



**Thursday, May 24, 2012**  
**Griffin Gate**  
**3:00 to 5:00 p.m.**

### **MEETING SUMMARY**

**Present:** Steve Baker, Michael Barendse, Irene Bauza, Barbara Blanchard, Janet Carter, Janet Castanos, Sunny Cooke, Sheridan Dewolf, Tim Flood, Diane Glow, Sue Gonda, Oralee Holder, Kerry Kilber, Jane Nolan, Alba Orr, Cheryl-Anne Phillips (Student), Will Pines, Michael Reese, Jim Wilsterman

**Absent:** Carrie Clay, Michael Golden, Nick Montez, Patti Morrison, Shirley Pereira, Adelle Schmitt, Jim Spillers

**Guests:** Yolanda Guerrero, Craig Everett, Beth Duggan, Malia Serrano, David Mullen

**Recorder:** Patty Sparks

**Meeting Convened:** 3:00 p.m.

#### **I. May Education – Program Review Update**

As part of our college's ongoing efforts to tie planning and budgeting together, we asked participants who completed program review last fall to update this Council on their highlights, strengths, and recommendations as well as plans for future. Each participant had five minutes with a two minute question and answer session.

#### **Yolanda Guerrero – World Languages Department**

**Strengths:** Yolanda stated that the Program Review Committee commends the department on offering eight language programs and six AA degrees, that latter of which are more than any other community college in San Diego County. Grossmont College is the only California Community College that offers an Arabic degree and has the third largest Community College German language program in the United States. The department awards 378 California certificates and degrees in world languages. Grossmont College awards 14% of the all the world language degrees awarded in the State of California, yet our students comprise less than 1% of all world language students in the State. Faculty members have incorporated standardized testing to ensure consistency across sections and we collaborate with Cuyamaca College faculty including retreat work, various off-campus special projects meetings and flex week activities. 96% of students report that the communication skills learned in world languages courses are meaningful outside the classroom. Community outreach through Community Service Learning Experience (CSLE) results in businesses, medical institutions, and schools frequently request student volunteers from our students. The Program Review Committee commends the department for maintaining and supporting active world language clubs in Arabic, French, Japanese and Spanish.

The Program Review Committee recommended:

1. Attend one of the weekly counseling meetings to discuss all eight world language programs.
2. Replace all retiring full-time faculty and re-evaluate the full-time/part-time ratio in each language in order to determine the proper number of full-time faculty that should be hired when the budget improves.
3. Investigate and plan for program growth such as additional sections and degrees when the budget improves.
4. Utilize the Facilities Committee and/or Room Utilization Committee to investigate upgrades and remodeling to world language classrooms and faculty offices.
5. Continue to create professional development training opportunities for part-time faculty.
6. Create stronger articulation, partnerships, and recruitment with local high schools.
7. Contact ASGC or WACC or similar organization for grants/funding opportunities in order to bring back the "World Language Festival."
8. Continue the excellent work of the Foreign Language Articulation Project (FLAP).
9. Submit a request to increase the hours for the part-time clerical assistant – The World Languages Department oversees eight different languages and each language requires separate scheduling and curriculum.
10. Using the Course History Information Report, continue to submit curriculum modification proposals for those courses that have not been reviewed by the Curriculum Committee in more than four years or curriculum deletion forms for those courses that have not been offered for the last three years.
11. Use student learning outcome data for continued course and program improvement.

Plans for the future: Continue and expand the department.

### **Beth Duggan, Craig Everett – Theatre Arts**

Beth reported that Grossmont College was the first Community College in California to offer a Musical Theatre Degree and also developed advanced classes in make-up and costumes. We have ongoing productions on and off campus resulting in strong department relationships with off-site facilities, placement and opportunities for students to work in professional theatre productions. We have maintained our entire adjunct faculty staff when determining section cuts and full-time faculty workloads. We are creating and locating alternative sources for funding and have ideas to move the department forward with fundraising dollars. We have developed effective and widespread community outreach to local schools through tours, theatre productions, and on campus theatre-fests in addition to book donations to local school libraries connected with theatre production (usually a classic).

