

Academic Senate Grossmont College

Monday, April 16, 2007

11:00am – 12:20pm in Room 524

CALL TO ORDER

Approval of Agenda
Approval of Minutes from March 19, 2007

PRESIDENT'S REPORT

Report from Board Workshop on Collegial Consultation
Election
Last Senate Meeting
Senate Appointments to Hiring Committees

COMMITTEE REPORTS

Curriculum Committee (packet going to the board,
changing internal date for curriculum, GE vs.
Curriculum Committee tasks) – Attachment #1

ACTION ITEMS

None

INFORMATION ITEMS

Update to Senate By-Laws – Attachment #2
Recommendations for Adding Public Comment –
Attachment #3
Senate Election Rules for Future Elections – Attachment
#4

Faculty Earning Academic Rank
Associate Professor

Joel Castellaw
Antonio Crespo, Ph.D.
Anthony P. Ding
Mark A. Goodman
Ruth Fatima Konopka
Tina L. Perez
Qais Sako, Ph. D.
Jennifer Vanden Eynden

Professor

Linda Mitchell
Thomas Oertel
Thomas Olmstead, Ph.D
William Snead
Richard D. Vessel, Ph.D.

District Institutional Planning & Research Comm. –
Attachment #5

Academic Senate Grossmont College

Minutes of the Meeting – March 19, 2007

PRESENT: Beth Smith (President); Bonnie Schmiede (Vice President); Jennifer Carmean (Senate Officer at Large); Victoria Howitt (Senate Officer at Large); P.J.Ortmeier (Administration of Justice); Jennifer Carmean (ASL); Marion DeKoning for Suda House, Paul Turounet (Art); Gregg Robinson (Behavioral Sciences); Virginia Dudley, Michelle Perchez (Biological Sciences); (Business Administration); Linda Snider, Mark Pressnall (Business Office Technology); Rick Kirby, Don Ridgway (Cardiovascular Technology); Tom Olmstead, Jeff Lehman (Chemistry); Mary Courtney, Amy Obegi (Child Development); (Communication); (Computer Science); Mary Rider, Debbie Lim (Counseling); (Culinary Arts); Jane Nolan, Scott Barr (Disabled Student Services); (Dance); Chris Hill, Judd Curran (Earth Sciences); Joan Ahrens, Tony Ding, Adelle Schmitt (English); Barbara Loveless (ESL); Pearl Lopez (EOPS); Laura Burger (Exercise Science and Wellness); (Foreign Language); Sue Gonda, Devon Atchison (History); Priscilla Rogers (International Business); Julie Middlemas for Pat Morrison (Library); Peg Hovde, Corey Manchester, Shirley Pereira, Jeff Waller (Math); (Media Communications); (Music); Tom Oertel (Nursing); (Occupational Therapy); David Milroy (PartTime Representatives); Zoe Close (Philosophy, Humanities & Religious Studies); Ross Cohen (Physics, Astronomy, & Physical Sciences); Brian Jennings (Political Economy); Lorenda Seibold-Phalan (Respiratory Therapy); Craig Everett (Theatre Arts).

ABSENT: (President); (Vice President); (Senate Officer at Large); (Senate Officer at Large);, Lance Parr, Tina Young (Administration of Justice); (ASL); Jim Wilsterman, (Art); Israel Cardona, Teresa Jacob (Behavioral Sciences); Michael Golden (Biological Sciences); Judith Zander, Evan Enowitz, Nate Scharff (Business Administration); (Business Office Technology); (Cardiovascular Technology); (Chemistry); (Child Development); Joel Castellaw, Sheri Guseman (Communication); Diane Mayne-Stafford, Janet Gelb (Computer Science); Tom Gamboa, James Foran (Cross Cultural Studies); James Canady (Counseling); Joe Orate, James Foran (Culinary Arts); David Mullen (Dance); (Disabled Student Services); (Earth Sciences); Gary Phillips, Julie Cardenas, Micah Jendian (English); Pat Bennett, Nancy Herzfeld-Pipkin (ESL); Sylvia Montejano (EOPS); Jim Symington, Karen Caires, Larry Larsen (Exercise Science and Wellness); Paul Vincent (Foreign Language); (History); (International Business); (LRC); Jenny Vanden Eynden, (Math); Evan Wirig, William Snead (Media Communications); Steve Baker, Fred Benedetti, Derek Cannon (Music); (Nursing); Christine Vicino (Occupational Therapy); Raul Sandelin (PartTime Representatives); Bill Hoaglin (Philosophy, Humanities & Religious Studies); (Physics, Astronomy, & Physical Sciences); Robert Gordon (Political Economy); (Respiratory Therapy); Beth Duggan (Theatre Arts).

