

Action Item – May 17, 2010

Attachment #1

BP 4300

Instructional Field Trips and ~~Excursions~~ Other Student Travel

Title 5, Section 55220

Reference:

Adoption Date: December 18, 2001 Updated: March 18, 2008

The Chancellor, in a manner consistent with Board Policies 2410 and 2510, shall establish procedures that authorize the college administration to approve field trips and ~~excursions other student travel~~ when used as devices for teaching, ~~and learning~~, or student development integral to the instructional or student services programs of the college. The Board shall approve in advance any such trips travel that takes students outside the state of California. Approval of the appropriate administrator shall be necessary for all other trips travel.

The Board does not endorse, support or assume liability in any way for any staff member of this District who takes students on trips not approved by the Board or appropriate administrator of the college.

District funds may be used to support student expenses for approved state and out-of-state field trips or excursions. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

AP 4300

Instructional Field Trips and Other Student Travel

Title 5, Section 55220

Reference:

Date Issued:

Instructional field trips are defined to include class field trips, field courses, and team or performing arts events, as well as sessions at off-campus alternate meeting locations that are associated with scheduled courses.

Other student travel is defined to include co-curricular activities such as clubs or student groups and participation as individuals in conferences, retreats, and meetings.

Out-of-state student travel requires governing board approval.

Instructional Field Trips

- A signed and approved ~~Request to Convene Class~~ off-campus activity form should be on file with the appropriate dean prior to all pre-scheduled games or events.
- Signed field trip waiver forms are required for each participant. Following the event, original field trip waiver forms must be kept on file in the Dean's Office.
- A copy of each field trip form must remain in the possession of the trip leader until after the event.
- For all regularly scheduled class field trips, the instructor must, where legally required, provide an alternate assignment for all students unable to attend the off-campus activity. Field courses, team or performing arts events, and courses scheduled at alternative meeting locations are exempt from this requirement.
- ~~A field trip/excursion notification form must be signed by the appropriate dean.~~

Other Student Travel

- All students must complete the Student Travel Approval Form no later than four weeks prior to the intended travel, unless they have a waiver from the Vice President Student Services.
- All students must fill out a travel waiver form.
- It is expected that students will be accompanied by either a faculty or staff advisor when traveling unless a waiver has been granted by the Vice President Student Services.
- Faculty or staff accompanying students when traveling are expected to complete the travel approval process at each college ~~four weeks~~ prior to the travel. Note: If travel with students is out-of-state, then faculty or staff advisors will need to complete this process two months prior to the scheduled travel due to necessary Board approval.
- During travel, students are expected to comply with the GCCCD *Student Code of Conduct*.
- Faculty or staff advisors accompanying student groups when traveling are the responsible agents for the college and District and, accordingly, students are expected to follow all rules and directives assigned by the advisor(s).

Attachment #2

Nomination Form For the Distinguished Faculty Award

For the nominator, please consult with the nominee and other faculty members, and respond to the following three questions below. The **deadline** for completion and submission to the campus selection committee is **4:00 p.m., _____, 20__**. Attach a copy of nominee's up-to-date, complete curriculum vitae if available; it will be helpful to the Campus Selection Committee in their deliberations to select a recipient of the award.

Name of Nominee: _____

Department/Division: _____

Please provide answers to each of the following questions (there is no word limit on this section).

1. In what way/s has the nominee contributed to excellence with respect to his/her profession and discipline?

This could be articles in refereed journals or other publications; the acquisition of grants, awards, or perhaps the development of innovative and recognized programs. The emphasis here is on scholarly activity.

2. In what way/s has the nominee contributed to excellence with respect to Grossmont College and its affairs?

Here the emphasis is on involvement and action beyond the classroom or other assigned duties. Activities in this category might be chairing an important campus committee, involvement as a faculty advisor to a student group, serving as department chair or coordinator, serving in the Academic Senate, or perhaps spending time on labor issues or negotiations.

3. In what way/s has the nominee contributed to excellence in the community as a representative of Grossmont College?

The emphasis here is not so much on involvement as an individual, but as a faculty member who brings some skill to solving a problem. Examples might be off-campus speaking engagements, consulting in nominee's area of expertise, or donating time to service groups as a college representative.

First Nominator (please print)

Signature

Date

Brief supporting statement by second nominator (please keep to 250 words or less).

Second Nominator (please print)

Brief supporting statement by third nominator (please keep to 250 words or less).

Third Nominator (please print)

Verification: Nominee is a full time tenured faculty member who has received an overall rating of 3.5 or higher on two consecutive Evaluation Summaries.

Year of the evaluations: _____

Comments:

Administrator providing verification:
(Please print)

Dean/Director Signature

Date

Grossmont College Distinguished Faculty Award

I. Statement of Purpose

It is an essential part of academic life to identify, encourage and reward excellence among the faculty. With respect to this end, Grossmont College will present an Annual Distinguished Faculty Award to a superior faculty member, selected by peers and publicly acclaimed.

II. Eligibility

All full-time, tenured faculty members are eligible to receive the award. Classroom and non-classroom faculty will be eligible by the process described below.

