

*Academic Senate
Grossmont College*

**Monday, December 1, 2003, 11:10 a.m. – 12:20 p.m.
Room 325A**

I. CALL TO ORDER

- A. Approval of Agenda
- B. Approval of minutes from Nov. 17, 2003 meeting.

II. PRESIDENT'S REPORT

- A. Special Recognition
- B. B. Faculty hires for 2004-05

II. COMMITTEE REPORTS

III. ACTION ITEMS

- A. Committee memberships
- B. Academic Rank
- C. Proposed Change to GC Graduation Requirement (Attachment #1)
- D. Curriculum Technical Review Process and Participants (Attachment #2)

IV. INFORMATION ITEMS

- A. Role of the Past President (Attachment #3)
- B. Part Time Faculty Issues (Attachment #4)

Proposal for options for Military Service Personnel to fulfill the "Fitness/Wellness Requirement" for graduation with an Associate's Degree:

Military Service Personnel may meet the requirement in one of the following ways:

1. Take any **TWO** ES or Dance courses designated as meeting the GE requirement (this is the current requirement for all students.) The list of classes from which to choose is located in the college catalog.

OR

2. Take **ONE** fitness course, chosen from the following:

- ES 001 – Adapted Weight Training
- ES 003 – Adapted Aerobic Fitness
- ES 005 – Aerobic Fitness and Weight Training
- ES 006 – Total Body Fitness
- ES 007 – Aerobic Walking for Fitness and Wellness
- ES 008 – Senior Fitness for Wellness
- ES 009 – Aerobic Dance Exercise
- ES 023 –Weight Training
- ES 040 – Water Aerobics
- ES 044 – Lap Swimming

OR

3. Take Health Education 120, Contemporary Health and Lifestyles.

OR

4. Provide written proof of having completed a formal "health promotions" type program while in the military, such as "Semper Fit" or other formalized programs that teach about health principles and monitor exercise participation. (Basic Training does not meet this criterion.)

Please note: This proposal is for Military Service Personnel only and does not apply to their dependents or to the general student population.

Grossmont-Cuyamaca Community College District
Grossmont College

**Curriculum Committee Technical Review Process and
The Role of the Associate Dean, Instructional Services**

Purpose of this Description is to review the tasks of the Curriculum Committee's Technical Review Subcommittee. This is also to clarify for the Curriculum Committee, Academic Senate, Faculty, Staff, and Administration the scope of duties of the Associate Dean, Instructional Services to assist curriculum technical review.

The Technical Review Subcommittee is composed of the Curriculum Committee Co-Chairs and the Instructional Operations Supervisor. The purpose of the Subcommittee is to provide assistance to faculty submitting curriculum proposals. The Subcommittee provides a weekly review of proposals, offers suggestions for clarification, and divides up responsibility for contacting faculty and deans to discuss the suggestions. Proposers are then free to incorporate or reject the suggestions prior to Curriculum Committee review and consideration for action.

Duties and Scope of the Associate Dean to Assist the Curriculum Process: The duties and responsibilities for the Associate Dean listed in that job description include, among many others, that the Associate Dean "...work with faculty and appropriate administrators, as well as community representatives, as needed, in development of curriculum proposals for submission to the Curriculum Committee and State Chancellor's Office."

Therefore, The purpose of utilizing the Associate Dean to assist the Technical Review process is to provide support by dividing the tasks of communication with faculty and deans. Responsibility for providing feedback on numerous proposals is currently divided between the three subcommittee members; the addition of the Associate dean in contacting proposers with the technical review feedback would relieve the subcommittee from excessive burden of a voluminous number of proposals for immediate review. Adding the services of the Associate Dean to the Technical Review Subcommittee--as a resource to the Subcommittee and to faculty and deans initiating proposals—is for faster feedback and a more productive turn-around time for completion and duplication of proposals prior to Curriculum Committee review.

The Associate Dean will not be replacing the duties or responsibilities of the Instructional Operations Supervisor or the faculty and administrative Co-Chairs. The Associate Dean is not a Curriculum Committee member nor a formal Technical Review Subcommittee member, but a resource provider for the Technical Review Subcommittee so that it may handle its work of contact with faculty and deans more expeditiously.