GUESTS: Alan Renga – Adjunct Faculty, History

RECORDER: Tasa Campos

I. CALL TO ORDER

A. Approval of Agenda

A motion was made to approve the day's agenda.

M/S/U Schmiede/Mayne-Stafford

Approval of Minutes from March 5, 2007

A motion was made to approve the March 5, 2007 meeting minutes.

Scott Barr brought forward the issue of the Brown Act and emails. It was agreed this would be an item for discussion at a later date.

M/S/U Olmstead/Kirby

II. PRESIDENT'S REPORT

Board Workshop on Governance

Beth reported on the upcoming Board Workshop on Governance. The venue had change to the La Mesa Community Center. The workshop is schedule for Tuesday, March 27, 2007, 2:00 – 5:00 p.m. Beth encouraged Chairs, Senate Officers and any faculty serving on Academic Senate Committees to attend. The workshop will be very generic and as close to technical assistance there may be. Dean Colli had shared there would be some substitute time available for those faculty attending. Beth will send out an email tomorrow with the information and directions.

System Exploration of Common Assessment Instruments

Beth shared that the state is looking at developing common assessment instrument system to be used statewide at all community colleges. This new system would include

portable assessment results. The group discussed possible outcomes of the change. Beth will have more information to report after attending the Plenary Session in April.

Other

Scott Barr introduced Pearl Lopez at a new EOPS representative. Pearl will be a Senator for the EOPS Department along with Sylvia Montejano.

III. COMMITTEE REPORTS

Instructional Computing Committee

Diane Mayne-Stafford reported on the following information:

- College email accounts forwarding to personal email accounts. About 1/3 of part time faculty would like this to happen. IS does not have the means to do this for all faculty requesting the option and is suggesting they do it themselves. Faculty will be given a step-by-step instruction on how to do this.
- A new problem some faculty are experiencing is some of the email sent to them from their students are being held up by the district spam blocker. Please send any examples of this occurring to Diane.
- Evaluations of online courses. The students are not completing the evaluations. The United Faculty will be working with online instructors to review ways in encourage and/or make it easier for students to complete the evaluations.

Please direct any questions regarding this information to Diane.

Distinguished Faculty

Bonnie Schmiede shared the Distinguished Faculty nominations are now open. The information has gone to the deans. She reviewed the following dates:

Nominations to the divisions by April 20.

Nominations to the group by May 4.

Decision made on June 1.

The nominations need to come from the faculty member's own division but supporting information and materials can come from other areas.

IV. ACTION ITEMS

Faculty to Serve on Committees

The group reviewed the following list of faculty to serve on committees:

Michelle Tucker – Petitions Committee

Victoria Howitt – College Wide Professional Development Committee

Craig Milgrim – CSEA Task Force on Future Bookstore

Janice Johnson – CSEA Task Force on Future Bookstore

Sheridan DeWolf – Hiring Committee for Vice Chancellor Business

John Mercurio – College Recognition Committee

Barbara Loveless, Jane Nolan, Michael Grant, Brian Keliher, Mary Rider,

David Milroy – Task Force on Faculty Rights (United Faculty appointees –

Zoe Close & Marion DeKoning)

A motion was made to approve the list.

M/S/U Kirby/Burger

The motion passed.

