

*Academic Senate
Grossmont College*

**Monday, March 18, 2002, 11:05 a.m. – 12:20 p.m.
Room 342**

I. PRESIDENT'S REPORT

- A. Approval of Agenda
- B. Approval of minutes, meeting of March 4, 2002
- C. Governance Structure Document
- D. Students of Note
- E. New E-mail Procedure – Attachment #1
- F. Changes to PE9 – Attachment #2

II. ACTION ITEMS

No action items at this meeting

III. INFORMATION ITEMS

- A. PE9 Procedural Addition – Attachment #3
- B. Catalog Review Senate Resolution – Attachment #4
Presented by Cary Willard and Sheridan DeWolf

IV. COMMITTEE REPORTS

- A. Academic Rank Committee – Attachment #5
Presented by Gary Phillips

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE	DATE: 2-25-02 REVISED:
DISTRICT E-MAIL	DRAFT

OVERVIEW

This procedure describes a process and guidelines for broadcast of all-user and large-group announcements.

FORMS USED:

None.

CODES, REGULATIONS, AND DISTRICT POLICIES RELATED TO THIS PROCEDURE:

IS3

PRIMARY STAKEHOLDERS/COMMENTS

The District's electronic-mail system is provided and maintained for the District's official business. The Internet and Outlook messaging services are provided for official communications related to the business of the District.

Under the District's computer resource use policies and guidelines (IS3, adopted 9/29/95), personal messaging is restricted to a "bulletin board available to make announcements of upcoming events, items for sale, etc." This bulletin board was provided under the District's WordPerfect Office messaging system, which was superceded by Microsoft Outlook, which does not contain a bulletin board feature.

Many staff view the Internet and the availability of e-mail messaging as an extension of their personal communication resources. The occasional use of the Internet for these purposes is as unavoidable as using a District telephone to make or receive an occasional personal call.

The capability of the Outlook system provides a mass broadcast e-mail feature that allows the District to send an e-mail to each employee with official news, announcements regarding campus access and transportation, etc. Due to the intrusive nature of such messages, the ability to send an "all employees" message is restricted to a limited number of employees with security access to the feature.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE	DATE: 2-25-02 REVISED:
DISTRICT E-MAIL	DRAFT

In order to balance the District's need to restrict broadcast e-mails for the transmission of official, business related announcements and news to the relevant audience, the following procedures are established.

The District's e-mail system is provided and maintained for the District's official business. The Internet and Outlook messaging services are provided for official communications related to the business of the District.

<u>STEP</u>	<u>TASK PERFORMED BY</u>	<u>DESCRIPTION</u>
1	Initiator	<p><u>General Announcements</u></p> <p>Employees seeking publication of announcements through electronic means should request this by providing a copy of the notice to an individual with District e-mail broadcast privileges. Typically, this person may be in the President's Office, Chancellor's Office, Human Resources or the Benefits Office.</p> <p>(1) Where appropriate, the message may be edited and posted to all employees at Grossmont College, Cuyamaca College, the District Office, or District wide via electronic mail.</p> <p>(2) A guide for the distribution of e-mail messages is provided as a reference for employees seeking to post messages:</p> <p style="padding-left: 40px;">Campus Newsletters Campus/parking lot construction etc. </p> <p>(3) Personal announcements or general information will not be posted to all, such as:</p> <p style="padding-left: 40px;">Menus for cafeterias PE activities and scores Campus activity announcements Personals and items for sale</p> <p>Personal announcement may be posted on the staff web bulletin board.</p>

<p align="center">GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE</p>	<p>DATE: 2-25-02 REVISED:</p>
<p>DISTRICT E-MAIL DRAFT</p>	

Death announcements

- 1 Initiator Message regarding death announcements should be directed to Human Resources.

Death of employee
Death of employee relative
- 2 Human Resources Consult with initiator regarding alternatives best suited for distribution of information.

Employee/former employee will be broadcast via all-user e-mail.

Human Resources will assist on distribution of Information on relatives of employees via bulletin and special group e-mail.
3. Initiator Follow-up on posting per discussion with Human Resources.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE	DATE: 2/21/02 REVISED:
HIRING REGULAR FACULTY	PE9

Identify those knowledges, skills, abilities, and experiences (ranking factors), which may set the more qualified candidate apart from a lesser-qualified candidate.

4 Vice President
I - B3*

Appoint Administrator

Identify and forward name of the appropriate administrator or designee to serve on the Search and Interview (S&I) Committee to College President.

5 Department Chair/Program
Coordinator or in the absence of a
Department Chair/ Program
Coordinator First Level Supervisor
I - B2, 4 & 5*
I - B6

Establish Search and Interview Committee

Using Search & Interview Committee e-mail template, recommend faculty members for the S&I Committee to the President of the Academic Senate and send copy of e-mail recommendation to the Affirmative Action Officer and Director, Employment Services. Faculty members of the S&I Committee will consist of:

- Department Chairperson/Coordinator or designee
- 2 or 3 regular/contract faculty members (faculty members of the Committee will be primarily from appropriate discipline with representation from other disciplines)

53024(f)*

The Committee should be selected with consideration for ethnic and gender representation. At least one member of the Committee must have had affirmative action training developed by the District Affirmative Action Committee.

