

**SENATE AGENDA**  
**REGULAR MEETING**  
**ACADEMIC SENATE OF GROSSMONT COLLEGE**  
**September 16, 1996**  
**Room 370, 11:10 a.m. - 12:20 p.m.**

**I. PRELIMINARY ITEMS**

- A. Call to Order
- B. Approval of Agenda
- C. Approval of Minutes August 26, 1996

**II. ACTION ITEMS**

- A. Grossmont/Cuyamaca Colleges Alignment/Articulation/Differentiation Policy (Attachment A)
- B. Substitute Policy  
Proposed Policy:  
1) No substitutes will be provided for the first week of absences and/or five (5) instructional days of an instructor's absence.  
2.) Instructors are encouraged to provide alternative assignments for students whenever possible.  
3.) Prior to being given an assignment, substitutes must have completed all paperwork with the District Personnel Office and have been certified to teach in the faculty service area and/or specific class.  
4.) All substitutes must be approved by the appropriate Dean/Director.
- C. Program Review Committee Resolution and report (Attachment B)
- D. Establishment of an educational ad hoc Committee on the California Civil Rights Initiative (CCRI)
- E. Committee Appointments

**IV. INFORMATION ITEMS**

- A. Senate by-laws: (See Attachment C)
- B. Calendar Committee: From the minutes of the calendar Committee, August 15, 1996 meeting: "The proposed academic calendars for 1997-1998 were reviewed and the major concerns expressed were as follows: 1. Should the start date for the Spring 1998 semester be January 12 or January 20? 2. Should the number of staff development days for the spring 1998 semester be kept at five or reduced to four?"
- C. Faculty Hiring Procedures: (See Attachment D)

**IV. OTHER MATTERS**

- A. President's Report: Update on Senate Resolution of May 20, 1996 (See Attachment E)

**The next regular meeting of the Academic Senate is scheduled for Monday, October 7, 1996. Items for the agenda should be submitted to the Senate Officers Committee by 2 PM October 2, 1996.**

**THE ACADEMIC SENATE OF GROSSMONT COLLEGE**  
**MINUTES of the SPECIAL MEETING on August 26, 1996**

**Those Present:**

**Sheridan DeWolf - President**  
**Dave Wertlieb - Vice President**  
**Barry Winn - Senate Officer at Large**  
**Kats Gustafson - Senate Officer at Large**  
**Peg Hovde - Past President**

**Administration of Justice - Lance Parr, Art - , Behavioral Sciences - Gregg Robinson, Biological Sciences - , Business - Jed Ashley, Business Office Technology - , Cardiovascular Technology - Rick Kirby Chemistry, Science - Cary Willard, John Maley, Child Development - Sheridan DeWolf, Computer Science Information Systems - , Counseling and Student Development Services - Donne Leigh Dance, Theatre Arts - , Disabled Student Services - Mimi Lee, Earth Sciences - Wayne Harmon English - Linda Mitchell, Gary Phillips, Jullana Cardenas, Cathy Harvey, Mary Donnelly, Sue Jensen English-as-a-Second Language (ESL) - Pat Bennett, Family and Consumer Studies - Mary Hubbard Foreign Languages - Muriel Vitaglione, Edda Temoche-Weldele, History - Mel Amov, Humanities - Hoke Simpson, International Business, Marketing, Management - , Journalism, Telecommunication - Keith Bryden, Library - Kats Mathematics - Dave Lunsford, Music - , Nursing - Ann Burgess, Occupational Therapy Assistant - , Physical Education, Recreation, Health Education - Laura Sim, Physical Sciences - Patti Tsai, Political Economy - Larry Smith, Respiratory Therapy - , Speech Communications - Staff Development - Cathy Robertson, Guests: Jack Daniels, Linda Mann, Michele Nelson, Lois Knowlton**

Call to Order 11:15 am, Approval of Agenda, M/S/U Winn, Wertlieb, Approval of Minutes, 1996 M/S/U Winn, Wertlieb

A. New Faculty Orientation Program Curriculum

Dr. Daniels presented the proposed course outline and for a faculty orientation project. A resolution was made to endorse the proposal and establish a committee to work with Dr. William Pyland of San Diego State University on the specifics of the course (M/S/U Winn, Wertlieb)

Cary Willard, Linda Mitchell and Wayne Harmon agreed to serve on this committee.