V. INFORMATION ITEMS

Child Development Presentation

Mary Courtney gave a Power Point presentation on California Community Colleges Curriculum Alignment Project 2006-2007 for Child Development. Mary distributed a hand out containing the following definition:

"Working with at steering committee of 32 faculty members from two and four-year public colleges located all over the state, we are aligning a 24-unit lower division core of courses representing best and promising teaching practices in response to the needs of California's young children and their families. The recommendation resulting from this effort will be a lower division *Program of Study* offered in all California Community Colleges early childhood teacher education programs and packaged to transfer to California State Universities, increasing the much needed number of B.A. Degrees in the state as well as the reliable competence of teachers in the thousands of classrooms each day working with hundreds of thousands of young children."

Mary also reviewed the accomplishments to date. The group thanked Mary for her presentation.

Update to Senate By-Laws – Attachment #1

Beth stated since the Academic Senate Constitution had been modified last fall the Academic Senate By-Laws now needed to be amended to coincide with the constitution. The group reviewed, by overhead, the suggested changes to be made to the by-laws. The attachment had been distributed with the day's agenda. Beth requested the group take the information back to their department's and share the information. The Senate will vote on the suggested changes at the April 30 Academic Senate meeting.

Recommendation for Adding Public Comment – Attachment #2

The group reviewed the agenda attachment #2 containing recommendations for adding public comment to the Academic Senate agendas. The group discussed the following:

Purpose

Where to place public comment item on the agenda. At the beginning or end of meetings.

Possible Formats

Beth suggested the information be taken back to the departments and reviewed with other faculty. Please send her any additional ideas and/or thoughts.

Board Policy 5016 – Attachment #3

Beth and the group reviewed attachment #3 of the agenda, Board Policy 5016 – Probation, Disqualification, and Readmission. Beth reported there has been some confusion regarding this board policy and the number of units indicated in the policy. The policy had been changed but the information in the catalogs has not. The Senate was not aware of the policy being altered in 2003.

VI. OTHER

Meeting adjourned at 12:20p.m.

***The next meeting will be on April 16th, 2007 in Room 524.**

BS:tmc

Committee Report Item – Attachment #1

April 16, 2007

The Life of a Curriculum Proposal – A Brief Account

Each proposal submitted to Instructional Operations is reviewed to see if the proper forms are used and all the required materials are present. Once complete, the proposal goes through technical review by 2-3 reviewers (Instructional Operations Supervisor, Vice President of Academic Affairs, and Curriculum Faculty Co-Chair). At a minimum that review includes basic editing, but also includes a review of feasibility, need, and compliance with Title 5. Issues or concerns revealed by technical review may sometimes require meetings with the appropriate faculty members and deans. Following technical review, the proposals, along with the reviewer's suggestions are returned to the faculty originator for consideration and revision. In addition, alignment between Grossmont and Cuyamaca requires letters of intent or alignment forms to be sent, signed, and returned between the two colleges. Once the revised proposals and signed curriculum forms are returned to Instructional Operations, the proposals can be prepared for consideration by the Curriculum Committee. The Curriculum Committee must complete its consideration of all proposals by the end of March in order to prepare the Board packet.

The Request

A few years ago, the deadline for faculty to submit completed proposals was June 30. As the colleges began to align, that deadline was switched to the fall semester, with the faculty deadline to their deans now mid-September. We are proposing a return to an internal Grossmont College deadline for faculty to submit curriculum proposals that is closer to the end of the spring semester. We are suggesting the earlier deadline for the following reasons:

The earlier deadline will allow for Instructional Operations to organize the proposals, prepare the proposals for technical review, and ready the appropriate forms for transmission to Cuyamaca. One of the reasons for moving the deadline to Sept. 30 was the attempt to keep the curriculum processes at both colleges more in line. This includes the exchange of letters of intent and alignment forms. The return to an earlier internal deadline will not affect the movement of paperwork between Cuyamaca and Grossmont during the fall semester, but it will allow us more time to process the proposals prior to the arrival of the fall semester. This will also allow the faculty originator more time to make corrections or respond to recommendations from technical review.

