420
Theatre Arts	Henry Jordan	5.77	555
TOTALS		412.15	39645

GROSSMONT COLLEGE
CURRICULUM COMMITTEE
MEMBERSHIP

Fall 2001

MEMBERS APPOINTED BY THE ACADEMIC SENATE

Academic Senate Representative	Cary Willard	x7427
Business and Professional Studies	Janet Gelb TBA	x7708
Communication and Fine Arts	Beth Mallette-Anderson David Mullen	x7235 x7759
Counseling, Student Development & Matriculation	Mary Rider	x7231
Humanities, Social and Behavioral Sciences	Sue Gonda Virginia Berger	x7875 x7563
Learning Resources	Michelle Blackman	x7382
Mathematics, Natural Sciences and ES	Debbie Wulff TBA	x7403
Special Services	Jane Nolan	x7114
Member at Large	Jim Papageorge	x7438
Administrators	Dean Colli Jim Fenningham Shannon O'Dunn	x7103 x7627 x7144
Articulation Officer	Beverly Wight	x7221
Evaluator	Pat Fleming	x7167
Instructional Operations Supervisor	Marsha Raybourn	x7153
ASGC Student Representative	Charle Owens	
Administrative Co-Chair	Dean Colli	x7103
Faculty Co-Chair	Cary Willard	x7427

GROSSMONT COLLEGE
DEPARTMENTS SUBMITTING
CURRICULUM PROPOSALS

2002-2003

Administration of Justice
Art
Biology
Business
Business Office Technology
Cardiovascular Technology
Child Development
Computer Science Information Systems
Cross-Cultural Studies
Culinary Arts
Dance
Education
English as a Second Language
Exercise Science
Geography
Geology
Foreign Languages
Mathematics
Media Communications
Music
Nursing
Oceanography
Occupational Therapy Assistant
Personal Development - Counseling
Political Science
Psychology
Sociology
Theatre Arts

New Degrees

Art
Cross-Cultural Studies

Martha
More copies of
current 2570.
Look

updates
for when
they were
adopted.
Academic Senate
Grossmont College

September 13, 2001

To: All Senators
From: Cathy Harvey
Re: Board Policies

In February 1999, the GCCCD Governing Board authorized a complete review of the Governing Board Policy Manual. Early in the review process, the Community College League of California (CCLC) instituted a policy and procedure service, to which the District subscribed. As part of that service, CCLC provided the District with a complete set of recommended policies, which are legally required, are required for accreditation, are legally advised, and are suggested as good practice. They consist of the following:

- Chapter 1: The District
- Chapter 2: Governing Board
- Chapter 3: General Institution
- Chapter 4: Academic Affairs
- Chapter 5: Student Services
- Chapter 6: Business and Fiscal Affairs
- Chapter 7: Human Resources

College and District personnel spent several months comparing existing Board policies relative to their areas of responsibility with CCLC recommended policies. Their recommendations for Chapters 1, 2, 3, 6, and 7 were then presented to the Chancellor. (Chapters 4 and 5 are still in the review process by the appropriate academic and student services groups, including the Academic Senates.)

During the course of the summer, representatives from all constituent groups, including both Senate Presidents, met several times to review and provide input into Chapters 1, 2, 3, 6, and 7 of the recommended policies.

Agreement was reached on the policies, but, at the request of the Senate Presidents, the Chancellor agreed to withhold seven policies from presentation to the Board until October 16, in order to provide the Academic Senates with an opportunity to review them prior to Board approval. Those policies are presented herewith in the attached packet color coded for easy identification.

Table of Contents (Pink)

On the pink sheets are listed the contents of five of the seven chapters of the new Board Policy Manual, which was approved by the Board on August 21, 2001. The policies are now available on the Public (M) drive and may be accessed as follows:

From Microsoft Word:

- Click on **File Open**
- Click on the down arrow at the **Look in** box
- Double click on "**Aps on 'G4' (M:)**"
- Double click on "**Public**"
- Double click on "**Policy**"
- Double click on "**New Board Policies**"

Pulled Board Policies (Green)

As stated in the opening of this memo, five of the seven chapters of the policies were accepted by the Board with the exception of these seven "Pulled Policies." Because they affect faculty directly, Paul Carmona and I requested that both senates review these before they go to the Board for final approval.

Governing Board Memo and Revised Board Policies (Yellow)

These are the existing policies corresponding to the "Pulled Policies" that have been rolled into the new Board Policy Manual. They do not reflect the format prescribed by the CCLC. If the senates do not approve of the "Pulled Policies" (Green), then these will remain in effect.

