

**MINUTES OF THE ACADEMIC SENATE**  
**Grossmont College**  
**Monday, December 2, 2013, 11-12:10 in Room 34-150**

**I. CALL TO ORDER**

- A. **Public Comment:** None.
- B. **Approval of Agenda, M/S/U Wirig/Lambe**
- C. **Approval of Minutes of November 18, 2013, M/S/U Sim/Working**

**II. PRESIDENT'S REPORT – Sue Gonda**

**A College Website Advisory Task Force is being assembled.** Sue Gonda and VP of Student Services Jeff Baker are on the Districtwide Task Force. There will be lots of opportunity to provide feedback: at two Flex week meetings, a link on the District webpage, and through various committee meetings on campus. You can also contact the representative from your division on the College Task Force. Information about the new website and college membership can be found at: <http://www.grossmont.edu/redesign/>

**E-smoking Board Policy** – there was a robust discussion about the upcoming Board Policy that will now include electronic smoking devices in the ban on smoking on District property. This change was made after faculty, staff and students complained about problems with students smoking the devices in a disruptive manner within groups on campus. You can view the Policy at: <http://www.gcccd.edu/governing-board/documents/policies/ch3/BP%203560.pdf>

**Safety Standards Task Force meeting:** This is the task force for standards to be applied to new buildings under Prop V. We discussed lighting for safety – both inside buildings and on the grounds, locks on doors, cameras in key outdoor entranceways or hallway areas, maintaining foliage so that it doesn't create "hidden" areas, and more.

**III. COMMITTEES**

None

**IV. ACTION ITEMS**

None

**V. INFORMATION ITEMS**

**A. Students' Pathways to Success – What you need to know about the momentum points and obstacles faced by students after their arrival at Grossmont. Chris Hill**

Chris gave the presentation about the state of education in the US and the current "completion agenda," as well as our mandate from the State to create a Student Success Plan. Our goal is to help students get to their goal – whether is it to complete the requirements for transfer, complete a degree or certificate, or to update their skills. We know there are "momentum points" in a student's education – points at which students complete a stepping stone toward their goal. Research shows that these are also key points of accomplishment which are indicators of overall success; examples: being assessed and placed into English and Math in the first year; completing three successive semesters; completing 30 units, etc.

Energetic discussion ensued about teaching strategies. Our recent Student Success retreat reviewed the momentum points and documented all the strategies faculty and staff are currently using to help students succeed through those momentum points. We also looked for gaps – areas where students are likely to drop out – why? What can we do to help them to continue? There will be another retreat for you to attend and provide your input. **MARK YOUR CALENDARS. If you weren't at the last retreat, you and your department missed out! Friday March 21, 8:30-11:30. The Powerpoint Chris used with information about higher ed and student success is attached.**

- B. Distinguished Faculty and other Awards Processes (Attachment A)** We made some adjustments to the wording in the documents, as attached.
  
- C. ACCJC Resolution Draft from CFT – See suggestions for changes Senate Officers (Attachment B in separate document)** Send any comments to Sue.

## **Attachment A (Information item 12-2-13)**

### **PROPOSAL TO MODIFY THE DISTINGUISHED FACULTY AWARD PROCESS TO INCLUDE AN AWARD FOR PART-TIME FACULTY**

Background: The Distinguished Faculty Award Nomination packet states, "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."

The Academic Senate's Part-Time Faculty Committee recommends an award to be given annually to a part-time faculty member who has a distinguished record of service "above and beyond."

- The criteria should be equitable and parallel to that of the full-time award, and the PTFC recommends that the same criteria be used for nominations with one addition: amend the first question to include how the nominee "contributed to the teaching or service excellence in his/her department."
- Upon review, the Senate Officers Committee agreed this is a fine addition to the form for all nominees, since there is no mention of teaching/student service excellence in the nomination questions, despite the fact that Section III(a) of the nomination Criteria is "each recipient will also show a sustained commitment to excellence: (a) in teaching, or in the performance of other assigned duties."
- **PROCESS:** Solicit nominations each Spring for both full- and part-time faculty members, and the Committee will select two recipients each year: one full-time, one part-time. Modify the Distinguished Faculty Award Committee membership as follows:
  - 5 faculty, one from each division as stated in the Nomination Packet
  - 1 at-large member
  - At least 2 members must be full-time; at least 2 members must be part-time
  - Facilitated by the Senate Vice President, who will be the tie breaker if necessary.

### **PROPOSAL FOR NOMINATING GROSSMONT FACULTY FOR OUTSTANDING SERVICE AWARDS BEYOND THE COLLEGE**

- Grossmont's current Distinguished Faculty members will become nominees for similar awards beyond the College. If, like the ASCCC Hayward Award, full-time or part-time members are only awarded every other year, then the Distinguished Faculty Committee will decide the best candidate of the two years under consideration (e.g., the current Distinguished Faculty member and the individual from the previous year).
- In the meantime, for the December 23, 2013 Hayward Award deadline: we do not have a part-time Distinguished Faculty Awardee. Since Grossmont's region this year submits a part-time faculty candidate: Put out an all-call for nominations for the Hayward award ASAP to be sent to the Senate President. To ensure an adequate pool of nominees, also to be considered are the part-time faculty who received outstanding teaching awards last Spring, 2013. Convene an ad-hoc committee consisting of the Part-Time Faculty Committee and the Senate Officers (or as many of those two groups who are available to serve) to review nominations and decide on a college nominee to send forward.

## Nomination Form For the Distinguished Faculty Awards

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 \_\_\_\_\_, **chair of campus selection committee is \_\_\_\_\_ p.m., \_\_\_\_\_**. 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. **It could also be ways in which the nominee has contributed to the teaching or service excellence of his/her department.** ~~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 or type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Second Nominator (please print or type)

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

\_\_\_\_\_  
Third Nominator (please print or type)

**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 or type)

\_\_\_\_\_  
Dean/Director Signature

\_\_\_\_\_  
Date

## **Grossmont College Distinguished Faculty Awards**

### **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 two ~~an~~ Annual Distinguished Faculty Awards to a full-time and a part-time faculty member who meet the criteria and are superior faculty member, selected by peers and publicly acclaimed.

### **II. Eligibility**

All full-time, tenured faculty members and part-time faculty who have worked a minimum of ten semesters at Grossmont College are eligible to receive the award. Classroom and non-classroom faculty will be eligible by the process described below.

### **III. Criteria**

The recipients of the Annual Distinguished Faculty Awards 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 Awards**

The announcement of the awards 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 recipients 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 recipients 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 or a part-time faculty member who has worked a minimum of ten semesters at Grossmont College 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 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 nomination form with responses to the three questions below (the nominator may also attach a curriculum vitae).

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. **It**

could also be ways in which the nominee has contributed to the teaching or service excellence of his/her department. ~~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** - 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.

**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.
- A photograph of the recipient shall be displayed in the Learning Resources Center 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.

#### **VII. Review and Approval of Process**

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