When the deadline was initially moved to Sept. 30, the technical review process was not in place. That process, while valuable, is time-consuming. When combined with the time spent trying to get completed curriculum packets together and the volume of proposals, it is difficult at best to get everything through the entire process in a timely fashion.

The volume of proposals at Grossmont is much larger, requiring weekly meetings. By comparison, Cuyamaca meets every other week.

Instructional Operations is the center for many other projects during the fall and spring semesters, including the preparation of class schedules, the college catalog, and numerous other reports that are requested throughout the year. Spreading the time available to sort through curriculum proposal submissions throughout the summer months would be extremely helpful.

Information Item – Attachment #2

April 16, 2007

1. The President. It shall be the duty of the President:
 1. to preside at all meetings of the Senate.
 2. 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.
 3. 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.
 4. to appoint special committees when necessary or when so directed by the membership.
 5. to serve or to appoint a designee to serve as an ex-officio member of all committees for which Senate representation is required.
 6. to be responsible for all correspondence to and from the Senate.
 7. to serve as the official representative of the Senate when so authorized.
 8. to arrange for representation of the Senate at scheduled meetings of such professional organizations as directed by the membership.
 9. to prepare and distribute at the appropriate time, meeting agenda and proposed amendments.
 10. to supervise clerical staff assigned to the Senate, who will assist the President as follows:
 1. keeping complete records of the proceedings of the Senate meetings,
 2. distributing minutes of these to each faculty member who requests them,
 3. 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.
 11. to appoint a Parliamentarian,
 12. to perform such additional duties not in conflict with any provisions of this Constitution as the membership shall direct,
 13. 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:
 1. to assist the President and assume the duties in the absence of the President,
 2. to perform such additional duties not in conflict with any provisions of this Constitution as the membership shall direct.
 3. [to facilitate the selection of the Distinguished Faculty.](#)
- ~~3. The President Elect/Immediate Past President. It shall be the duty of the President Elect/Immediate Past President:~~
 - ~~1. to attend budget, planning and other committees as agreed upon in discussion with the Academic Senate President,~~
 - ~~2. to recommend appointments to any committee formed by the Senate and to assist in staffing institutional committees as directed by the Senate,~~
 - ~~3. to serve as liaison between the Senate committees and the Senate,~~
 - ~~4. to provide communication with the faculty concerning work of the committees.~~
4. The Senate Officers Committee, consisting of the four [six](#) officers and the President elect or Immediate Past President, will [shall](#) be responsible for:

1. attending budget, planning and other committees as agreed upon in discussion with the Academic Senate President,
2. recommending appointments to any committee formed by the Senate and to assist in staffing institutional committees as directed by the Senate,
3. serving as liaison between the Senate committees and the Senate,
4. assisting the faculty chairs of committees/task forces with communication to the faculty concerning work of the committees/task forces.
5. preparing and distributing the agenda;
6. acting on behalf of the Senate in emergencies when the Senate cannot be convened;
7. monitoring the budget of the Senate
8. 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.~~ The president shall be elected at the end of the fall semester and the remaining officers shall be elected in 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. (Do we need a reference to the new rules being created by the Election Committee?)

Section 3. Designation of Senators other than officers

1. Senate representatives shall consist of:
 1. The chair or coordinator of each department.
 2. 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.
 3. 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 (to delete or not to delete... that is the question)
3. Academic Program Review Committee
4. Faculty Professional Development Committee
5. Instructional Computing Committee
6. Academic Rank Committee
7. Part Time Faculty Issues Committee
8. 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). (This committee is not currently a standing committee of the senate. Should it be?)
9. 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, 12/06

Information Item – Attachment #3

April 16, 2007

Senate Agenda and Public Comment

Purpose: The public must be given an opportunity to comment on items on the Agenda, as well as, any other items he/she deems important for the body.

The body may establish procedures for public comment and specify reasonable time limitations that are fair.

The general trend appears that most groups place it at the end of their agenda. What would serve us?