B. Setting campus WSCH/FTEF goals

Dr. Daniels, VPAA, explained the current WSCH/FTEF goals in light of the budget formula and the current enrollment situation.

C. Substitute Policy

Discussion of this agenda item was postponed until the September 16 meeting.

D. Grossmont/Cuyamaca Colleges Alignment/Articulation/Differentiation Policy . This policy was presented at the combined Academic Senate meetings on August 22. Further discussion was postponed until September 13.

E. Establishment of a Senate Committee to distribute public information on the California Civil Rights Initiative (CCRI). As an Academic Senate, we cannot take a stand on any candidate or political issue, but we can educate the campus regarding the issue. Does the Academic Senate wish to establish an Ad Hoc committee to distribute public information regarding the CCRI?

F. Resolution from the Program Review Committee. This resolution will be discussed at the September 16 meeting.

G. Committee Appointments (see attachment \_\_ )  
M/S/U Wertlieb, Winn

H. Be it Resolved that the Academic Senate endorse the district-wide picnic to be held September 7, 1996. M/S/U Winn, Wertlieb

Meeting Adjourned at 12:25.

## **Academic Senate Committee Nominations**

### **Curriculum Committee** (Tuesday afternoons)

Business and Professional Studies.

Jed Ashley

Humanities, Social and Behavioral Sciences

Gregg Robinson

Math Natural Sciences and PE

Joe Henry

Wayne Harmon (to replace Cary Willard for Fall)

Special Services

Jane Nolan (to replace Mary Paschke)

Member at large

Kathy Meyer

Academic Senate Rep/Co Chair

Laura Sim

### **Program Review** (Wednesday 2-4 pm)

Academic Senate Representative

Mike Matherly

Business and Professional Studies

Elizabeth Hamel

Humanities, Social and Behavioral Sciences

Still open

### **Student Services Program Review** (First and Third Thursday 9:30-11)

2 instructional faculty positions

Stan Flandi

### **Commencement 1997 Committee**

Joe Henry, John Schmidt

### **Food Service Committee**

one faculty (still open)

### **Students Due Rights and Process Committee**

(10 faculty members to serve as needed-This is a pool that can be called so no one person burns out)

Lee Greene, Tom Gamboa, Yolanda Guerrero, Joe Medina, Ed Carrigan, Thomas Bell, Evan Enowitz, 3 positions still open.

### **Research Advisory Committee**

Bill Bradley to replace Larry Smith for one semester.

**ALIGNMENT/ARTICULATION/DIFFERENTIATION  
PROCEDURES FOR COURSES AT  
GROSSMONT AND CUYAMACA COLLEGES**

**FINAL DRAFT**

**May 6, 1996**

# CURRICULUM ALIGNMENT/ARTICULATION/DIFFERENTIATION

## DEFINITION-DESCRIPTION

The process of alignment/articulation/differentiation is designed to ensure that students receive the same level of educational quality within the District and to accomplish the following:

- Facilitate student movement between the Colleges.
- Clarify curriculum goals and design for students, faculty and staff.
- Clarify course comparisons to describe course alignment, articulation or differentiation.
- Provide functional definitions of courses for use in degree, certificate programs, or other programs. (Example—courses that are aligned or articulated could be accepted at either institution to satisfy General Education requirements).
- Offer access to multiple career, transfer, and professional programs.
- Conduct District operations in an effective and efficient manner.
- Foster student success.

## OPERATIONAL DEFINITIONS

**Alignment:** Identifies courses at Grossmont College and Cuyamaca College to be identical according to course alignment criteria.

Department faculty are encouraged to align courses if curriculum goals, design, intent, content and learning objectives are identical or **very** similar. (See procedures for details.)

**Articulation:** Identifies courses at Grossmont College and Cuyamaca College to be similar and functionally interchangeable according to course articulation criteria.

Department faculty are encouraged to initiate articulation of courses that share levels of academic rigor but may possess varying degrees of similarity relative to essential course items (e.g. objectives, prerequisites, lecture or lab structure, etc.)