Chapter 1

The District

Policies:

BP 1100	The Grossmont-Cuyamaca Community College District
BP 1200	District Mission
BP 1300	Educational Philosophy

Chapter 6

Business and Fiscal Affairs

Policies:

BP 6100	Delegation of Authority
BP 6150	Designation of Authorized Signatures
BP 6200	Budget Preparation
BP 6250	Budget Management
BP 6300	Fiscal Management
BP 6305	District Trust Funds
BP 6310	Student Body Fund
BP 6320	Investments
BP 6330	Purchasing
BP 6331	Purchasing Jointly Through Other Public Agencies
BP 6335	Technology Replacement
BP 6340	Contracts
BP 6400	Audits
BP 6500	Real Property Management
BP 6520	Security for District Property
BP 6525	Responsibility for Personal Property
BP 6540	Insurance
BP 6550	Disposal of Property
BP 6600	Capital Construction
BP 6620	Naming of Facilities
BP 6700	Civic Center and Other Facilities Use
BP 6750	Parking
BP 6800	Safety
BP 6900	Bookstores

Chapter 7

Human Resources

Policies:

BP 7100	Commitment to Diversity
BP 7110	Delegation
BP 7120	Recruitment and Selection
BP 7130	Compensation
BP 7140	Collective Bargaining
BP 7210	Academic Employees
BP 7215	Academic Freedom
BP 7216	Controversial Issues
BP 7220	Classified Employees
BP 7240	Confidential Employees
BP 7250	Educational Administrators
BP 7260	Classified Supervisors and Managers
BP 7310	Nepotism
BP 7320	Fingerprinting
BP 7330	Communicable Disease
BP 7333	Bloodborne Pathogen Exposure Control
BP 7335	Health Examinations
BP 7340	Leaves
BP 7350	Resignations
BP 7360	Discipline and Dismissals, Academic Employees
BP 7365	Discipline and Dismissals, Classified Employees
BP 7370	Political Activity
BP 7385	Voluntary Salary Reductions
BP 7400	Travel
BP 7600	Public Safety Department

BP 2410

Policy and Administrative Procedures

Reference: *Education Code Section 70902*
Board Policy 2510, 2515, 2520

Adoption Date:

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote.

Administrative procedures are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative procedures shall be developed in a manner consistent with Board Policies 2510—Participation in Local Decision Making—Academic Senates; 2515—Participation in Local Decision Making—Staff; and 2520—Participation in Local Decision Making—Students, and shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor.

The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the Chancellor.

The intent of our previously adopted policy ^{P. 012} has been woven into the CCLC template for the policy re. Policy + Administrative Procedures,

Note the shared governance reference in the 4th paragraph

Originally approved 2/5/85

Draft, 9/20/01

**BP 2510 Participation in Local Decision Making—
Academic Senates**

Reference: **Education Code Section 70902(b)(7);
Title 5, Section 53200, et seq., (Academic Senate)**

Adoption Date: August 21, 2001

The Governing Board or its designee(s) shall consult collegially with representatives of the Academic Senates of Grossmont and Cuyamaca Colleges to reach mutual agreement in the development of policies and procedures on academic or professional matters, as defined by law:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters as are mutually agreed upon between the Governing Board and the Academic Senates.

In the development of policies or procedures, after consultation with the administration of the colleges/district, the Academic Senates may present their views and recommendations to the Governing Board.

In instances where agreement is not reached, existing policy shall remain in effect unless continuing such policy exposes the District to legal liability or causes substantial fiscal hardship.

In cases where there is no existing policy, or in cases where exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the Governing Board may act, after a good faith effort to reach agreement, for compelling legal, fiscal, or organizational reasons.

Exactly the same lang. used for our previously adopted board policy relating to shared governance w/ 2 exceptions

Originally approved 12/4/90

BP 7120

Recruitment and Selection

Reference: *Education Code 70802(d)*
Education Code 87100, et seq.
Education Code 87359, 87360
Board Policies 2410, 2510, 2515

Adoption Date:

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria. An affirmative action plan shall be implemented according to Title 5 and Board Policy 3420.

Academic employees shall possess the minimum qualifications prescribed for their positions by the California Community Colleges' Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and procedures regarding the Academic Senate's role in local decision making.

The criteria and procedures for hiring classified employees shall be established in accordance with Board policies and procedures affording staff an opportunity to participate in the formulation and development of District policies and procedures that have a significant effect on staff.

Different from yellow 7120.

Proposed

Current 401

Intent of policy 401 has been woven into the CCLC proposed policy. ^{Creating}

Some of the language of policy 401 - ^{Creating} Abolishing a position woven in w/ template of CCLC

BP 7210 Academic Employees

Reference: *Education Code 87400, et seq.; 87418.1; 87600, et seq.*
Education Code 87458; 87664
Title 5, Section 51025
Board Policies 2410, 2510, 7140

Adoption Date:

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS, and other job classifications established by authority of the Governing Board.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Board reserves the right to determine whether a faculty member shall be granted tenure. Procedures for reconsideration of decisions not to grant tenure are subject to Board Policy 2510 – Participation in Local Decision Making.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time. The Board delegates authority to the Chancellor to determine the extent of the District's needs for temporary faculty.