III. Criteria

The recipient of the Annual Distinguished Faculty Award should represent the very best our profession has to offer. Each recipient, in addition to fulfilling all of the job requirements of a full-time faculty member, must also go beyond these duties. Furthermore, each recipient will also show a sustained commitment to excellence:

- (a) in teaching, or in the performance of other assigned duties;
- (b) as a faculty member who has contributed to his/her discipline;
- (c) through an active and involved role in campus affairs; and
- (d) by involvement in the community as a representative of the college.

IV. The Award

The announcement of the award shall be made at the general faculty meeting during the Fall Professional Development Week. A medallion appropriate to the occasion will be inscribed and presented at that time. The recipient of the award will also receive a stipend of \$500. A letter noting the award shall be signed by the President and forwarded to the Personnel Office for inclusion in the recipient's file. The recipient may be introduced to the Governing Board for recognition by mutual agreement of the recipient and the President.

V. Procedure and Decision Rules for Selection

Section 1 - Annually (and by a timeline determined annually by Senate Officer Committee), any faculty member may initiate nomination of any full-time tenured faculty member by submitting his/her name to the respective dean/director of the nominee. This nomination shall be made with respect to the criteria in Part III above.

Section 2 - The Dean/Director will provide the nominator with an electronic copy of the nomination packet and will review the nominee's two most recent evaluations to validate the nominee's commitment to excellence in the classroom or in the carrying out of other assigned duties. More specifically, on the nominees' Evaluation Summary, the overall rating must be 3.5 or higher on two consecutive evaluations. If the nominee's evaluation is based on the forms in use prior to 1991-92, the overall ratings must be 75% excellent.

Section 3 - Upon verification of excellence in performing assigned duties by the Dean/Director, the nominator shall submit a statement of the nominee's qualifications. This statement may include a curriculum vitae and shall include responses to the three questions below.

1. In what way/s has the nominee contributed to excellence with respect to his/her discipline? This could be articles in refereed, journals or other publications; the acquisition of grants, awards; or perhaps the development of innovative and recognized programs. The emphasis here is on scholarly activity.

2. **In what way/s has the nominee contributed to excellence with respect to Grossmont College and its affairs?** Here the emphasis is on involvement and action beyond the classroom or other assigned duties. Activities in this category might be chairing an important campus committee, involvement as a faculty advisor to a student group, serving as department chair or coordinator, serving in the Academic Senate, or perhaps spending time on labor issues or negotiations.
3. **In what way/s has the nominee contributed to excellence in the community as a representative of Grossmont College?** The emphasis here is not so much on involvement as an individual, but as a faculty member who brings some skill to solving a problem. Examples might be off-campus speaking engagements, consulting in area of expertise, or by donating time to service groups as a college representative.

Section 4 – The nominator will submit the official nomination form, with all required signatures and supporting statements to the Campus Selection Committee by the appropriate due date. If possible, curriculum vitae should also be included.

~~Section 5 – The DSC shall be convened by the division dean or appropriate administrator and shall review the qualifications of the nominees. With the Dean/Director acting as a non-voting facilitator, the chairs and coordinators comprising the DSC shall, by casting secret ballots, select one individual. The nominee receiving the largest number of votes shall be the division finalist; that name shall be forwarded to the Campus Selection Committee (see section 7) by the designated deadline, along with a completed application form and curriculum vitae, if the latter is available.~~

Section 5 - For the purpose of selection, faculty in the L.R.C., Counseling, and Special Services shall be considered as a single "division" described in section 5 above. The Vice-President of Student Services shall assume the duties of the Division Dean.

Section 6 - The Academic Senate shall annually form a Campus Selection Committee (CSC). The CSC shall include the President of the Senate (or designee), who will act as a non-voting chair, and one **faculty member** from each division, including one **faculty member** from the "division" described in Section 6 above. This slate shall be presented to the Senate as the CSC.

Section 7 - The Campus Selection Committee is to review the nominations and select the single recipient for the award. The finalist who receives the largest number of votes shall be the Distinguished Faculty. That name shall be forwarded to the **Academic Senate President**.

Section 8 - The name of the Distinguished Faculty shall not be made public but will be forwarded to the **Academic Senate President** who will notify the **college president**, awardee and the other finalists.

VI. Concerning Year-long Recognition:

- The Distinguished Faculty person from the previous year shall be present (if possible) and play a role in recognizing the current recipient during the president's address of Fall Professional Development Week.
- During the Spring Recognition, the **Academic Senate President or designee** will have an opportunity to commend the recipient.
- The recipient shall serve as an ambassador for the college ~~with released time, if funds are available.~~
- A photograph of the recipient shall be displayed in the L.R.C. and recognized in suitable media.
- The recipient's name shall be posted in the commencement printed program, and he/she shall have special seating at Commencement.

- Monetary Awards:
 - The College President will assume the responsibility of seeking the funding for the stipend.
 - The check will either be made out to the recipient of the award or to another group, charity, or department if the recipient so designates.
 - ~~If Staff Development funding is available, and if the recipient so desires, he/she will be sent to the annual NISOD conference.~~

VII. Review and Approval of Process

This process has been reviewed and approved by the President of Grossmont College and its Academic Senate.