Recommendations:

Program Review recommends the following:

1. Maintain current classified and faculty staff levels (currently down one full-time faculty)
2. Continue on-going plans for the New Performing Arts Center
3. Explore options for landscaping and awning replacement around the theatre
4. Promote diversity by selecting and offering full-schedule productions that reflect human emotional and professional experiences
5. Update technology and computers
6. Continue to submit curriculum modification proposals for courses not reviewed by the Curriculum Committee in more than four years or curriculum deletion forms for those courses not offered in the last few years.
7. Review Student Learning Outcomes data to continue courses and program improvement

Beth stated we will continue with outstanding productions and will add benefit performances. Further Beth is hosting a house party to raise funds to support the program. She further explained Grossmont has several areas of expertise in the department such acting, musical theatre, technical courses in lighting, set, and sound design, as well stage construction and like components. Also there is an introductory large format lecture general education class. Beth herself is a costume designer and directs. We have a musical director and a faculty member that teaches movement and physicality. The department is missing a full-time faculty member to shepherd students through the acting disciplines available (this person would advise students on next steps, how to get a job in the industry, and advise on the best acting schools).

### **Malia Serrano, Visual Arts & Humanities**

Malia explained that the Humanities Program joined the former Art Department in 2009. The full-time faculty from both areas planned a retreat and developed a mission and vision statement, and branded the new department Visual Arts & Humanities Department. Our programs have been consistently productive with a 14 semester average of a WSCH to FTEF ratio of nearly 452 and productivity of 94%. The Program Review Committee complimented the department for the following accomplishments:

- Professional Development
- Academic Rigor and Planning
- Emphasis of Critical Thinking, Diversity, Real-world Applications
- Professional Preparation of Students
- Active Student Clubs and Philanthropy
- Hyde Galley Exhibitions and Outreach
- Collaboration with Local High Schools.

### Recommendations:

Program Review recommends the following:

1. Student and staff safety
2. Arts Quad and Gallery Remodel
3. Humanities in 200 quad
4. Full-time Faculty hire in Digital Arts
5. Currency in Major Offerings
6. SLO Data

### Plans for the Future:

To fully serve today's students the department's future plans include:

- Safety With specialized art, safety is a priority. Grossmont College has a diverse art program and has an art foundry, a workplace for casting metal, one of the very few in the State of California community college system. Safety trainings and collaboration with Facilities and District Health and Safety officers will continue and improve.
- Facilities Task Force The Program Review Committee recommend that the department continue to have a voice on the on-going and future improvements of the Arts Quad and Hyde Art Gallery
- Curriculum and Degrees The department will be moving forward applications for a SB1440 (The Student Transfer Achievement Reform Act) for Art History and Studio Arts in the fall.

- Relationships with Counseling The department will strengthen their relationship with Counseling
- Interdisciplinary Gallery Programs The department will continue to provide outreach programs through the Hyde Art gallery.
- Support for Student Clubs The department will continue to provide outreach programs through the student clubs on campus
- Professional Development Continue to improve utilizing SLOs and data provided.
- Planning Continue to move the department's programs forward

### **David Mullen, Dance**

David explained that the Program Review Committee commended the Dance Department for the following:

1. Collaborating with other departments and utilizing student talent for promotions and productions – last spring the dance department was able to collaborate with the music department.
2. Working with Media Communications to videotape student productions for student review and portfolio, on- going relationship with Media Communication students to apply their crafts (videotaping, photography).
3. Collaborating with all full and part-time faculty members in the department regarding development of department policies, course rubrics, course outlines, SLOs, master classes and dance concerts – we are a small department but fortunate to have active and engaged adjunct faculty.
4. Maintaining currency in the field and presenting at professional conferences.
5. Organizing master classes for both student s and the community that feature world-renowned educators and dance artist.
6. Adding several new courses that are responsive to student demand and current trends that reflect the diversity of the student population.
7. Promoting student success as evidenced by the number of students who persist within the program, the large number of students (98.2%) who identify that what they learn in dance classes is applicable to everyday life, the effort to market campus production, the expansion of work force links, and the opportunities afforded to students who have financial needs – the department has been very fortunate in affording a number of students who could not otherwise afford a chance to see a dance production.

The Program Review Committee recommends the following:

1. Establish and participate in regular meetings with theatre to coordinate details in order to provide an equitable and effective scheduling of college facilities and productions for both departments.
2. Explore options for obtaining a touring stage for dance invents in room 220 or in the quad.