If appropriate or desired, identify additional committee members. The Committee may also include non-faculty representatives (classified staff, other administration), adjunct (part-time) faculty, faculty from another institution (sister college, transferring university, local high school or other articulating institution), community members

*Hiring Procedures for GCCCD Full-Time Certificated Staff (Non-Management) approved by Governing Board on 4/2/91 and Academic Senates on 2/91

*California Code of Regulations - Title 5, Education

*Equal Employment Opportunity Commission Uniform Guidelines on Employee Selection Procedures, Federal Register 8/25/78, part IV, p 250-276

(especially advisory members in vocational areas) and/or student representatives. If invoked, this appointment must be approved by the President (see step 7).

Department Chair/Program Coordinator or in the absence of a Department Chair/Program Coordinator First Level Supervisor serves as Chair or names a designee to serve as **S&I** Chair. If the S&I Committee Chair is First Level Supervisor and, in the event a designee is to be named, the appointment shall be made in consultation with the Academic Senate. All committee members are expected to participate in the paper screening process and all interviews.

- 6 Academic Senate President
I - B1 & D2*

In accordance with respective Academic Senate procedures, notify the College President and Affirmative Action Officer of the Academic Senate approval of faculty committee members using Search and Interview Committee e-mail template.

- 7 College President

Notify Academic Senate and the Affirmative Action Officer of Administrator to serve and approve formation of the S&I Committee or advise Academic Senate President of concerns relative to the desired job related characteristics of the S&I Committee that are not addressed within the membership of the Committee.

- 8 Academic Senate President

Advise and consult with the College President and Affirmative Action Officer regarding desired job related characteristics of the S&I Committee that are not addressed within the membership of the Committee, if any. Upon concurrence of the three parties, and in accordance with respective Academic Senate procedures, finalize the formation of the S&I Committee.

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**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
OPERATING PROCEDURE**

DATE: 2/21/02
REVISED:

HIRING REGULAR FACULTY

PE9

- 9 Affirmative Action Officer Notify Director, Employment Services **and S&I Committee Chair Person** of the final composition of the S&I Committee.
- 10 Director, Employment Services
I - D1 & 2* **Route Academic Contract Personnel Request for Approval**
Obtain approval for the position from the Governing Board (if new position), Controller, and Vice Chancellor Human Resources and Administrative Services/District Affirmative Action Officer.
- 11 Director, Employment Services
I - B4* **Issue Hiring Procedures Manual to Appropriate Administrator and Committee Members**
Provide the PE9 GCCCD Operating Procedure and Hiring Procedure Manual to the appropriate Administrator for use as a guide in the hiring process.
- 12 Director, Employment Services
I - B4 & IV - 1*
53003(c)(3) & (4)* **Provide Orientation to Committee**
Provide overview of the tasks to be performed including training opportunities as determined by the District's Hiring Policies, Staff Diversity Plan, and Hiring Procedure Manual. Include a description of the selection process and the District's Affirmative Action Policy. Document the training date and attendees. At the conclusion of training, the committee members will be asked to sign the Search/Screen/Interview Committee Orientation Form.
- 13 Director, Employment Services,
S&I Committee
II - B1 & 2*
53021(a)* **Develop Recruitment Plan**
Design and document a formal plan for recruitment using the Recruitment Plan which describes the activities that will be carried out to recruit for the vacant position. Develop a timeline for the hiring process.

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*California Code of Regulations - Title 5. Education

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Faculty appointments to a Search and Interview Committee when the direct report is an administrator

If the direct report for a full time faculty position will be an administrator and there is the absence of a department chair, the senate officers assume the responsibility to identify a department that has job duties and responsibilities that closely parallel those duties and responsibilities within the official full time faculty job description. The senate officers will consult with identified department chairperson or coordinator to determine if that department is willing to assume the responsibility of appointing faculty members to the Search and Interview Committee. Assuming the department chairperson/coordinator is in agreement that said department job duties and responsibilities closely parallel those within his/her department, then that department chairperson/coordinator assumes the responsibility to appoint faculty members to the Search and Interview Committee.

**Grossmont College Catalog Review Process Resolution
Draft 031402**

Whereas the ability of students to transfer, to meet career objectives and to be certified for general education is jeopardized when course outlines are not current, and

Whereas more and more universities and colleges will not articulate a course with an outline over five years old, and

Whereas course outlines from Grossmont College are shared with other institutions for consideration for possible course articulation, and

Whereas Title 5 requires the revision of course outlines every five years, and

Whereas the official course outline serves as a guide for adjunct and other faculty in determining what is critical to a course, and

Whereas the college catalog should reflect courses that are current and that are being offered in the curriculum, and

Whereas it is the professional responsibility of faculty to ensure the academic integrity of coursework at Grossmont College,

Let it be resolved that the Grossmont College Academic Senate supports the catalog review process and delegates the Title III Catalog Review Task Force with creating procedures to meet Title 5 mandates.

Let it further be resolved that the Academic Senate recognizes that the chairs and coordinators, Program Review Committee, Curriculum Committee, and instructional administration will all play critical roles in implementing this process.

HONORING EMERITUS PROFESSORS

- I. Retired Full Professors must be nominated by 3 faculty or staff members in order to obtain Emeritus status.
- II. Committee Chair reviews the application and personally carries it to Dean and Personnel for verification and signatures.
- III. Academic Rank Committee members then review the application and Emeritus worksheet and sign approval.
- IV. Chair notifies Academic Senate President and College President about the approval to move application forward.
- V. Academic Senate President will notify the Committee Chair when the Senate approves the nomination.
- VI. Committee Chair sends forward the approved application to the College President.
- VII. College President notifies Risk Management that an Emeritus Plaque is needed, arranges for the Emeritus Professor to be presented to the Governing Board, and publishes announcement in Campus Scene or other publications.