

Academic Senate Grossmont College

Monday, April 30, 2007

11:00am – 12:20pm in Griffin Gate

CALL TO ORDER

Approval of Agenda

Approval of Minutes from April 16, 2007

PRESIDENT'S REPORT

Election Results

Report from State Plenary Session

Last Senate Meetings

COMMITTEE REPORTS

Instructional Computing Committee – Diane
Mayne-Stafford – Attachment #1

ACTION ITEMS

Recommendation for Adding Public Comment –
Attachment #2

Update to Senate By-Laws – Attachment #3
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.

INFORMATION ITEMS

Proposal from CCC to Modify the composition of
the Curriculum & Academic Program Review
Committees – Attachment #4

Faculty Needed to Read Student Names at
Commencement

Proposals from the Curriculum Committee –
Attachment #5

Accreditation Self-Study Draft -
<http://www.grossmont.edu/accreditation/>
Candidates for Professor Emeritus

Thomas Tsung

Lorraine Martin
Rick Kirby

Academic Senate Grossmont College Minutes of the Meeting – April 16, 2007

PRESENT: Beth Smith (President); Bonnie Schmiede (Vice President); Jennifer Carmean (Senate Officer at Large); Victoria Howitt (Senate Officer at Large); P.J.Ortmeier, Tina Young (Administration of Justice); Jennifer Carmean (ASL); (Art); Gregg Robinson (Behavioral Sciences); Michelle Perchez (Biological Sciences); Judith Zander, Evan Enowitz (Business Administration); Linda Snider, Mark Pressnall (Business Office Technology); Don Ridgway (Cardiovascular Technology); Tom Olmstead, Jeff Lehman (Chemistry); Amy Obegi (Child Development); Joel Castellaw, Sheri Guseman (Communication); Janet Gelb (Computer Science); Mary Rider, Debbie Lim (Counseling); (Culinary Arts); Jane Nolan, Scott Barr (Disabled Student Services); David Mullen (Dance); Chris Hill, Judd Curran (Earth Sciences); Gary Phillips, Tony Ding, Micah Jendian, Adelle Schmitt (English); Pat Bennett, Barbara Loveless (ESL); Sylvia Montejano, Pearl Lopez (EOPS); Jim Symington (Exercise Science and Wellness); Paul Vincent (Foreign Language); Sue Gonda, Devon Atchison (History); Priscilla Rogers (International Business); Pat Morrison (Library); Peg Hovde, Corey Manchester, Shirley Pereira, Jeff Waller (Math); William Snead (Media Communications); (Music); (Nursing); (Occupational Therapy); (PartTime Representatives); Zoe Close, Bill Hoaglin (Philosophy, Humanities & Religious Studies); Ross Cohen (Physics, Astronomy, & Physical Sciences); Robert Gordon, Brian Jennings (Political Economy); (Respiratory Therapy); (Theatre Arts).

ABSENT: (President); (Vice President); (Senate Officer at Large); (Senate Officer at Large); Lance Parr, (Administration of Justice); (ASL); Jim Wilsterman, Suda House, Paul Turounet (Art); Israel Cardona, Teresa Jacob (Behavioral Sciences); Virginia Dudley, Michael Golden (Biological Sciences); Nate Scharff (Business Administration); (Business Office Technology); Rick Kirby (Cardiovascular Technology); (Chemistry); Mary Courtney (Child Development); (Communication); Diane Mayne-Stafford (Computer Science); Tom Gamboa, James Foran (Cross Cultural Studies); James Canady (Counseling); Joe Orate, James Foran (Culinary Arts); (Dance); (Disabled Student Services); (Earth Sciences); Joan Ahrens, Julie Cardenas, (English); Nancy Herzfeld-Pipkin (ESL); (EOPS); Laura Burger, Karen Caires, Larry Larsen (Exercise Science and Wellness); (Foreign Language); (History); (International Business); (LRC); Jenny Vanden Eynden (Math); Evan Wirig (Media Communications); Steve Baker, Fred Benedetti, Derek Cannon (Music); Tom Oertel (Nursing); Christine Vicino (Occupational Therapy); David Milroy, Raul Sandelin (Part Time Representatives); (Philosophy, Humanities & Religious Studies); (Physics, Astronomy, & Physical Sciences); (Political Economy); Lorenda Seibold-Phalan (Respiratory Therapy); Craig Everett, Beth Duggan (Theatre Arts).

GUESTS: Tina Pitt – Grossmont College, Interim Vice President Academic Affairs
Marsha Raybourn – Grossmont College, Supervisor, Instructional Operations
Laura Stein – Intern
June Yang – Grossmont College, Faculty

RECORDER: Tasa Campos

I. CALL TO ORDER

A. Approval of Agenda

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

M/S/U Atchison/Olmstead

Approval of Minutes from March 19, 2007

A motion was made to approve the March 19, 2007 meeting minutes.

William Snead noted he was in attendance at the meeting but was showing absent. Beth reminded everyone to please sign in to help keep attendance in order.