3. Address additional allocations for an accompanist and explore alternate funding means.
4. Explore options for increasing hours for the Dance Operations Facilitator when the budget improves.
5. Continue producing two concerts per year as well as the master class series.
6. Strengthen ties (articulation, transfer, etc.) between Grossmont College and four-year universities.
7. Coordinate with Facilities, Maintenance and Operations to maintain health and safety codes regarding cleanliness of the dance studio and internal bathroom as well as the multi-purpose room in the exercise science area.
8. Continue to review courses and submit them to the Curriculum Committee within a five-year cycle.
9. Use student learning outcome data for continued course and program review.

The Dance Department has and will continue to bring progress and new experiences to students. Plans are to implement all the recommendations that the Program Review Committee recommended.

### **I. Planning & Resources Update – Membership and Charge**

Changes discussed:

#### **Members**

- Co-chair – to be changed from Shirley Pereira to Michael Barendse
- Vice President – to be changed from Roger Welt to Jeff Baker
- Dean of Counseling changed from Diane Glow to TBD
- Dean of English, Social and Behavioral Sciences changed from Janet Castanos to TBD
- Chairs and Coordinators Representative change from Oralee Holder to Joel Castellaw
- Classified Senate President or Designee changed from Anita Martinez to Janet Carter
- Supervisory Representative –remove Marsha Raybourn (Sunny to talk to Michael Copenhaver about replacement)

#### **Titles**

- Sr. Dean, Career and Technical Education/Workforce Education to be changed to Dean, Career and Technical Education/Workforce Development
- Dean of Counseling and Enrollment Services changed to Dean of Counseling
- Add – Dean of Allied Health and Nursing

Charge: Sunny asked the Counsel to review the charge. The only change requested was to remove the comma between the words budget and and in the last sentence.

### **II. Budget Update**

Tim stated that he just returned from the Association of College Business Officials (ACBO) annual Spring Conference wherein problem solving and budget issues/projections are discussed, and recommendations as far as policy are provided to the State. He reported that the State's budget deficit is worse going from \$9 billion to \$16 billion. State revenues are down by 4.3%, *Prop 98* Guarantee has grown by 2.4% (the guarantee goes up because of the tax increases), and Federal and State court decisions have blocked \$1.7 billion. The current deficit factor was reduced from 3.3% to 2.4% (which is a bit of good news). We will not see any new money from the State as funds will go to buy down deferrals. If taxes do not pass we will need to reduce our budget by \$4.9 million, up from \$4.3 million, as well as a workload reduction of 6.4% up from 5.6%. We are looking at a huge impact. He explained that we planned a budget for fall and spring as well as a schedule based on a workload reduction of 5.6%, in a month the workload reduction went up to 6.4% so once again we are over cap.

Tim further reported that he received an email from Dan Troy indicating that the State is going to withhold our May apportionment payment, \$194 million (they can only hold it for 30 days). He explained that part of the State's budget is built on K-14 receiving \$116 million from redevelopment agencies dissolution. It is going to take a significant amount of time to determine what those funds are currently as factors such as time and funds spent need to be determined. So far only collected \$3 million.

Next year's State Budget includes \$341 million of additional funds from the redevelopment agencies. The representatives on these dissolution boards vary and education is outweighed by city councils and other agencies, however the Department of Finance is backing education. The Department of Finance and the LOA are at odds on how to apply the funds. We are planning a budget with work load reductions, whether or not the taxes will pass, without knowing what our apportionment will be and the eventual split between K-12 and community colleges if taxes pass. Another issue is if there is an increase in student fees, more students will be applying for BOG waivers. We had a student fee shortfall last year which costs us funds. The State is considering tripling out of state student fees.

### Tentative Budget

Tim explained that really there is no direction from the state and there is a lot of work to do to get our budget together by June. Our Tentative Budget (TB) is based on assumptions prior to the May revise as it is too late to make changes. We are balanced and funds are allocated to budgets. We may see huge changes from the Tentative Budget to the Adopted Budget compared to nominal changes in the past. The TB went from \$60 million to \$55 million. This does not include the savings from the ERI. He explained that our formula is based off of FTES, the application to us is based off of Resident FTES (what the State pays us for) and expenses are based off of total FTES - because it is about the total number of students we serve and the services they use.

Tim provided a handout, *2012-2013 Income Allocation Formula, Tentative Budget*, for the Council to review. He reviewed with the Council the construction of the funding formula allocated line by line. We brought in fewer funds from this year's budget into next years, and we already cut next year's budget.

