

Academic Senate Grossmont College

MINUTES OF THE MEETING – November 19, 2001

PRESENT: Cathy Harvey(President), Mary Rider(Vice President), Beth Smith, Jerry Buckley(Senate Officers at Large); P.J. Ortmeier, (AOJ); Ron Tatro, Jeff Irwin(Art); Diane Merlos, Dave Wertlieb,(Biological Sciences); Sandy Sikes(Business Office Technology); Rick Kirby(Cardiovascular Technology); John Oakes, Cary Willard(Chemistry); Barbara Chernofsky, Sonia Gaiane, (Child Development); Roxane Tuscany, Sheri Sjoberg(Speech Communications); Diane Mayne-Stafford(CSIS); Jane Nolan, Jennifer Carmean(DSPS); Mike Matherly(Earth Sciences); Gary Phillips, Qais Sako, Chuck Passentino, (English); Virginia Berger, Nancy Herzfeld-Pipkin(ESL); Sylvia Montejano(EOPS); Jim Symington(Exercise Science); Yolanda Guerrero(Foreign Language); Jerry Baydo, Mel Amov(History); Zoe Close, William Hoaglin(Humanities); Patricia Morrison(Library); Peg Hovde(Math); Evan Wirig(Media Communications); Steve Baker(Music); Jane West, Susan Wild(Nursing); Marcelle Karlin(Occupational Therapy); Bushra Jonna(Part Time Representative); Bill Cummings(Political Economy);

ABSENT: Rick Michelson(AOJ); Les Lawrence (Art); Ben Newkirk, Leilani Holmes, Gregg Robinson, Israel Cardona(Behavioral Science); Jed Ashley(Business); Don Ridgeway(Cardiovascular Technology); Janet Gelb, Wayne Allen(CSIS); Bonnie Shcmiege, Mary Rose, Peggy Shepard (Counseling); Tom Gamboa(Cross Cultural Studies); Joe Orate(Culinary Arts); Cathy Meyer(Dance); Tim Cliffe(Earth Sciences); Marilyn Ivanovici, Julie Cardenas(English); Pat Bennett(ESL); Joyce Sake, Rick Trestrail, Colleen Suwara, Gay Cox(Exercise Science); Paul Vincent(Foreign Language); Gene Britt(International Business); Curtis Stevens(Library); Jenny Vanden Eynden, Larry Langley, Linda Langley(Math); William Snead(Media Communications); Fred Benedetti (Music); Pat Bradley(Nursing); Kriten Maria Reichardt(Part Time Representative); Dennis Collins, Patti Tsai(Physics, Astronomy & Physical Sciences); Lorenda Seibold-Phalan(Respiratory Therapy); Craig Everett, Beth Mallet-Anderson, Henry Jordan (Theatre Arts).

RECORDER: Martha Garcia

The Academic Senate minutes are recorded and published in summary form. Readers of these minutes must understand that recorded comments in these minutes do not represent the official position of the Academic Senate. The Academic Senate expresses its official positions only through votes noted under “Action.”

I. PRESIDENT’S REPORT

A. Call to order

Cathy Harvey called the meeting to order at 11:10 a.m.

B. Approval of Agenda

The agenda was approved with the following clarification:

Under action item “A,” Board Policies 2410 and 2510 were provided as information only. They were not to be considered as action items.

M/S/U Wertlieb/Mayne-Stafford

C. Approval of Minutes

The minutes of the November 5, 2001, meeting were approved as submitted.

M/S/U Wertlieb/Montejano

D. Proposed 2002-2003 Academic Calendar

Cathy Harvey informed senators that the Academic Calendar 2002-2003 attached to the senate agenda has been approved by the Calendar Committee, which is composed of representatives from Cuyamaca and Grossmont College. Mel Amov added that the calendar was developed in close alignment with the San Diego State University beginning and ending dates.

II. ACTION ITEMS

A. Governing Board Policy Manual, Chapter 4/Academic Policies

Cathy recalled discussion about the Governing Board Policy Manual, Chapter 4/Academic Policies, presented at the November 5 Academic Senate meeting citing the concern that the Cuyamaca Senate had voiced. Their senate had discussed the policies and wanted to clarify the role of the Academic Senate within the text of the policies. She guided senators through the policies and identified each of the changes that the Cuyamaca College proposed.