The two institutions are committed to accepting **articulated** coursework for purposes of program completion and general education from students within the district.

**Course Differentiation:** Identifies courses which are significantly different in terms of course title, description, objectives, content and structure. The courses must be numbered and titled differently at each institution.

## COURSE ALIGNMENT/ARTICULATION/DIFFERENTIATION PROCEDURES

Every effort must be made to achieve course alignment/articulation/differentiation. If it becomes apparent that the courses cannot be aligned, then articulation must be attempted. In the event that neither alignment nor articulation is possible, differentiation needs to be considered.

**Step 1:** Before developing a course outline, notify the other institution of your intent to develop the course by using the Initiation Form (see attached).

**Step 2:** Using the following guidelines, identify your intent from the following selections:

- **COURSE ADDITIONS** (duplicated courses). If either college has an already existing course, the course(s) to be added will be reviewed on the basis of meeting the Course Alignment/Articulation/Differentiation Criteria. The package for each course addition proposal must also include the completed Course Alignment/Articulation/Differentiation Verification Form (see attached). This new sign-off form will be used in lieu of the current Letter of Intent form.
- **COURSE ADDITION** (unduplicated). The package for each course modification proposal must include the current Letter of Intent form.
- **COURSE MODIFICATION** (duplicated course). The package for each course modification proposal must meet the Course Alignment Criteria. The Course Alignment Verification form must be completed and included in the curricular request package.
- **COURSE MODIFICATION** (unduplicated). The package for each course modification proposal must include the current Letter of Intent form.
- **COURSE DELETION** (duplicated and unduplicated courses). The package for each course deletion proposal must include the current Letter of Intent form.
- **299 COURSES**. 299 courses are not a part of the alignment/articulation/differentiation process but it is recommended that the counterparts at each campus be cognizant of the alignment/articulation/differentiation process when developing 299 courses.
- Any issue beyond the purview of the Curriculum Committee (i.e. load issues) will be referred to United Faculty.
- The department will be responsible for including the course outlines from each college when curriculum packets are submitted to their dean.

**Step 3:** Fill out appropriate forms (Alignment, Articulation or Differentiation) and submit them with your course proposal packet.

**Step 4:** Should attempts to align or articulate prove unsuccessful, the following two options exist:

- Colleges may decide the courses are significantly different and choose to treat them as completely different courses. In this event, the courses must be treated as different with different numbers, titles, description, objectives and content.
- If one college desires to align or articulate and the other college disagrees, the matter is then referred to Level 2 for mediation. The Request for Mediation form must be filled out by one or both chairs of the respective departments in disagreement and submitted to the co-chairs of the college's Curriculum Committee.

#### **TIMELINE FOR ALIGNMENT/ARTICULATION/DIFFERENTIATION**

- Any existing duplicated course must meet the course alignment/articulation/differentiation criteria at the time of the department's next program review. Verification forms must be completed and submitted to the Curriculum Committee.
- If a department submits course proposals to the Curriculum Committee for addition or modification, the department must formally align/articulate/differentiate at this time.

#### **PROCEDURES IF COURSE ALIGNMENT/ARTICULATION/DIFFERENTIATION CRITERIA ARE NOT MET**

**LEVEL 1:** Discussion with the department chairs or coordinators of the two colleges and the faculty member who has originated the course. This discussion must occur prior to submitting any items to the Curriculum Committee. In other words, alignment/articulation/differentiation is ongoing as the course is being drafted.

If alignment/articulation/differentiation is unresolvable, notify the Curriculum Committee Co-chairs by using the Request for Mediation form (see attached).

The Curriculum Committee Co-chairs will call for a Level 2 meeting.

**LEVEL 2:** Discussion with a subgroup from the two Curriculum Committees composed of:

- Faculty co-chairs of the Curriculum Committees
- Vice Presidents of Academic Affairs
- Two members of the Curriculum Committee from each campus (preferably to include a faculty member from each college that represents the department/program in dispute).

**LEVEL 3:** If the course alignment/articulation/differentiation is unresolved at Level 2, the matter will be referred to a committee comprised of SOC<sup>2</sup> and the Curriculum Committee Co-Chairs for resolution.