The Curriculum Committee proposes that this arrangement with the Associate Dean have a one-year trial period, to be reviewed in September, 2004.

Actual part of constitution outlines who the officers are

Attachment #3

BY-LAWS (Constitution of the Grossmont Academic Senate)

Section 1. Duties of the officers

1. The President. It shall be the duty of the President:
 - a) to preside at all meetings of the Senate.
 - b) to insure that regular meetings of the Senate are held, and that the membership and faculty are adequately informed as to the time and place of each meeting.
 - c) to call special meetings when necessary or when required by other provisions of this Constitution, and to insure that the membership and faculty are adequately informed as to the time and place of each meeting.
 - d) to appoint special committees when necessary or when so directed by the membership.
 - e) to serve or to appoint a designee to serve as an ex-officio member of all committees for which Senate representation is required.
 - f) to be responsible for all correspondence to and from the Senate.
 - g) to serve as the official representative of the Senate when so authorized.
 - h) to arrange for representation of the Senate at scheduled meetings of such professional organizations as directed by the membership.
 - i) to prepare and distribute at the appropriate time, meeting agenda and proposed amendments.
 - j) to supervise clerical staff assigned to the Senate, who will assist the President as follows:
 - i) keeping complete records of the proceedings of the Senate meetings,
 - ii) distributing minutes of these to each faculty member who requests them,
 - iii) bringing to each meeting a complete record of the proceedings of the current year, a copy of the Constitution, and the latest copy of *Robert's Rules of Order*.
 - k) to appoint a Parliamentarian,
 - l) to perform such additional duties not in conflict with any provisions of this Constitution as the membership shall direct,
 - m) to maintain and operate an Academic Senate office, including all records, files, data bases, and appropriate physical assets.
2. The Vice-President. It shall be the duty of the Vice-President:
 - a) to assist the President and assume the duties in the absence of the President,
 - b) to perform such additional duties not in conflict with any provisions of this Constitution as the membership shall direct.
3. The President Elect/Immediate Past President. It shall be the duty of the President Elect/Immediate Past President:
 - a) to attend budget, planning and other committees as agreed upon in discussion with the Academic Senate President,
 - b) to recommend appointments to any committee formed by the Senate and to assist in staffing institutional committees as directed by the Senate,
 - c) to serve as liaison between the Senate committees and the Senate,
 - d) to provide communication with the faculty concerning work of the committees.
4. The Senate Officers Committee, consisting of the four officers and the President elect or Immediate Past President, will be responsible for:
 - a) preparing and distributing the agenda;
 - b) acting on behalf of the Senate in emergencies when the Senate cannot be convened;
 - c) monitoring the budget of the Senate
 - d) maintaining an accurate list of Senate members.

Section 2. Election of Officers

1. Officers shall be elected by secret ballot vote of the faculty, as defined in Article III, on the last day of the spring semester.
2. Officers will be elected by a simple majority of the votes cast. If for any office no one receives a majority, a run-off election between the two candidates receiving the most votes will be held the following week.

3. Nominations for Senate officers shall be made from a list prepared by the Nominations and Elections Committee. Any member of the faculty is eligible for nomination before the election.
4. At the Senate meeting when the Nominations/Elections Committee presents its list of recommended candidates, nominations for officers may be received from the members of the Senate and the faculty at large. This meeting of the Senate is to be held at a reasonable time before the election.
5. The Nominations/Elections Committee shall make all other necessary rules for carrying out the election of officers.

Section 3. Designation of Senators other than officers

1. Senate representatives shall consist of:
 - a) The chair or coordinator of each department.
 - b) In addition to the chair/coordinator, each department with more than four but less than ten Full Time Equivalent Faculty (FTEF) may be represented by one senator selected by the department faculty.
 - c) For each additional ten FTEF, or fraction thereof, a department may select one additional senator.
2. It shall be the responsibility of the faculty within each department to ensure the timely designation of their representative and to determine the method of selection.
3. Selection of part-time representatives shall follow the same procedures as those specified for election of officers in Section 2 of the Bylaws, except that they shall be nominated by and elected by a vote of the part-time faculty only.

