

**MINUTES OF THE ACADEMIC SENATE**  
**Grossmont College**  
**Monday, October 20, 2014 in Griffin Gate, 11:05 – 12:15**

**Attendance:** Randy Abshier, Joan Ahrens, Shina Alagia, Liz Barrow, Patrice Braswell-Burris, Jennifer Carmean, Brian Carter, Joel Castellaw, Zoe Close, Ross Cohen, Gareth Davies-Morris, Marion de Koning, Claudia Flores, George Gastil, Janet Gelb, Barb Gillespie, Sue Gonda, Tate Hurvitz, Brian Keliher, Cheryl Kerns-Campbell, Michael Lambe, Helen Liesberg, Barbara Loveless, Lisa Maloy, David Milroy, John Oakes, Michael Perez, Terry Reilly, Priscilla Rogers, John Scholte, Denise Schulmeyer, Robin Sepulveda, Linda Snider, Jade Solan, Christi Vicino, Peggy Wells, Cary Willard, Evan Wirig, Jessica Woods, Memorie Yasuda. **Guests:** Victoria Curran, Natalie Ray, Beth Smith. **Recorder:** Tyler Dranguet.

**I. Call to Order – Sue Gonda**

- A. Approval of Agenda**  
M/S/U Lambe/Wirig
- B. Approval of Minutes from October 6**  
M/S/U Gastil/de Koning

**II. President's Report – Sue Gonda**

**A. Wireless Internet Assessment**

Information Systems is conducting a district-wide assessment of wireless internet issues. The assessment will help identify where problem areas are located so they can be fixed. They are also working on improving capacity when there are many users on the wireless system at one time.

**B. All Faculty Will Receive GCCCD Emails**

All adjunct faculty members will be getting a district email address to facilitate better communication at the college and district. The new Contract states that all faculty members must have a District email address and must communicate with that email address. A process is being discussed to ensure that everyone hired automatically receives an email address. The Part-Time Faculty Committee has had previous campaigns to encourage adjunct faculty to connect their personal emails with their District emails and will continue to do so. Cloud storage for email accounts is also being discussed to alleviate the current storage issues in Outlook.

**C. Blackboard Outage & New Office Suite**

On October 14, there was an outage on Blackboard. There are efforts to create better communication when such incidents occur, and the new College website will allow for better alerts to both students and faculty.

The new Microsoft Office Suite is coming to office computers for download. Once you see that it is available on your computer, you may decide when to download the new software. Individuals who download the new software must remove the old 2010 icons from their desktops and add the new ones for 2013, because the old icons will not get you to the program. There was a request that when new software is placed on computers in the classrooms and labs, that there is broad communication ahead of time so faculty can be prepared. One problem is that, without knowing there was a change, some PowerPoints no longer functioned in the same ways.

**D. DARS Access for Students**

The Degree Audit Record System (DARS) is in the final stages of fine-tuning and will be coming to students. DARS has been available to counselors for quite some time, but was not available to students due to imperfections. Those issues are being fixed and students will be able to use the

system on their own. When available, we will arrange a demonstration of the DARS system for faculty and staff.

**E. Call for SLO Coordinator (0.80) Coming**

The SLO Coordinator job position will be opening soon. The position begins next semester and will be filled by one person at 0.80 FTE instead of a coordinator and an assistant at 0.40 FTE each. [POSTSCRIPT: However, it is still an option for two people to split the duties if necessary.]

**F. 40 Student Cap for Online Classes**

During October 13<sup>th</sup> Council of Chairs and Coordinators meeting, a discussion was held regarding the 40-student cap for online classes in the AFT Tentative Agreement. Although course caps are both a Senate and Union issue, this topic was not discussed in Senate in the T.A. After the CCC meeting, the change was made to increase the cap to 50--again without contributions from Senate. (Curriculum Committee and accreditation bodies have traditionally played a role in setting course maximums for pedagogical reasons and providing input for negotiations.) Sue Gonda will be following up on these events so that Senate will be brought into the discussion on this issue now and in the future. Let's look for a better communication process to bring Senate into conversations where both parties have jurisdiction.