A motion was called to approve the Governing Board Policy Manual, Chapter 4/Academic Policies with the proposed changes.

The policies were approved with no objections.

M/S/U Wertlieb/Kirby

B. Senate Approval of Search and Interview (S&I) Committee for Full Time Faculty Hiring.

Step 6 of the PE9 (Hiring Regular Faculty Operating Procedure) outlines the responsibilities of the senate in approving faculty members to serve on the Search and Interview Committees for hiring full time faculty. At the November 5 Academic Senate meeting the senate approved the procedure to grant the Search and Interview Committee Chair the authority to act on behalf of the senate president to approve faculty members for the S&I Committees.

The Academic Senate not only has authority to approve faculty members, but is also obligated to approve the entire Search and Interview Committee. Dave Werlieb, Zoe Close, Barbara Chernofsky and Cathy Harvey developed the following proposal as a procedure to respond to concerns about an administrative appointee to a S&I Committee:

Proposal for how the Senate President responds to concerns about an administrative appointee to a Search and Interview Committee:

Step 8 of the PE9 (page 4) reads as follows:

Academic Senate President

Advise and consult with the College President and Affirmative Action Officer regarding desired job related characteristics of the S&I Committee that are not addressed within the membership of the Committee, if any. Upon concurrence of the three parties, and in accordance with respective Academic Senate procedures, finalize the formation of the S&I Committee.

Protocol for Step 8 of PE9:

The name of the administrative appointee is forwarded to the Senate President*. If the S&I Committee Chair approves the administrative appointee, the Senate President* notifies the College President and the Affirmative Action Officer. However, if the S&I Committee Chair has any concerns regarding job-related characteristics about the appointee, these concerns are forwarded by the Senate President* to the College President and to the Affirmative Action Officer.

****or designee***

The proposal was approved with no objections.

M/S/U Wertlieb/Smith

III. INFORMATION ITEMS

A. Matriculation Plan

Presented by Jim Fenningham

The Student Success Committee serves as the Matriculation Advisory Committee. It is the charge of the committee to review and update the Matriculation Plan. Jim Fenningham, as the Student Success Committee Chair, informed senators that the committee has been working on formatting the Matriculation Plan. Several changes were made to the plan to align it with Grossmont College's planning documents. Jim added that the plan has not been updated since 1994; therefore, many changes were required. He will make the plan available as soon as it is finalized.

B. Faculty Development Committee Proposal

Presented by Mike Matherly

Mike presented the following Adjunct Faculty Staff Development requirement proposal developed by the Faculty Development Committee:

PROPOSAL

The Faculty Development Committee recommends that adjunct faculty be given the opportunity to complete staff development hours by December 1st in the Fall semester and May 1st in the Spring semester (dates identified by payroll as timely). Hours not completed by these dates will result in final paychecks being docked.

Currently, adjunct faculty are required to complete their hours by the end of the first week of the semester.

The Faculty Development Proposal was discussed. It will be an action item at the December 3 Academic Senate meeting.

C. Student Center Vote

Presented by Peter White

Peter reported that the number of students participating in the Student Center vote was fewer than the number required which is 20% of the entire student population. However, of those who did vote, 76% were in favor of the project. For this reason, the college is interested in conducting another

Student Center vote, which will include an improved mechanism, better instructions, more instructors' participation along with more direct interaction with students to ensure an understanding of the project. Richard Ferrell, ASGC President, and Peter White will start a new campaign next week. Peter asked for faculty's participation in the Student Center vote Campaign Committee.

D. Planning Process

Presented by Beth Smith and Jerry Buckley

Through the leadership of Jerry Buckley and Beth Smith, the Grossmont College administrative team, Brad Phillips, and the senate officers have developed a document that will integrate the Strategic Plan into the Educational Master Plan. The purpose of the pilot project is to facilitate accurate data collection for the Educational Master Plan. Jerry presented the pilot project to the senate and guided senators on how data will be entered. He also provided a handout with the project's instructions. Beth Smith presented the timeline for the Educational Master Plan and information regarding additional training opportunities for completing it.

The meeting adjourned at 12:20 p.m.

Approved on December 3, 2001