Where to place public comment? Consider the following:

Placing it at the beginning of the agenda:

After "Call to Order," before "Approval of Agenda" would allow the agenda to be amended should someone's comment be crucial to the Senate to discuss. A motion could be made to add the item to the agenda.

Persons wanting to speak during public comment would know what time he/she should be present at the meeting.

This would allow the Senate to take into consideration the person's comments when discussion for the item is reached on the agenda.

Placing it at the end of the agenda:

Senate business is discussed first to cover everything as best as possible.

The person's topic during public comment can be placed on the agenda for the next Senate meeting, and Senate reps will have time to digest the information.

The total time for public comment will need to be monitored carefully so the meeting can adjourn at its designated time.

Possible Format:

- 1) Consider 4 minutes per speaker as our Board allows 4 minutes per person.
- 2) Total time of 15 minutes equals 3-4 persons speaking during this time (provided they use all of their time).
- 3) If more time is needed, a motion can always be made to extend public comment.
- 4) A statement added to the agenda about contacting the Senate Secretary if one wishes to participate in public comment.
- 5) A statement added to the agenda to let the public know that, "The Senate welcomes all comments during the agenda item."

Information Item – Attachment #4
April 16, 2007

DRAFT DRAFT DRAFT
Senate Election Rules

Upon acceptance of the nomination for senate officer or representative, every candidate will receive a copy of these rules electronically and in hard copy format in the college mailbox. At the beginning of each nomination period, these rules will be posted on the senate webpage.

Each person nominated for senate officer or representative must accept the nomination in person at a senate meeting or in writing.

A timeline for the election will be established by the Election Committee and posted on the senate web page.

Once balloting begins, the candidates may no longer campaign in any form.

Candidates may distribute in hard copy format any written materials regarding their qualifications or experiences enabling them to be successful as an officer or representative prior to the time that balloting begins. Materials may not contain slanderous comments/narratives about other candidates.

Candidates may not request or require an action of any other candidate in the election. Each candidate will be invited to write a candidate statement which will be included in the ballot materials to be facilitated by the senate. Statements received after the due date/time will not be published.

Recognized groups on campus (i.e. ASGC, UF, departments, etc.) may invite the candidates to participate in forums or discussions prior to the balloting. The terms and conditions of the individual or group is not allowed.

The Election Committee has the responsibility to ensure that all candidates conform to the rules for the election. Any candidate found in violation of these rules will be eliminated from the current slate of candidates and disqualified from running for office for the current term of the office. Example: if the candidate runs for an office with a two year term, and is found in violation of these rules, then the candidate may not run for office for two years. If a candidate is found in violation of these rules in two elections, the candidate will no longer be able to run for senate officer or representative.

No ballots shall be accepted after the official close of the election.

The Election Committee has the responsibility to count the ballots, including the validation of ballots and the determination of disqualified ballots. The committee shall count twice to confirm the results.

At the close of the election, all candidates shall be contacted in person or by phone by the senate president with the results of the election before they are released to the public.

Information Item – Attachment #5

April 16, 2007

Institutional Planning AND Research Committee (Committee Reporting to the Districtwide Strategic Planning and Budget Council)

Charge

Set and periodically evaluate the annual planning and research agenda as needed.

Assist Districtwide Academic, Student, Planning and Research Services to facilitate the development of the Districtwide Strategic Plan that guides decision making and policy formation.

Act as an Institutional Review Board as needed.

Chair

Associate Vice Chancellor-Districtwide Academic, Student, Planning and Research Services

Composition

Vice President Instruction, Cuyamaca College

Vice President Student Development and Services, Cuyamaca College

Vice President Academic Affairs, Grossmont College

Vice President Student Services, Grossmont College Academic Senate President or designee, Cuyamaca College

Academic Senate President or designee, Grossmont College

Institutional Research Planner or designee

Classified Senate Representative

Student Representative, Grossmont College

Student Representative, Cuyamaca College

Other resource members as needed

Meeting Schedule

Regular monthly meetings or as needed.

Special meetings may be called by the Chair.