**G. Leadership Transition Update**

Tim Flood will be acting as the College's interim President while a nationwide search is being conducted to find Grossmont's next President. Linda Jensen will be backfilling Tim's position as Interim Vice President beginning January 1<sup>st</sup>.

**H. Staffing Plan Update & Task Force**

The **Staffing Plan Task Force** is represented by members of every division except CTE. Any individual in CTE who has been a chair or coordinator and would like to participate with the Staffing Plan Task Force is encouraged to join. The **Staffing Study Report** is also available now on the Planning website for those interested. It has some inconsistencies in it, because there was not a direct correlation between how our departments are organized and those of the colleges with which we were compared. For example, we have other department personnel combined with our LTRC that others do not; other schools list deans and other personnel in the office of the Vice President of Student Services, which we do not. [ADDENDUM: Thanks, Linda Snider, for volunteering for the Task Force.]

**I. Tutoring Task Force**

The Tutoring Task Force is currently working District-wide to address issues with tutor pay and hiring timeline. There was a request for the Task Force's last meeting notes when available.

**J. Flu Season and Ebola Preparedness**

Due to the Ebola scare at Southwestern College last week, this year's hard-hitting flu season, and the meningitis case at SDSU, College Administrators have been working closely with Student Health Services to make sure that the College is prepared for highly contagious and widespread illnesses. **Students who present with flu-like symptoms or appear to be ill while on campus should be directed to Health Services. The point is to encourage students not to come to school and risk contaminating others. After Health Services closes for the evening, students should be sent home. To encourage students to comply and avoid spreading disease, please adjust your attendance and absence policies if necessary. Students can be asked to verify illness through a doctor's note. If you require a doctor's note for an excused absence, students sent to Campus Health Services will be provided with a "Clear to Class" note for instructors once they recover.**

It is also important to note that faculty and staff members need to model what is being asked of students: if you are sick, call in sick and stay home.

### III. Information Items

#### A. Pathways/Enrollment Strategies/Equity Convergence – Beth Smith

[See PowerPoint on the Senate Website with these minutes.] September's Enrollment Strategies workshops and their subsequent conversations throughout the campus have led to greater understanding and awareness of the College's position in regard to enrollment. The College is now engaging in a more thoughtful process of scheduling and planning. At the same time, we are also developing a Pathways Program to help students stay on course and finish their goals in the College's "Start Strong--Keep Moving--Reach the Goal" objective. As part of "Start Strong," clear program progression maps will be created for all of the College's program offerings. A blank map prototype is being generated so all programs will be mapped and ready to send to Creative Services by the end of Spring Flex Week. Creative Services will then homogenize and enhance all of the maps' styling and color coding. The maps will allow students and counselors to clearly understand the best progression through a major, and the maps will also help departments plan class scheduling. Formalized Pathways are also intended to give students a sense of belonging in a "house" or "academy" – a theme or division where the students will be with others students of the same interests. **Discussions on how to create this sense of belonging between students is ongoing. Ideas of grouping students currently includes by major or division, by general education or theme, and by values. A retreat will be held on November 21<sup>st</sup> from 10:00 to 3:00pm in Griffin Gate to discuss this topic further. Please mark your calendars and participate in creating our College Pathways Program!**

#### B. Evaluation Forms Continued: Online Evaluation – Sue Gonda

Item postponed until next meeting.

#### C. Chart of District and College Functions – Sue Gonda

The Functional Mapping Document is now available on both the Planning and Accreditation websites. The document is extremely useful and thorough in delineating the responsibilities of the College and District where the two overlap. **The last few pages of the document also contain a directory of numbers to call for each department at both the District and College levels.**

#### D. Senate President Election Update & Timeline – Jeff Lehman & Marion de Koning

Two candidates have been nominated for the Academic Presidential position: Tate Hurvitz and Cary Willard. Their statements are available on the Academic Senate website for review. An email will be sent to faculty on November 3<sup>rd</sup> with directions on how to vote. Voting closes on November 12<sup>th</sup>.

Meeting adjourned at 12:15pm.

Next Meeting: Monday, November 3, 2014 at 11:00-12:20 in Griffin Gate