**COURSE ALIGNMENT PROCEDURES  
FOR  
GROSSMONT AND CUYAMACA COLLEGES**

**COURSE ALIGNMENT CRITERIA**

**IDENTICAL ITEMS**

- Subject
- Subject number
- Units
- Hours
- Title
- Prerequisites, corequisites, advisories on recommended preparations
- Method of delivery designation (lecture, lecture/lab, lab)
- Degree applicable/nondegree applicable status (Title 5 standards)
- General Education designation request

**VERY SIMILAR ITEMS**

- Course Description
- Course Objectives
- Course Content

**VARIABLE ITEMS**

- Instructional Facilities
- Method of Instruction
- Method of Evaluation
- Outside Class Assignments
- Required Text



# GROSSMONT-CUYAMACA

## ARTICULATION CRITERIA

A process whereby departments examine and accept courses based on the following:

### IDENTICAL ITEMS

- Prerequisites
- Degree applicable/non-degree applicable
- General Education designation request

### VERY SIMILAR ITEMS

- Corequisites and advisories on recommended preparation
- Course descriptions
- Course objectives
- Course content

### VARIABLE ITEMS

- Course number
- Units
- Hours
- Title
- Method of delivery designation (lecture, lecture/lab, lab)
- Instructional facilities
- Method of instruction
- Method of evaluation
- Outside class assignments
- Required text

Note: There are 5 pages of forms. For copies of these contact Laura Sim or the Academic Senate office.

# Attachment B

## Resolution from the Program Review Committee

WHEREAS, there is no current administrative procedure to <sup>Monitor</sup> police and act on Program Review Committee recommendations, and

WHEREAS, the great majority of program recommendations made in the last five year review cycle have not yet been acted on, and

WHEREAS, in the most recently reviewed program (Spring 1996), not a single recommendation from that program's review five years ago had been acted on, and

WHEREAS, unless a program goes before the Curriculum or General Education Committee, recommendations made by the Program Review Committee ~~do not see~~ <sup>are seldom acted upon</sup> the light of day for five years (the next review), and

THEREFORE, the Vice-President of Academic Affairs will present an annual status report to the Academic Senate on the implementation of program review recommendations.

*and therefore, recommendations made by Program Review Committee also be forwarded to Budget & Planning Committee*

***CONSTITUTION OF THE GROSSMONT COLLEGE  
ACADEMIC SENATE***

**Article I. Name**

The name of this body shall be the Grossmont College Academic Senate.

**Article II. Goals and purposes**

The goals and purposes for which this organization is formed are:

1. To represent the faculty in the formation of policy in academic and professional matters.
2. To make recommendations to the college administration and to the Governing Board.
3. To facilitate communication among the faculty, the college administration, the classified staff, the students, and the Governing Board.
4. To promote the development and maintenance of teaching excellence within the framework of academic freedom and professional responsibility and ethics.

**Article III. Scope and Representation**

The Academic Senate represents all nonmanagement certified personnel employed at Grossmont College.

**Article IV. Membership and Organization**

1. The Senate shall consist of:
  - a) A Senate Officers Committee consisting of the President, Vice President, two Officers-at-large and the President-elect or Past President. The President shall be elected at large to a four-year term to include one year as President-elect, two years as President and one year as Past-President. All other officers shall be elected at large to two year terms. Officers shall begin their terms on the last day of the Spring semester and may succeed themselves for as many terms as elected.
  - b) designated Senators as described in Section 3 of the By-Laws.
2. Units represented by Senators are departments or combinations of disciplines for purposes of Senate representation. These units shall be referred to as departments throughout this Constitution. The current alignments of unit representation will be listed as Appendix A to this Constitution. Adjustments to Appendix A will be made by the third Senate meeting of each Fall semester based on each department's current FTFE.

**Article V. Meetings**

1. There shall be at least one regular meeting each month of the fall and spring semesters.
2. Special meetings shall be called by the Senate President, by a majority of the Senate Officers, by a petition signed by twenty percent of the Senate members, or by a petition signed by twenty percent of the faculty.
3. All meetings will be open to the general faculty and are subject to the Rules of the Brown Act.