#### **I. Budget Allocation Task Force**

Tim stated we hired a consultant, Rocky Young, wherein he heard from both Grossmont and Cuyamaca Colleges regarding their concerns with the allocation model as well as budget guiding principles and goals. Rocky will provide recommendations and the Budget Allocation Task Force will then work to craft a draft allocation model to be shared and reviewed with the college community .

Tim provided a handout, a *draft Budget Allocation Taskforce charge and Composition*, for the Council to review. The task force had their first meeting and developed a draft Charge and he reviewed the composition with the Council. Meetings have been scheduled through September. This task force will report back to this Council.

#### **II. TTLC - Update**

Kerry Kilber reminded the Council that she provided a handout that detailed the 2011-12 rollover allocation of \$200,000 and \$60,000 for LCD Projectors for classrooms at the last meeting.

Kerry reported that the TTLC updated the Technology Plan and changed the format. It was approved by the Senate last fall and once finalized it will come to this Council for review. Another piece of the Technology Plan is coming up with a Technology Planning Process Chart. There are a lot of

questions and confusion on how technology planning and purchasing happens on campus. Once the planning chart is finalized it will come to this Council for review.

Kerry stated that the Distance Education (DE) Subcommittee has been working hard. This last year they came up with guiding documents, one being the Regular Infected Contact Policy for DE, this policy will be more and more important as time goes on. In addition they adopted a "Tools and Techniques" guideline for on-line teaching documents and also adopted a DE Plan. We have made some recommendations on Blackboard, which is our management system for delivering our on-line classes and developed a professional development opportunity for faculty who teach or want to teach on-line classes (classes offered this summer and fall).

Kerry encourages everyone to visit the Online Success website <http://www.gcccd.edu/online/>. This website provides information for students and faculty to foster success in online classes which was developed with District and Cuyamaca staff. Members from the DE Subcommittee worked on the Substantive Change Proposal for Distance Education which was submitted to ACCJC, and we just found out that the proposal was approved. We learned that Grossmont has 39 degrees and 32 certificates that are 50% or more on line. In addition, Farina Hess coordinated the 2<sup>nd</sup> Annual Technology Showcase. We brought people from Apple and Microsoft to tell us about emerging technologies in education as well as staff on campus telling us how they are using technology.

Kerry stated that we are getting close to standardizing clickers for classrooms and is recommending I-Clickers. There are a few clicker systems on campus being utilized and we will not force people to use the new clickers.

The two labs due for rollovers next year are the Media Arts Lab and all the BOT labs.

Kerry stated that there is a process by which we would certify the design of online courses utilizing the Quality Matters process. This is a national standard and if we here at Grossmont adopt this we would be the first in California to use it. The plan at first is to get a couple of people on campus trained, likely Janet Gelb and Chris Rodgers and possibly have a dean and/or administrator. Once they are trained in the Quality Matters process they would train the faculty peer reviewers. There would be three faculty peer reviewers each class. This has nothing to do with the delivery of the class, nor is it a faculty evaluation, but purely focused on the design of the class. This is a 20 week process. We are hoping to get some training done this summer, provide education in the fall, and get some faculty peer reviewers on board. The idea is to try for two classes in the spring, possibly CTE classes.

### **III. Other**

#### **Previous Months Education:**

Sunny wanted to update this Council on last month's education topic, Budget. She stated the budget discussions were more involved than time permitted. Patty Sparks is providing a sign in sheet for those who would like to participate in budget meeting. Once names are gathered a meeting will be scheduled to provide a thorough presentation and have questions answered.

#### **ERI:**

Sunny reported that the number of participants in the ERI has not been finalized however there is a long list of people from Grossmont that are taking advantage of the ERI. We should have the official results by June 4. We have processes in place for hiring on an emergency basis. The division councils are supposed to meet and bring their recommendations to their vice president for any emergency hires forward to President's Cabinet. President's Cabinet will include classified staff from

each division to review and prioritize an emergency hires list. The list will then be discussed district wide on June 7. The ERI is for contractual employees only.

Sunny asked the Council for suggestions regarding education for the next year. Some ideas shared are:

- IRC Processes
- GCCCD Foundation - what they are doing/have done and the outcomes
- TTLC
- Technical Education – Education in terms of how we direct our students in their educational pathway
- Alternative Resource Development Taskforce, entrepreneurial fundraising - how are other colleges making money

Meeting Adjourned: 5:30 p.m.