Academic Senate
Grossmont College
Monday, October 20, 2008
11:00am – 12:20pm in <u>Griffin Gate</u>

I. **CALL TO ORDER**

    A. **Public Comment –** *Each speaker will be given a maximum of 4 minutes to address the senate about a non-agendized item or items, with a maximum of 15 minutes allowed for public comment. The senate may vote to extend public comment at any meeting. Please contact the senate secretary before the meeting when wishing to speak at public comment. The senate welcomes all speakers to participate in the discussion on agendized items.*

    B. **Approval of Agenda**

    C. **Approval of Minutes from October 6, 2008**

II. **PRESIDENT'S REPORT**

    A. **Announcements**   5 minutes

    B. **Nominations/Elections Committee**   10 minutes

    C. **Honors Contract presentation**   10 minutes

III. **COMMITTEE REPORTS**

    A. **SLO Coordinator – 198s, 199s, 298s, 299s**   10 minutes

IV. **ACTION ITEMS**

    A. **Resolution to Support Inclusion of Part-time Faculty**   15 minutes
       (Attachment #1)

    B. **Revision of Senate Constitution and By-Laws**   20 minutes
       (Attachment #2)

V. **INFORMATION ITEMS ***

    A. **BP/AP 7111 – College President Selection**   5 minutes
       (Attachment #3)

    B. **International Baccalaureate proposal**   5 minutes
       (Attachment #4)

*The Academic Senate may move information items to action upon a 2/3 vote.

Academic Senate
Grossmont College

Minutes of the Meeting – October 6, 2008

MEETING ATTENDANCE:

X	Chris Hill (President)	X	Janet Gelb (CSIS)	X	Antonio Crespo (Foreign Lang)
	P.J. Ortmeier (AOJ)	X	Diane Mayne-Stafford (CSIS)	X	Sue Gonda (History-Sen Officer)
	Lance Parr (AOJ)	X	Ronald Norman (CSIS)	X	Devon Atchison (History-Sen Officer)
	Tina Young (AOJ)		Donne Leigh (Counseling)		Priscilla Rogers (Inter Bus)
X	Jennifer Carmean (ASL)	X	Mary Rider (Counseling)	X	Patty Morrison (Library)
	Jamie Gould (ASL)	X	Bonnie Schmiege (Counseling)	X	Jenny VandenEynden (Math)
X	Jim Wilsterman (Art)		Tom Gamboa (Cross Cult Stud)	X	Susan Working (Math)
	Steve Garcia (Art)		Joe Orate (Culinary Arts)	X	Ray Funk (Math)
X	Jennifer Bennett (Art)		James Foran (Culinary Arts)		Corey Manchester (Math)
	Israel Cardona (Behav Sci)		Kathy Meyer (Dance)	X	Shirley Pereira (Math)
	Amy Ramos (Behav Sci)	X	Jane Nolan (DSPS)	X	Evan Wirig (Media Comm)
X	Gregg Robinson (Behav Sci)	X	Carl Fielden (DSPS)	X	William Snead (Media Comm)
X	Michael Golden (Biol Sci)	X	Gary Jacobson (Earth Sci)		Derek Cannon (Music)
	Allison Shearer (Biol Sci)	X	Jerry Mason (Earth Sci)		Paul Kurokawa (Music)
X	Michele Perchez (Biol Sci)	X	Oralee Holder (English)		Steve Baker (Music)
	Brian Keliher (Bus Admin)	X	Joan Ahrens (English)	X	Joy Zozuk (Nursing)
	Nate Scharff (Bus Admin)		Tony Ding (English)		Christine Vicino (Occ Therapy)
X	Linda Snider (BOT)		Lisa Ledri-Aguilar (English)	X	David Milroy (Part-time Rep)
	Barb Gillespie (BOT)		Micah Jendian (English)		Lee Johnson (Part-time Rep)
X	Rick Kirby (CVT)	X	Chuck Passentino (ESL)		Zoe Close (Phil/Hum/Rel Studies)
X	Don Ridgway (CVT)	X	Barbara Loveless (ESL)	X	Bill Hoaglin (Phil/Hum/Rel Studies)
X	Jeff Lehman (Chemistry-Sen Off)	X	Nancy Herzfeld-Pipkin (ESL)	X	Ross Cohen (Physics)
	Martin Larter (Chemistry)		Sylvia Montejano (EOPS)		Joe Braunworth (Polit Economy)
	Diana Vance (Chemistry)	X	Pearl Lopez (EOPS)		Scott McGann (Polit Economy)
X	Sheridan DeWolf (Child Dev)	X	Laura Burger (Exer Sci/Well-Sen Officer)	X	Lorenda Seibold-Phalan (Resp Ther)
X	Mary Courtney (Child Dev)	X	Jim Symington (Exer Sci/Well)		Barry Winn (Resp Ther)
	Joel Castellaw (Comm)	X	Randy Abshier (Exer Sci/Well)	x	Craig Everett (Theatre Arts)
X	Jill Carleton (Comm)		Dan Clauss (Exer Sci/Well)		Beth Duggan (Theatre Arts)
X	Victoria Howitt (Comm)		Larry Larsen (Exer Sci/Well)		