### **Article VI. Amendments**

This constitution may be amended by a majority vote of the faculty, as previously defined (Article III.), provided that the faculty has been notified in writing of the text of the amendment at least one week prior to the vote, and providing that the amendment has previously been approved by two-thirds of the Academic Senate, or that twenty percent of the total faculty has signed a petition supporting the proposed amendment.

### **Article VII. Ratification**

This Constitution when ratified by a majority of all members present and voting, assuming a quorum of the Grossmont College Academic Senate, shall supercede the previous Constitution and become binding on all present and future members of the Senate as soon as the officers and members of the Senate have been elected.

*As amended 5/96*

## BY-LAWS

### Section 1. Duties of the officers.

1. The President. It shall be the duty of the President:
  - a) to preside all meetings of the Senate.
  - b) to insure that regular meetings of the Senate are held, and that the membership and faculty are adequately informed as to the time and place of each meeting.
  - c) to call special meetings when necessary or when required by other provisions of this Constitution, and to insure that the membership and faculty are adequately informed as to the time and place of each meeting.
  - d) to appoint special committees when necessary or when so directed by the membership.
  - e) to serve or to appoint a designee to serve as an ex-officio member of all committees for which Senate representation is required.
  - f) to be responsible for all correspondence to and from the Senate.
  - g) to serve as the official representative of the Senate when so authorized.
  - h) to arrange for representation of the Senate at scheduled meetings of such professional organizations as directed by the membership.
  - i) to prepare and distribute at the appropriate time, meeting agenda, and proposed amendments.
  - j) to supervise clerical staff assigned to the Senate, who will assist the President as follows:
    - i) keeping complete records of the proceedings of the Senate meetings,
    - ii) distributing minutes of these to each faculty member who requests them,
    - iii) bringing to each meeting a complete record of the proceedings of the current year, a copy of the Constitution, and the latest a copy of Sturgis' Code of Parliamentary Procedure, Robert's Rules of Order.
  - k) to appoint a Parliamentarian,
  - l) to perform such additional duties not in conflict with any provisions of this Constitution as the membership shall direct,
  - m) to maintain and operate an Academic Senate office, including all records, files, data bases, and appropriate physical assets.
2. The Vice-President. It shall be the duty of the Vice President:
  - a) to assist the President and assume the duties in the absence of the President.
  - ~~b) to recommend, organize and supervise social functions sponsored by the Senate, and to otherwise assume the duties normally associated with the office of social chairperson.~~
  - b) ~~to co-sign with the President Senate checks and~~ to perform such additional duties not in conflict with any provision of this Constitution as the membership shall direct.
3. The President Elect/Immediate Past President. It shall be the duty of the President Elect/Immediate Past President:
  - a) to attend budget, planning and other committees as agreed upon in discussion with the Academic Senate President.

- b) to recommend appointments to any committee formed by the Senate and to assist in staffing institutional committees as directed by the Senate.
  - c) to serve as liaison between the Senate committees and the Senate.
  - d) to provide communication with the faculty concerning work of the committees.
4. The Senate Officers Committee, consisting of the four officers and the President elect or Immediate Past President, will be responsible for:
- a) preparing and distributing the agenda;
  - b) acting on behalf of the Senate in emergencies when the Senate cannot be convened;
  - c) monitoring the budget of the Senate
  - d) \_\_\_\_\_
  - e) \_\_\_\_\_
  - ~~d) collecting and safeguarding the assessments of the Senate;~~
  - ~~d) presenting appropriate reports of finances as required;~~
  - d) maintaining an accurate list of Senate members;
  - ~~e) submitting, upon direction of the Senate, the annual budget to the Senate for approval.~~

## **Section 2. Election of Officers.**

1. Officers shall be elected by secret ballot vote of the faculty, as defined in Article III, by the last day of the Spring semester,
2. Officers will be elected by a simple majority of the votes cast. If for any office no one receives a majority, a run-off election between the two candidates receiving the most votes will be held the following week.
3. Nominations for Senate officers shall be made from a list prepared by the Nominations and Elections Committee. Any member of the faculty is eligible for nomination before the election.
4. At the Senate meeting when the Nominations/Elections Committee presents its list of recommended candidates, nominations for officers may be received from the members of the Senate and the faculty at large. This meeting of the Senate is to be held at a reasonable time before the election.
5. The Nominations/Elections Committee shall make all other necessary rules for carrying out the election of officers.