M/S/U Obegi/Schmiege

II. PRESIDENT'S REPORT

Tina Pitt, Grossmont College Interim Vice President, Academic Affairs introduced intern, Laura Stein who was shadowing her at this time.

Report from Board Workshop on Collegial Consultation

Beth reported on the Board Workshop on Collegial Consultation that had been held on Tuesday, March 27th. Ten faculty from Grossmont attended the workshop. She stated the meeting was useful but not technical assistance. The workshop reviewed Title 5 regulations, Education Code and the role of collegial consultation. The meeting was informative. The Chancellor suggested a possible development of a District Senate. The group discussed the workshop and the possibility of joint and district senate meetings.

Election

Beth reminded everyone the ballots for the current Academic Senate election had been distributed. Please remind both full time and part time faculty in your departments to vote. The election will close on Friday, April 20 at 12:00 p.m.

Last Senate Meeting

Beth reported three more Academic Senate meetings are schedule for the remainder semester, April 30, May 7, and May 21. The May 21 meeting is during finals week and Beth needed input on whether to cancel the meeting or move forward with the schedule. The next two meetings will run back to back. The Senate may need to schedule an additional meeting in order to vote on Accreditation and a quorum will be needed in order to vote. The group discussed other possible meeting dates. No final decision was made.

Senate Appointments to Hiring Committees

Beth reviewed the process of faculty members being appointed to hiring committees. She reviewed an overhead copy of the Title 5 regulations. All faculty appointed to committees need to be approved by the Academic Senate and not hand picked. Currently, there have been some situations to where this process is not being followed. The group discussed the proper process. Administrators' assistance is needed in order to keep the process running accordingly. A faculty member from the Math, Natural Sciences & Exercise Science division is needed to sit on the Vice President, Academic Affairs Hiring Committee. The first faculty member had to drop out. The committee will start interviewing candidates this Monday. Please contact Beth if interested.

The group discussed problems with other committees on campus, especially the task forces set up to work on the new buildings.

III. COMMITTEE REPORTS

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

Chris Hill gave a Power Point presentation of the Grossmont College Curriculum Committee. She reported the Curriculum Committee was running on full membership this year and many tasks were completed. Both Chris and Tina Pitt commended Marsha Raybourn and the Instructional Operations staff on all the

hard work and extra time they have been committing to the curriculum issues. The Curriculum Committee has completed the following:

- A total of 211 pieces.
- 78 new courses.
- 110 course modifications
- 33 deletions.
- 1 degree addition.
- 15 degree modification.
- 1 certificate of proficiency.

The committee is continuing ongoing discussions regarding the following:

- Distance Learning courses with Title 5 regulation.
- 299 courses and transferability.
- Transfer degrees and Title 5 compliance.

Chris also discussed the reorganizing of the Curriculum Committee structure and possible changes.

The group then moved to reviewed agenda Attachment #1 containing information on the proposal proposing a return to an internal Grossmont College deadline for faculty to submit curriculum proposals closer to the end of the spring semester instead of the current September date. Chris and the group discussed reasons behind the suggested change.

Chris then reported on the GE Committee issue and whether or not the committee is still needed. The Curriculum Committee has been handling most GE issues. The group discussed reasons as to why the GE Committee stopped functioning and other options and processes. It was suggested a GE Task Force be developed and implement next year to take a look at the issue.

IV. ACTION ITEMS

None.

V. INFORMATION ITEMS

Update to Senate By-Laws – Attachment #2

Beth reviewed agenda Attachment #2. The attachment contained the Senate By-Laws and the suggested changes that had been reviewed at the last senate meeting. The Senate Officers had not received any concerns or suggestions regarding the changes since the last meeting. Beth and the group read through each of the proposed changes individually. The group discussed Section 2. Election of Officers, #5, in some depth. Concern was expressed regarding the duties of the Nomination/Elections Committee listed in the wording. The group agreed to wait on the changing of the wording until the New Election Rules were reviewed. A cleaned up version of the by-laws will be distributed with the agenda for the next meeting.

Recommendation for Adding Public Comment – Attachment #3

Beth shared the Senate Officers had received no feedback on the public comment recommendations discussed at the last Senate meeting. The group discussed the benefits of having public comments at the beginning of the meeting compared to the end of the meeting. The length of time per speaker was discussed. The consensus was that a section of time be set aside for public

comment at the beginning of the meetings. A cleaned version of the recommendation will return at the next Senate meeting as an Action Item.

Senate Election Rules for Future Elections – Attachment #4

Beth briefly reviewed the Attachment #4 on Senate Election Rules for Future Elections. Please review the rules with your departments. The item will return at the next Senate meeting.

Faculty Earning Academic Rank

The following list of faculty earning Academic Rank was reviewed:

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.

This information will return as an Action Item at the next meeting.

District Institutional Planning & Research Committee – Attachment #5

The group briefly reviewed Attachment #5 reflecting information on the Institutional Planning and Research Committee. The information included the charge, chair, composition, and meeting schedule of the committee. Beth stated this is one of the first benefits from the Board Workshop on Collegial Consultation.

VI. OTHER

Meeting adjourned at 12:25p.m.