X = present at meeting

GUESTS:
- Janet Castanos – Dean, Humanities, Social & Behavioral Sciences
- Jerry Buckley – Dean, Math, Natural Science, Exercise Science & Wellness
- Beth Smith – Faculty (Math), South Rep, Academic Senate for California Community Colleges
- Agustin Albarran – Associate Dean, Student Affairs
- Adelle Schmitt – Faculty (English)
- Kats Gustafson – Dean, Learning Technology and Resources
- Linda Camp – Cashier's Office
- Crystal Sudano – Associated Students of Grossmont College
- John Colson – VP Student Services
- Sunita Cooke – President
- Saad Eldeguy

RECORDER: Beth Smith

I.   CALL TO ORDER (11:05 am)

A. Public Comment
None

B. Approval of Agenda

A motion was made to approve the day's agenda.
M/S/U   Wirig/Abshier

C. Approval of Minutes from September 29, 2008

A motion was made to approve the minutes from the September 29, 2008 meeting.
M/S/U   Wirig/Fielden

II.   PRESIDENT'S REPORT

D. Announcements

Chris announced that nominations for the Distance Education Coordinator position are now open until the next senate meeting on October 20.

E. Distinguished Faculty recognition

College president Sunny Cooke presented the Distinguished Faculty award for 2008-09 to Edda Temoche-Weldele from the Foreign Language Department.

F. Colleague Resolution presentation

Chris thanked Laura Burger for her work on the senate's resolution of appreciation to various service areas for the herculean efforts in implementing the Colleague record system. Laura and Chris presented framed copies of the resolution to representatives from the following campus areas: Information Systems, Admissions and Records, Instructional Operations, the instructional deans and their administrative assistants, Counseling, EOPS, Learning Technology and Resources, Disabled Students Programs and Services, the cashiers office, Associate Students of Grossmont College, Student Affairs, Business Communications and Financial Aid.

G. Selection of Student Success Faculty Co-chair

Chris reported that there were two nominees for the position for Student Success Committee faculty co-chair: Sue Jensen (English) and Rafael Gutierrez (Biology). Ballots were distributed and cast. The senate officers will confirm the validity of each ballot as being from a senator and report the results later.

III.   COMMITTEE REPORTS

None

IV.   ACTION ITEMS

C. Committee Appointments

A list of faculty members appointed to various campus committees was included in the agenda. A motion was made to approve the appointments.
M/S/U   DeWolf/Wirig

D. BP/AP 4250 – Probation, Disqualification, & Readmission

A revised copy of Board Policy and Administrative Procedure 4250 were provided with the agenda. Chris explained the primary differences between the original and revised policies. A motion was made to approve the revisions to Board Policy and Administrative Procedures 4250.
M/S/U   Burger/Schmiege

V.   INFORMATION ITEMS

C. Balloting System proposal (handout)
Chris introduced a proposal to adopt an electronic balloting system for senate elections.