## **Section 3. Designation of Senators other than officers.**

1. Senate representatives shall consist of:
  - a) The chair or coordinator of each department.
  - b) In addition to the chair/coordinator, each department with more than four but less than ten FTFE may be represented by one Senator selected by the department faculty.
  - c) For each additional ten FTFE, or fraction thereof, a department may select one additional senator.
2. It shall be the responsibility of the faculty within each department to ensure timely designation of their representatives, and to determine the method of selection.

#### **Section 4. Vacancies.**

1. President. In case of the continued disability or resignation of the President, the Vice-President shall fill the unexpired term of the President until a special election can be held.
2. Other Officers. In case of the resignation or disability of any elected officer other than the President, the Senate shall designate one of its members to fill the remainder of the unexpired term by a simple majority vote.
3. Department representatives. In case of the resignation or disability or continual non-attendance of any Senate member other than an officer, the department which the Senator represents will conduct a special election to fill the vacancy, in accordance with the provisions of By-Laws Section 3, part 2.

#### **Section 5. Quorum.**

A simple majority of Senators including Senator designees recognized by the Chair at the openings of meetings shall constitute a quorum. Senator positions not filled by departments will not be included in quorum determination.

#### **Section 6. Assessments.**

1. Dues. There shall be no Academic Senate dues.
2. Special Assessments. The Senate may solicit contributions from the faculty when it deems such action advisable.

#### **Section 87. Parliamentary Procedure.**

All meetings of the Senate shall be conducted according to parliamentary law as set forth in the latest edition of ~~Sturgis' Code of Parliamentary Procedure~~ Robert's Rules of Order.

#### **Section 98. Recall and Referendum.**

1. If a referendum petition protesting and action by the Academic Senate signed by ten percent of the faculty, is presented to the Senate President, the President shall suspend such action until a referendum election is held. Prior to such election, the faculty shall be notified in writing of a special meeting to discuss alternate views on the issue. The election, by secret ballot, administered by the Nominations/Elections Committee, shall then be held, in no case more than thirty days following submission of the petition. A simple majority shall determine the outcome.
2. If a recall petition asking for the recall of any officer, signed by ten percent of the general faculty, is presented to the Nominations/Elections Committee, this committee shall notify, in writing, all faculty of a special meeting to present alternate views on the matter. The election, by secret ballot, administered by the Nominations/Elections Committee, shall then be held, in no case more than thirty days following submission of the petition. A simple majority shall determine the outcome. Any position vacated by recall shall be filled by a special election, by secret ballot, with nominations and election supervised by the Nominations/Elections Committee. This election shall be held within two weeks of the successful recall.

## **Section 109. Committees.**

The Senate shall have the following standing committees:

1. The Curriculum Committee
2. The General Education Committee
3. Program Review Committees
4. Professional Development Committee
5. Instructional Computing Committee
- ~~6. The Committee on Committees, consisting of at least three Senators, has the responsibility of recommending appointments to any committee formed by the Senate, and to assist in staffing institutional committees as directed by the Senate.~~
6. The Nominations and Elections Committee, consisting of at least three Senators, shall direct the nomination and election of Senate officers, and supervise special elections as needed. Further, this committee shall accept recall petitions and process them in accordance with the provisions of this Constitution (By-Laws, Section 9.8, part 2).
7. The Professional Relations Committee, consisting of a chairperson selected by the Academic Senate, and at least five additional persons selected by the SOC to be assigned as needed, shall serve to mediate personal difficulties of a professional nature not covered by contract grievance procedures.

## **Section 11-10. BY-LAWS**

By-Laws to this Constitution may be adopted or amended by a simple majority of the Senators present and voting (quorum is defined in Section 5), provided that the proposal has been introduced at a previous meeting, and provided that the general faculty has been notified in writing of the text of the amendment at least a week prior to the Senate meeting at which the vote on the amendment will be taken.