***The next meeting will be on April 30th in the Griffin Gate.**

BS:tmc

Committee Report – Attachment #1

April 30, 2007

Charge	This committee maintains currency in computer technology and academic applications of computer technology for both students and faculty at Grossmont College. Technology planning occurs at a regular monthly meeting of ICC. There is a sub-committee for Distance Learning that also meets monthly, either separately or with the main ICC committee.
Meeting Schedule	Second Monday or Tuesday, 2:00 – 3:00 p.m. (this may be adjusted semester by semester to fit faculty schedules)
Chair	Faculty Representative
Composition	<ul style="list-style-type: none">● Voting representatives. One voting representative from each academic department and/or program:<ul style="list-style-type: none">○ AOJ○ Behavioral Sciences○ Biological Sciences○ Business Administration○ Business Office Technology○ Chemistry, Science○ Child Development○ CSIS○ English○ ESL○ Exercise Science/Health Ed○ Foreign Languages○ History○ Math○ Media Communications○ Music○ Nursing○ Occupational Therapy Assistant○ Photography○ Political Economy, Economics, Political Science○ Respiratory Therapy● One voting member from Student Services:<ul style="list-style-type: none">○ A&R○ Counseling● Non-voting Representatives:<ul style="list-style-type: none">○ Classified Senate President○ Instructional Dean○ Vice President, Academic Affairs○ Instructional Media Services (2)○ Instructional and Technology Resources (3)○ Information Systems (4)● Meetings are open for all interested persons to participate
Adopted	February 8, 2002
Revised	May 27, 2005; May 18, 2006
Notes	The faculty chair representative is selected from the faculty representatives listed. Each subcommittee or task force is also chaired by a faculty member.

Support Staff

Administrative Secretary, Learning and Technology Resources

Members

- Voting Representatives. One voting member* from each academic department and/or program:

- **Administration of Justice**
PJ Ortmeier *
Rick Michelson
- **Assistive Technology Center**
Carl Fielden
- **Behavioral Sciences**
Ben Newkirk *
- **Biological Sciences**
Michael Golden
Craig Milgrim *
Jim Sumich
- **Business Administration**
Judith Zander *
- **Business Office Technology**
Linda Snider *
Irina Weisblat
- **Chemistry, Science**
Jeff Lehman *
Cary Willard
- **Child Development**
TBD *
- **CSIS**
Janet Gelb
Diane Mayne-Stafford (Chair) *
- **English**
Janice Bellinghiere *
Cathy Harvey
Gary Phillips
Sandia Tuttle
- **ESL**
Chuck Passentino *
Nancy Pipkin
- **Exercise Science/Health Ed**
Bushra Jonna *
- **Foreign Languages**
Johannes Bruestle *
Muriel Vitaglione
Omaida Westlake
- **History**
Carlos Contreras *
- **Math**
Peg Hovde *
- **Media Communications**
William Snead
Evan Wirig *
- **Music**
Steve Baker *
- **Nursing**
Patricia Bradley *
○
- **Occupational Therapy Assistant**
TBD *
- **Photography**
David Wing *
- **Political Economy, Economics, Political Science**
Joe Braunwarth
Mary McKenzie *

- **Respiratory Therapy**
TBD *
- One voting member from Student Services:
 - **A&R**
Laith Shammass
Brad Tiffany
 - **Counseling**
Jim Fenningham
Mary Rider *
- Non-voting Representatives:
 - **Classified Senate President**
Pat Murray
 - **Instructional Dean**
TBD
 - **Vice President, Academic Affairs**
Don Low
 - **LRC/Instructional Media Services**
Rhonda Bauerlein
Andrea Garzanelli
Val Eskridge
 - **Instructional and Technology Resources**
Kats Gustafson
Hsiu Chih Jennings
Andy Timm
 - **Information Systems**
Henry Eimstad
Brian Nath
Dennis Simms
Jerry Williamson

Action Item – Attachment #2
April 30, 2007

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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.

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.

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 #3

April 30, 2007

Academic Senate By-Laws

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 Senate Officers Committee, consisting of the six officers 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. 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 procedures for carrying out the election of officers.

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 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. Curriculum Committee
2. Academic Program Review Committee
3. Faculty Professional Development Committee
4. Instructional Computing Committee
5. Academic Rank Committee
6. Part Time Faculty Issues Committee
7. 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).
8. The Professional Relations Committee

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 #4
April 30, 2007

CCC Proposal to Academic Senate for Consideration

Restrict membership on Program Review (PR) and Curriculum Committees to faculty who have experience, as editors and curriculum developers, with the committees' processes.

Information Item – Attachment #5

April 30, 2007

Curriculum Committee Proposal to the Academic Senate

Move the internal Grossmont deadline for initial submittal of curriculum proposals to a date near the end of the spring semester.

Restructure the composition of the Curriculum Committee to include the position of Past Faculty Co-Chair.

Eliminate the standing GE committee. The Curriculum Committee will continue its role in evaluating proposed courses for inclusion in the Grossmont College GE package and applicability to CSUs. If other issues arise, these could be handled through a Curriculum Committee-led task force involving outside members from campus as appropriate.