A motion was made to suspend the rules to take action on a proposal to adopt an electronic balloting system.
M/S/C   Lehman/Milroy   (39 in favor, 3 opposed, 7 abstentions)

A motion was made to approve the senate's use of an electronic voting system.
M/S/U   Burger/Atchison

During the ensuing discussion the following issues were discussed: reasons for switching (Chris indicated the time involved and the amount of paper products wasted), security of the system (Jeff provided detail on the typical security processes), questions on inclusion of write-in provision (some systems allow it, typically at a higher cost and some do not), total cost to the senate of the systems (options range from approximately $300 to $2,000 with both subscription and per-election options available). Following the discussion, a motion was made to add an amendment that requires the voting system to include an option for write-in candidates.

M/S/C   DeWolf/Gonda   (26 in favor, 14 opposed, 3 abstentions)

D. Resolution to Support Inclusion of Part-time Faculty

The resolution was briefly introduced and senators were encouraged to circulate it amongst their constituents. More detailed discussion would occur when the item returns for action at the next senate meeting.

Meeting Adjourned at 12:12 pm.

CH:bs

Attachment #1

DRAFT   -   DRAFT   -   DRAFT   -   DRAFT

Resolution to Support Inclusion of Part-time Faculty

Whereas, Part-time faculty are teaching a significant number of courses at the college, bringing a wealth of knowledge and experience to students as well as colleagues;

Whereas, Part-time faculty often need greater communication and inclusion in departmental and college activities;

Whereas, Departments recognize the busy schedules of part-time faculty who have been hired to teach and serve students at Grossmont College;

Resolved, That the Grossmont College Academic Senate encourages departments to include part- time faculty in department functions, representation, and activities, such as department meetings, SLO development, Senate representation, etc., to the extent allowable by part-time schedules; and

Resolved, That the Grossmont College Academic Senate will solicit from the Part-time Issues Committee annual feedback highlighting the inclusion of part-time faculty in departmental and college activities and the contributions of part-time faculty in accomplishing department business.

Attachment #2

Constitution of the Grossmont Academic Senate

Article I. Name
The name of this body shall be the Grossmont College Academic Senate.

Article II. Goals and purposes
The goals and purposes for which this organization is formed are:

1. To represent the faculty in the formation of policy in academic and professional matters.

2. To make recommendations to the college administration and to the Governing Board.

3. To facilitate communication among the faculty, the college administration, the classified staff, the students, and the Governing Board.

4. To promote the development and maintenance of teaching excellence within the framework of academic freedom and professional responsibility and ethics.

Article III. Scope and Representation
The Academic Senate represents all non-management, certificated personnel employed at Grossmont College.

Article IV. Membership and Organization
1. The Senate shall consist of:

    a. A Senate Officers Committee consisting of the President, Vice President, three Officers-at-large, and a part-time faculty officer. All officers shall be elected at large to two-year terms. Officers shall begin their terms on the last day of the spring semester and may succeed themselves for as many terms as elected.

    b. Designated Senators as described in Section 3 of the By-Laws.

    c. Two at–large and five divisional part-time instructors, elected at large by part-time instructors to terms of two years, with each representative elected in an alternate year.

2. Units represented by Senators are departments or combinations of disciplines for purposes of Senate representation. These units shall be referred to as departments throughout this Constitution. The current alignments of unit representation will be listed as Appendix A to this Constitution. Adjustments to Appendix A will be made by the third Senate meeting of each Fall semester based on each department's current FTEF.

Article V. Meetings
1. There shall be at least one regular meeting each month of the fall and spring semesters.

2. Special meetings shall be called by the Senate President, by a majority of the Senate Officers, by a petition signed by twenty percent of the Senate members, or by a petition signed by twenty percent of the faculty.

3. All meetings will be open to the general faculty and are subject to the Rules of the Brown Act.

Article VI. Amendments

This constitution may be amended by a majority vote of the faculty, as previously defined (Article III.), provided that the faculty has been notified in writing of the text of the amendment at least one week prior to the vote, and providing that the amendment has previously been approved by two-thirds of the Academic Senate, or that twenty percent of the total faculty had signed a petition supporting the proposed amendment.

