

SENATE AGENDA
REGULAR MEETING
ACADEMIC SENATE OF GROSSMONT COLLEGE
February 3, 1997
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 December 2, 1996

II. ACTION ITEMS

- A. Resolution from the Faculty Staff Development Committee regarding Faculty Orientation Pilot Project- (Attachment A)
- B. Shared Governance Task Force -
Resolution to approve the establishment of a Shared Governance Task Force to reexamine and develop, for Senate approval, guidelines for shared governance policies, structures, processes and relationships within the College and District and between the colleges. The tasks of this committee will include suggesting revisions of Board Policy 325, adopted 12/4/97 and will report back to the Senate by May 5, 1997. Membership will be open to any interested faculty.

III. INFORMATION ITEMS

- A. Proposal to create a Research and Analysis Committee of the Grossmont College Academic Senate--(See Attachment B)
- B. Proposal to accept the Purpose, Role and Composition of the Grossmont College Budget and Planning Committee--(See Attachment C)
- C. The Grossmont College Foundation has presented a check for \$3,000 to the Academic Senate for use by for the faculty of Grossmont College. The Senate Officers Committee would like some feedback from the Senate on how to prioritize the use of this money.
- D. Resolution to officially thank the Grossmont College Foundation for its support of the faculty.

IV. OTHER MATTERS

- A. President's Report:
Jim Tarvin from Math, Jeanne Raimond from Nursing, Joe Medina and Nelson Paler from English were appointment to the Scholarship Advisory Committee.
Call for Submissions 1997 Forum, Deadline April 2, 1997.
Hayward Award for Excellence in Education, Deadline February 14, 1997
Request for faculty to help with the organization of the Students of Note Awards Ceremony.
- B. United Faculty Update

**The next regular meeting of the Academic Senate
is scheduled for Monday, March 3, 1997**

January 28, 1997

ATTACHMENT A

Resolution Regarding Staff Development Faculty Orientation Pilot Project

Submitted by the Faculty Staff Development Committee

WHEREAS the Grossmont Cuyamaca Community College District is paying for an orientation course for new full-time faculty (Cuyamaca has agreed and has been funded) and that Grossmont Faculty Staff Development does not have the funds to pay for an orientation course that will help new full-time faculty, and

WHEREAS next year Grossmont College will be hiring over twenty new full-time faculty, and

WHEREAS this provides a good opportunity to **pilot** a course at no cost to Grossmont College and allows us to monitor and document what works and what does not, thus enabling Grossmont College to create a course to help new full-time faculty, as well as established faculty, and

WHEREAS new faculty would not be required to take the course and any other faculty would have access to the course, and

WHEREAS the Faculty Staff Development Committee of the Academic Senate recommends this orientation course as a starting point this semester,

THEREFORE be it resolved that the new faculty orientation training pilot project, paid for by the District, should be offered in Spring 1997 for new faculty hired from the 1996-97 school year.

**PROPOSED
RESEARCH AND ANALYSIS COMMITTEE
OF THE GROSSMONT COLLEGE ACADEMIC SENATE**

MISSION STATEMENT: The mission of the Research and Analysis Committee is to coordinate with appropriate campus and district programs and groups to research and analyze significant academic issues as determined by the Academic Senate and to provide information and data to the Senate on relevant academic issues facing Grossmont College.

- A. Composition
The Committee shall consist of interested faculty members
- B. Function
The Committee shall research and/or analyze any and all issues assigned by the Academic Senate as well as provide research and/or analysis and information on relevant academic issues facing Grossmont College. All committee recommendations will be submitted to the Senate through the Senate Officers Committee. Any findings of the committee will only be published with the approval of the Senate.
- C. Authority
The Committee shall be advisory to the Academic Senate, and shall follow the policies and procedures of the Academic Senate, the College, and the District.
- D. Attendance
Attendance will be open to all faculty
- E. Term
The term of each committee member will be a function of interest.
- F. Procedures for filling vacancies
 - a. *Academic discipline nominates*
 - b. *Academic Senate accepts and approves nominees*
- G. Officers
Chair and Secretary (elected every two years)
- H. Meetings
Twice a month and more frequently as needed.
- I. Minutes
To be approved at the next meeting
Sent to: Senate Officers Committee

DRAFT

Composition of Planning & Budget CommitteeSteering Committee

- Academic Senate President (or designee) -- co-chair
- Chair of Chairs & Coordinators (or designee)
- Two Faculty members - to be approved by Academic Senate
- Classified Senate President (or designee)
- ASGC President (or designee)
- College President
- Vice President, Academic Affairs*
- Vice President, Student Services* *(VPs annually rotating as co-chair)
- Campus Business Officer
- Supervisory/confidential representative
- Academic Affairs administrator
- Student Services administrator
- (total: 13)

- To meet on 2nd & 4th Thursdays from 3:30 - 5:00 p.m.

Full committee

- Steering Committee
- One administrator from each of the six divisions (which may overlap with Academic and Student Services administrators)
- One additional ASGC representative
- One additional supervisory/confidential representative
- One additional classified representative
- Four additional faculty representatives (not including faculty on Steering Committee)
- One additional Student Services administrator (not division representative)
- One additional Academic Affairs administrator (not division representative)
- United Faculty representative
- CSEA representative
- College representative(s) from District Budget, District Budget Detail Committees, or District Strategic Planning Committee
(if not already on Planning/Budget Committee in other capacity)
(total: 30 + district committee reps, above)

- The full committee will be "on-call" to meet on the 2nd & 4th Thursdays
- The co-chairs will determine when to call the full committee together

Approved by Planning & Budget Committee, 12/12/96

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Name of Committee

College Planning and Budget Committee

Purpose

To provide recommendations to the College President for the Grossmont College planning process, including the identification of institution-wide priorities and interests; to provide guidelines for the distribution of college Fiscal resources; to monitor the implementation of college-wide plans and review their outcomes; to assist the President in developing the college budget for the coming year, based on planning priorities; to make recommendations for budget revisions throughout the year; and to serve as the principal conduit for the exchange of planning and budget information between the College and the District.

Role

A) Planning functions

- monitor the institutional planning process and provide overall direction
- address issues relating to institutional effectiveness and quality
- periodically review and update the initiatives in the College's vision and mission statements, strategic plan, educational master plan, and facilities master plan
- establish institutional interests and priorities
- address issues concerning facilities (design planning, maintenance planning, and prioritization)
- review all new position requests and the process for filling faculty vacancies
- address issues related to organizational structure
- make recommendations for the next year's enrollment and productivity goals

B) Budgetary functions

- responsibility for determining expenditures in relationship to projected income
- collect and analyze budgetary information from the District, and make recommendations to the District regarding budgetary matters that affect the College
- implement the institution-wide priorities and interests it has establi