

Council of Chairs & Coordinators

March 24, 2008

Meeting Notes

PRESENT: Amy Obegi, Brian Keliher, Chris Hill, Christi Vicino, Diane Mayne-Stafford, Donne Leigh, Evan Wirig, Helen Liesberg, Israel Cardona, Janet Gelb, Jennifer Carmean, Jenny VandenEynden, Jim Symington, Joe Braunwarth, Joel Castellaw, Laura Burger, Linda Snider, Lorenda Seibold-Phalan, Mary Rider, Oralee Holder, Patty Morrison, Paul Vincent, PJ Ortmeier, Priscilla Rogers, Rick Kirby, Ross Cohen, Sheridan De Wolf, Sue Gonda, Susan Working, Sylvia Montejano, Virginia Dudley.

GUEST: Roger Owens (for Tina Pitt)

RECORDER: Patricia Morrison

I. Summer Hours

Roger Owens distributed a hand-out that showed baseline summer hours funding for each department (for the chair to accomplish necessary work in the summer) and a form to apply for additional funding. Roger fielded questions which he will pass on to Tina for her consideration (such as do we need to complete timesheets?). If you were not able to attend the meeting, please call Linda Daley, x7104, for the form. Please submit the forms to your Dean for approval by April 15, 2008.

II. Employees with disabilities

Roger Owens explained that if one of your faculty members requests accommodations for a disability, the request should go to Bob Eygenhuysen in Risk Management. That is, it should be district-handled and – financed. The request form is a four- page document which includes a mandate for physician approval for the disability.

III. Work- to-Contract – Chris Hill

Questions arose as to whether specific work situations fell under “work-to-contract.” The understanding is that if we get paid, such as a chair or coordinator, we need to do the work. Referring to SLOs, the consensus seemed to be that we could request the 8 hours’ pay offered for summer, but only if work-to-contract is resolved should we actually do the SLO work and take the pay. (Note that new curriculum, such as hybrid courses, will be halted under work-to-contract.)

IV. Distance Education – Diane Mayne-Stafford

Diane explained that instructors MUST migrate to Blackboard – and work-to-contract does not fall under the migration (e.g. it is part of our primary responsibilities). WebCT will go away by spring 2009. Diane also requested everyone to please sign up for Blackboard courses ahead of time; since, if you do not make a reservation, the course may be full.

Distance Ed update: A newsletter and Blackboard discussion site are in the works for Distance Ed. Also, Diane will e-mail a survey to department chairs regarding distance education needs, suggestions, and concerns.

V. Equivalency Follow-up – Chris Hill

Chris reminded chairs that we must document the criteria that our department uses to grant equivalencies, and submit the document to the VP of AA (Tina Pitt). Chris will send us a form that has a space to note whether we talked with our Cuyamaca counterparts about the equivalencies, and the outcome of that discussion.

Additional notes:

A Textbook Team is here at Grossmont to assess the textbook situation; especially to take suggestions to help students get less expensive textbooks. A number of chairs/coordinators offered to give input to the team. Also, please contact Chris Hill if you have other input.

Devon Atchison, History, will replace Chuck Passentino as SLO Coordinator after the spring 2008 term.

The next CCC meeting is scheduled for Monday, April 14, Room 524.

Meeting adjourned at 12:20 pm.

PM