Article VII. Ratification

This Constitution when ratified by a majority of all members present and voting, assuming a quorum of the Grossmont College Academic Senate, shall supersede the previous Constitution and become binding on all present and future members of the Senate as soon as the officers and members of the Senate have been elected.

Last amended December 2006.

Academic Senate By-Laws (pertinent sections)

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:

    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 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 and the part-time officer-at-large, the Senate shall designate one of its members to fill the remainder of the unexpired term by a simple majority vote. If the vacancy for the part-time officer-at-large occurs less than one semester from a regularly scheduled election, the replacement will be selected at that scheduled time. Otherwise, a special election will be held and follow the procedures specified in Section 2 of the Bylaws, except that the vote will be among part-time faculty only. Any current part-time faculty member may be nominated as a replacement.

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.

4. Part-time representatives. If the resignation, disability, or continual non-attendance of a part-time Senate representative (other than the part-time officer-at-large) occurs less than one semester from a regularly scheduled election, the replacement will be selected at that scheduled time. Otherwise, a special election will be held and follow the procedures specified in Section 2 of the Bylaws, except that the vote will be among part-time faculty only.

Attachment #3

College President Selection

AP 7111

Accreditation Standard IV.B.1.j, IV.B.2, IV.B.3.e.

Reference:

Date Issued:

Overview

Under the direction of the Chancellor, the College President has primary responsibility for the quality of the college. Within this responsibility, the President leads, directs and supervises the college, administering programs and operations in compliance with applicable rules, regulations, policies, and legal requirements.

Process

(1)   The Chancellor shall recommend a College President selection process to the Governing Board for approval. The recommendation shall include the following:

- The Designation of a person, committee, or firm to conduct the search
- Development of a time line
- Development of a position description
- Designation of a Search and Interview Committee, to be composed of the following members from the searching college unless otherwise noted:
  - Co-chair: The Academic Senate President or designee from the searching college
  - Co-chair: A cabinet-level administrator from the searching college
  - The President (or Interim President) of the non-searching college
  - A community representative(s) selected by the Governing Board
  - A representative from the Administrators' Association
  - Two faculty representatives appointed by the Academic Senate
  - A representative from United Faculty
  - A representative from the Classified Senate
  - A representative from CSEA
  - A student representative
  - A representative from the District administration
  - An at-large representative, selected by the co-chairs

The recommendations shall be provided to the Chancellor's Cabinet and Districtwide Executive Council for review.

(2)   The Search and Interview Committee shall:

- Develop the screening and interview plan
- Screen candidates and select those to be interviewed
- Conduct preliminary interviews and recommend finalists to the Chancellor
- Designate a team of committee representatives, led by the two co-chairs, to conduct site visitations and check references
- Conduct public forums that have been previously advertised to the community for candidates that have been recommended to the Chancellor

(3)   The Chancellor and Governing Board committee shall conduct final interviews. The Academic Senate President or designee shall be present as a resource.

(4)   The Chancellor recommends candidate to the Governing Board.

(5)   Contract negotiations are completed and President begins assignment.

Attachment #4

Proposal to accept International Baccalaureate (IB) courses for General Education and Baccalaureate Credit

Grossmont College grants credit towards its Associate Degrees and fulfillment of transfer requirements for successful completion of Advanced Placement Examinations offered by the College Entrance Examination Board. Many public and private universities in the United States also award baccalaureate credit to students who successfully complete International Baccalaureate (IB) courses in high school. Like most high school districts, the GUHSD provides students with an opportunity to participate in the International Baccalaureate Diploma Programme for Universities & Colleges as well as the Advanced Placement Examination.

 The system-wide California State University and University of California award baccalaureate credit for Advanced Placement Examinations and IB Higher Level Examinations. Grossmont College students who have earned AP credit are able to clear general education requirements on the CSU Breadth or IGETC lower-division general education transfer pattern. The University Transfer Center proposes that Grossmont College Academic Senate consider also accepting successful completion of IB Higher Level Examinations to meet Associate Degree and transfer requirements.

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