Adopted 5/80. Revised, 10/89, 9/96

Attachments:

Appendix A: Title 5 Article 2, sections 53200-53206

Appendix B: Academic Senate Representation

Appendix C: Descriptions and structure of standing committees listed in Section 9.



# Attachment D

## HIRING PROCEDURES FOR GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT FULL-TIME CERTIFICATED STAFF (NON-MANAGEMENT)

Approved:

Academic Senate, Grossmont College - 2/25/91  
Academic Senate, Cuyamaca College - 2/19/91  
Governing Board - 4/2/91

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**HIRING PROCEDURE  
FULL-TIME CERTIFICATED STAFF  
(NON-MANAGEMENT)**

**I. POSITION DEVELOPMENT**

Recognizing the need for full-time instructors is the responsibility of discipline faculty, department/discipline chairs/coordinators and management.

**A. Request for position**

1. The department/discipline shall send a "Request for Certified Position" and a justification/rationale for the request through the appropriate Dean, Vice-President and President to the Chancellor's Cabinet.
2. Rationale for the position shall be developed by the department/discipline chair/coordinator with the assistance of the appropriate faculty members.
3. Prior to making recommendations to the Chancellor's Cabinet, the appropriate College President with the participation of the President's staff and the appropriate Academic Senate President shall prioritize requests for new positions.
4. The Senate Presidents shall provide the appropriate Academic Senate with rationale for the decisions.
5. See Recruiting B. 1.

**B. Formation of the Search and Interview Committee**

1. The Search and Interview Committee faculty members will be selected by the appropriate discipline with the approval of its Academic Senate.
2. The Committee shall consist of the department chairperson or coordinator and at least 2 and up to 3 additional faculty members. Faculty members of the Committee will primarily be from the appropriate discipline with representation from other disciplines.
3. The appropriate administrator or designee will be on the Committee.
4. The Committee should be selected with consideration for ethnic and gender representation. At least one member of the Committee must have had affirmative action training developed by the District Affirmative Action Committee.

## II. RECRUITING

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### A. Internal Procedures

1. The internal procedures will be consistent with contractual obligations.

### B. External Procedures

1. When the Chancellor's Cabinet agrees to submit a request for a position to the Board, and prior to formation of a Search and Interview committee, a preliminary announcement of intent to hire may be disseminated to the relevant journals, agencies and registries. The purpose of this preliminary announcement is to solicit letters of interest in the position. Those responding will receive the complete advertisement when the position is confirmed by the Board. The preliminary description will be prepared as outlined in D-1, Preparation for the Search and Selection.
2. Announcements will be sent to:
  - a. All active applicants in the appropriate discipline who have applications on file in the Personnel Office and those who have responded to the preliminary announcement.
  - b. Organizations of underrepresented groups.
  - c. Placement centers at all California community colleges, all campuses of the California State University system, the University of California system, and larger independent colleges.
  - d. Department chairpersons of the discipline being advertised at all California State University and University of California campuses, California community colleges and selected high school districts.
  - e. Target out-of-state colleges and universities with high enrollments in categories of persons that will increase staff diversity or other agencies, institutions, organizations or individuals recommended by the faculty or administration.

### III. SCREENING

#### A. Procedures for Candidate Selection

1. At the close of the application deadline, an Affirmative Action Officer will attest to the validity of the pool.
2. The Chair of the Search and Interview Committee or designee and the Director of Personnel will conduct an initial paper screen to determine which candidates meet minimum qualifications or equivalency. The Chair may consult with other committee members if desired.
3. The Affirmative Action Officer will examine the pool of those who meet minimum qualifications to verify the diversity of the pool.
4. a) The Search and Interview Committee shall screen the documents submitted by all qualified applicants and select those for interview who best meet the desired qualifications listed on the job description as measured by evidence of professional qualifications, including educational background and experience.  
b) The desired qualifications of the District may not fall below the State's minimum qualifications. Acceptable applicants must possess qualifications that are at least equivalent to the applicable minimum qualifications specified in regulations adopted by the Board of Governors.
5. The list of candidates to be interviewed shall be reviewed by the District Affirmative Action Officer and Director of Personnel and the Chair of the Committee to insure that the interview pool maintains the standards of ethnic diversity which the District desires.
6. If the interview pool is acceptable to the Search and Interview Committee after the certification by the District Affirmative Action Officer and the Director of Personnel, the candidates in the pool will be contacted for interview by the Personnel Office.
7. If the pool is not acceptable, the committee will re-examine the remaining applications in order to determine whether there may be additional candidates eligible for interview. If the resulting pool is still unacceptable, the position will be readvertised.
8. If the position is readvertised and if the diversity of the pool is still not acceptable, a final selection of candidates for interview may be made from this pool.