Section 4. Vacancies

1. President. In case of the continued disability or resignation of the President, the Vice-President shall fill the unexpired term of the President until a special election can be held.
2. Other Officers. In case of the resignation or disability of any elected officer other than the President, the Senate shall designate one of its members to fill the remainder of the unexpired term by a simple majority vote.
3. Department representatives. In case of the resignation or disability or continual non-attendance of any Senate member other than an officer, the department, which the Senator represents will conduct a special election to fill the vacancy, in accordance with the provisions of By-Laws Section 3, part 2.

Section 5. Quorum

A simple majority of Senators including Senator designees recognized by the Chair at the openings of meetings shall constitute a quorum. Senator positions not filled by departments will not be included in quorum determination.

Section 6. Assessments

1. Dues. There shall be no Academic Senate dues.
2. Special Assessments. The Senate may solicit contributions from the faculty when it deems such action advisable.

Section 7. Parliamentary Procedure

All meetings of the senate shall be conducted according to parliamentary law as set forth in the latest edition of *Robert's Rules of Order*.

Section 8. Recall and Referendum

1. If a referendum petition protesting an action by the Academic Senate, signed by ten percent of the faculty, is presented to the Senate President, the President shall suspend such action until a referendum election is held. Prior to such election, the faculty shall be notified in writing of a special meeting to discuss alternate views on the issue. The election, by secret ballot, administered by the Nominations/Elections Committee, shall then be held, in no case more than thirty days following submission of the petition. A simple majority shall determine the outcome.
2. If a recall petition asking for the recall of any officer, signed by ten percent of the general faculty, is presented to the Nominations/Elections Committee, this committee shall notify, in writing, all faculty of a

special meeting to present alternate views on the matter. The election, by secret ballot, administered by the Nominations/Elections Committee, shall then be held, in no case more than thirty days following submission of the petition. A simple majority shall determine the outcome. Any position vacated by recall shall be filled by a special election, by secret ballot, with nominations and election supervised by the Nominations/Elections Committee. This election shall be held within two weeks of the successful recall.

Section 9. Committees

The Senate shall have the following standing committees:

1. The Curriculum Committee
2. The General Education Committee
3. Program Review Committee
4. Professional Development Committee
5. Instructional Computing Committee
6. The Nominations and Elections Committee, consisting of at least three Senators, shall direct the nomination and election of Senate officers, and supervise special elections as needed. Further, this committee shall accept recall petitions and process them in accordance with the provisions of this Constitution (By-Laws, Section 8, Part 2).
7. The Professional Relations Committee, consisting of a chairperson selected by the Academic Senate, and at least five additional persons selected by the Senate Officers Committee to be assigned as needed, shall serve to mediate personal difficulties of a professional nature not covered by contract grievance procedures.

Section 10. BY-LAWS

By-Laws to this Constitution may be adopted or amended by a simple majority of the senators present and voting (quorum is defined in Section 5), provided that the proposal has been introduced at a previous meeting, and provided that the general faculty has been notified in writing of the text of the amendment at least a week prior to the Senate meeting at which the vote on the amendment will be taken.

Adopted 5/80. Revised, 10/89, 9/96, 9/01

Part-time Faculty Issues Committee
(Committee of the Academic Senate)

CHARGE: This committee will ensure that issues affecting Part-time faculty and their contribution to the academic mission of Grossmont College are brought to the attention of the Academic Senate, the tenure-track faculty and the administration for resolution.

MEETING SCHEDULE:

Monthly meetings to be scheduled by the committee members accomodating their various schedules.

CO-CHAIRS: The two part-time faculty Academic Senate Reps.
(Presently Joan Ahrens and David Milroy)

COMPOSITION:

The committee shall be composed of one part-time Faculty representative and an alternate from each of the following areas:

Business and Professional Studies

Communication and Fine Arts

Counseling, Student Development and Matriculation

Humanities, Social and Behavioral Sciences

Learning Resources

Mathematics, Natural Sciences

and Exercise Science/Wellness