Old policy 401-

New lang. woven into it from CCLC Recommendations



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

To: Governing Board
Date: August 21, 2001
Re: Modifications to Attachment A of Item 201—Governing Board Policy Manual

At the request of Cuyamaca Academic Senate President Carmona on behalf of the Cuyamaca Academic Senate Officers, in order to provide an opportunity for the Academic Senates to review policies relative to academic and professional matters in accordance with the mutual agreement process, I have agreed to modify Attachment A of Item 201 (Governing Board Policy Manual) as follows:

- Policy 2410—Policy and Administrative Procedures
Proposed policy wording has been replaced with wording from existing Policy 012—Policies and Acts.
- Policy 2510—Participation in Local Decision Making—Academic Senates
Proposed policy wording has been replaced by wording from the existing Policy 325—Shared Governance.
- Policy 3200—Compliance with Accreditation Standards
The proposed policy has been removed. There is no existing policy.
- Policy 3710—Intellectual Property and Copyright
Proposed policy wording has been replaced by wording from the existing Policy 129—Disposition of District-Owned Educational Materials. *- Don't have this.*
- Policy 3720—Computer Use
The proposed policy has been removed. There is no existing policy wording. Administrative procedures are currently in place.
- Policy 7120—Recruitment and Selection
Proposed policy wording has been replaced with wording from existing Policy 401—Creating and Abolishing a Position.
- Policy 7210—Academic Employees
Proposed policy wording has been replaced with wording from existing Policy 401—Creating and Abolishing a Position.

The proposed policies will be presented to the Governing Board for consideration and approval on October 16, following review and recommendation by the Academic Senates.

Omero Suarez, Ph.D.
Chancellor

OS:mw
Attachments

Office of the Chancellor

REVISED 8/21/01

BP 3710 Intellectual Property and Copyright

Reference: *Education Code Sections 72207, 81459*
 Board Policies, 2410, 2510, 7140

Adoption Date:

It shall be the policy of the Board to adhere to the following policy on disposition of educational materials owned by the Grossmont- Cuyamaca Community College District:

Pursuant to Section 81459 of the Education Code, the Grossmont Cuyamaca Community College District, upon approval by the Governing Board of the District, and for educational use, public purpose, and in furtherance of Article IX, Section 1 of the Constitution, may sell, give, or exchange for similar published materials, published materials prepared by District employees in connection with the curricular and special services that the District is authorized to perform. The Governing Board of the Grossmont-Cuyamaca Community College District may also license the use of copyrights held by the District for educational use and for the same purposes as listed above.

Any charge assessed a nonpublic agency for the purchase of such materials produced by District employees in connection with the curricular and special services which the District is authorized to perform shall be based on the fair market value as determined by the Governing Board of the Grossmont-Cuyamaca Community College District and shall not be subject to competitive bidding, provided, however, that any public agency or private organization whose principal purpose is the development, support, or the providing of other benefits to the Grossmont-Cuyamaca Community College District as determined by the Governing Board may be provided such materials free of charge or given the right to use such materials or be licensed to use the copyrights held by the District without charge. Any charge assessed a public agency or a private organization whose principal purpose is the development, support, or the providing of other benefits to the District as determined by the Governing Board for the license to use the copyright or for materials produced, to which the District holds the copyright, shall not exceed the cost to the District of the preparation and reproduction of the materials and shall not be subject to competitive bidding.

REVISED 8/21/01

BP 7120

Recruitment and Selection

Reference: *Education Code 70802(d)*
 Education Code 87100, et seq.
 Education Code 87359, 87360
 Board Policies 2410, 2510, 2515

Adoption Date:

It shall be the policy of the Board in accordance with statute, to create new positions, specify the number of persons within each job category, set the initial salary for a new position, abolish any existing position in whole or in part, and reduce the number of permanent employees for lack of work or lack of funds in accordance with procedures established in the Education Code.

REVISED 8/21/01

BP 7210

Academic Employees

Reference: *Education Code 87400, et seq.; 87418.1; 87600, et seq.*
Education Code 87458; 87664
Title 5, Section 51025
Board Policies 2410, 2510, 7140

Adoption Date:

It shall be the policy of the Board in accordance with statute, to create new positions, specify the number of persons within each job category, set the initial salary for a new position, abolish any existing position in whole or in part, and reduce the number of permanent employees for lack of work or lack of funds in accordance with procedures established in the Education Code.