#### IV. INTERVIEWING

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1. Prior to the interview process, all members of the Search and Interview Committee shall meet with the Director of Personnel and the Affirmative Action Officer or their respective designees to review hiring goals and philosophy of the discipline, legalities, affirmative action policy and interviewing techniques.
2. The Committee shall use approved interview questions as well as appropriate follow up questions to ensure a thorough assessment of the candidate's qualifications.
3. It is recommended that the interview process include methods of evaluation appropriate to the discipline. These may include a teaching demonstration, role playing of appropriate situations, writing samples, a review of educational materials such as syllabuses and lesson plans, and other demonstrations of skills related to the subject area.
4. The Committee shall conduct interviews and use a consistent rating system as developed by the Committee and approved by the Director of Personnel and the Affirmative Action Officer to evaluate responses.

## V. DECISION PROCESS

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1. From those interviewed, the Search and Interview Committee sends three acceptable candidates to the President in unranked order. If there are not three acceptable candidates, then two may be sent if approved by the College President. If these conditions cannot be met, then the position is reopened and readvertised.
2. The President and Vice President or their respective designees and the Chair of the Search and Interview Committee or designee who served on the Search and Interview Committee will interview the final candidates.
3. Prior to selecting the candidate to be recommended to the Board, the President will meet with the Vice President, the supervising administrator (if that person participated in the selection process), and the Chair of the Search Committee or designee to discuss the strengths and weaknesses of the final candidates.
4. The President, Vice President, the supervising administrator and the Chair of the Search Committee will establish a procedure for conducting reference checks.

In checking references these guidelines should be followed:

- a. The candidates' present or most recent employer should be contacted.
- b. For consistency of information, one person should conduct the reference checks or a conference call allowing everyone to participate should be used.
- c. As much as possible, the same general questions should be asked of each candidate's references.

Upon completion of the reference checks the President will make the final recommendation to the Board.



**Grossmont-Cuyamaca Community College District  
OFFICE OF THE CHANCELLOR**

September 10, 1996

**TO:** Chancellor's Cabinet  
Districtwide Executive Council  
Grossmont College Academic Senate  
Cuyamaca College Academic Senate  
United Faculty Steering Committee  
Administrators' Association Executive Board

**SUBJECT: SHARED GOVERNANCE WORKSHOP - SEPTEMBER 23, 1-4 PM**

An evaluation of the practice of participatory decision making in the district, prepared by the District Office of Institutional Research and Planning, reported a perceived lack of trust and acceptance between and among the various constituencies at the Grossmont-Cuyamaca Community College District. Additionally, a lack of common understanding and expectation regarding the concept of shared governance and its execution was found. Therefore, the Governing Board has directed that, under the guidance of the Chancellor, the Districtwide Executive Council develop proposals for revised policies and procedures related to the decision making processes within the colleges and the District.

As a foundation for the completion of this assignment, the Districtwide Executive Council proposed to undertake a study of code and regulations related to shared governance. David Viar, Executive Director of the Community College League of California, and Janis Perry, President of the Statewide Academic Senate, have been asked to facilitate this study. The objectives of this study will include:

1. Familiarization with code and regulation;
2. Identification of those areas where there is common understanding among the constituencies regarding interpretation of code and regulation;
3. Identification of those areas where understanding of the meaning of code and regulation is unclear;
4. Identification of those specific elements where meaning is unclear and the constituent groups agree that a working definition to be implemented within the district is to be developed among the parties;

You are invited to participate in this workshop, which is scheduled for Monday, September 23, 1-4 p.m., at the Heritage of Americas Museum Conference Room, on the Cuyamaca College campus.

  
Jeanne L. Atherton  
Chancellor

JLA/MW:dia