Academic Senate
Grossmont College

Monday, November 19, 2001, 11:10 a.m. – 12:20 p.m.

I. **PRESIDENT'S REPORT**
A. Approval of Agenda
B. Approval of minutes, meeting of November 5, 2001
C. Proposed 2002-2003 Academic Calendar – **Attachment #1**

II. **ACTION ITEMS**
A. Governing Board Policy Manual, Chapter 4 / Academic Policies
- Draft of Chapter 4 Board Policies that reflect changes proposed by the Cuyamaca Senate – **Attachment #2**
- Board Policies 2410 and 2510 – **Attachment #3**

B. Senate Approval of Search and Interview Committees for Full Time Faculty Hiring – **Attachment #4**

III. **INFORMATION ITEMS**
A. Matriculation Plan
Presented by Jim Fenningham

B. Faculty Development Committee Proposal – **Attachment #5**
Presented by Mike Matherly

C. Student Center Vote
Presented by Peter White

D. Planning Process
Presented by Beth Smith and Jerry Buckley

GROSSMONT-CUYAMACA
ACADEMIC CALENDAR 2002-2003 – DRAFT 3 (10/26/01)

FALL 2002 (87 DAYS)

Continuous Through August 23, 24	Application Period
Continuous Through August 23, 24	Program Advisement
July 15-August 24	Registration
August 19-23	Professional Development-Organizational Meetings
August 21	CC Walk-Through Registration
August 23, 24	APPLICATION DEADLINE
August 26-30, 31	Late Application Period
August 26	**Regular Day & Evening Classes Begin**
August 26-September 6, 7	Program Adjustment Period
September 2	Holiday (Labor Day)
September 9	Census Day
September 9-October 22	Second 8-Week Application Period
September 27, 28	Last Day to Apply for CR/NC-Semester Length Classes
October 18	Last Day to Apply for Fall 2002 Degree/Certificate
October 18, 19	End of First 8-Week Session
October 21	Second 8-Week Session Begins
October 22	Application Deadline for Second 8-Week Session
November 11	Holiday (Veterans' Day)
November 15, 16	Last Day to Drop Semester Length Classes
November 28, 29, 30	Thanksgiving Vacation
December 13, 14	End of Second 8-Week Session
December 16, 17, 18, 19, 20, 21, 23	Final Examinations
December 23	Close of Fall Semester
January 3, 2003	Instructor Grade Deadline
December 24-January 20	Winter Recess-Faculty
December 24-January 26	Winter Recess-Students
December 24, 25, 26, 27*, 30, 31 and January 1	District Employees Holidays

<Intersession 1/2 - 1/17 = 12 days>

SPRING 2003 (88 DAYS)

Continuous Through January 24, 25	Application Period
Continuous Through January 24, 25	Program Advisement
November 18-January 25	Telephone Registration
January 20	Holiday (Martin Luther King Day)
January 21-24	Professional Development-Organizational Meetings
January 22	Walk-Through Registration
January 24	APPLICATION DEADLINE
January 27-31	Late Application Period
January 27	**Regular Day & Evening Classes Begin**
January 27-February 7, 8	Program Adjustment Period
February 10	Census Day
February 10-March 25	Second 8-Week Application Period
February 14	Holiday (Lincoln Day)
February 17	Holiday (Washington Day)
February 28	Last Day to Apply for CR/NC-Semester Length Classes
March 21	Last Day to Apply for Spring 2003 Degree/Certificate
March 21, 22	End of First 8-Week Session
March 24	Second 8-Week Session Begins
March 25	Application Deadline for Second 8-Week Session
April 14	Classified Staff Appreciation Day
April 14, 15, 16, 17, 18, 19	Spring Recess
April 18	District Employees Holiday
April 25, 26	Last Day to Drop Semester Length Classes
May 24	End of Second 8-Week Session
May 26	Holiday (Memorial Day)
May 27, 28, 29, 30, 31, June 2, 3	**Final Examinations**
June 3	Close of Spring Semester
June 4	Instructor Grade Deadline
June 4,5,	Commencement

*The date for Admission Day is no longer mandated for September 9. Local Districts must provide an equivalent holiday for classified employees if not observed on September 9. This day will be _____ , 200?. (Chapter 36, Statutes of 1977, Section 313) Approved By The Governing Board on _____ , 200?

Proposal for how the Senate President responds to concerns about an administrative appointee to a Search and Interview Committee:

Step 8 of PE9 (page 4) reads as follows:

Academic Senate President	Advise and consult with the College President and Affirmative Action Officer regarding desired job related characteristics of the S&I Committee that are not addressed within the membership of the Committee, if any. Upon concurrence of the three parties, and in accordance with respective Academic Senate procedures, finalize the formation of the S&I Committee.

Protocol for Step 8 of PE9:

The name of the administrative appointee is forwarded to the Senate President*. If the S&I Committee Chair approves the administrative appointee, the Senate President* notifies the College President and the Affirmative Action Officer. However, if the S&I Committee Chair has any concerns regarding job-related characteristics about the appointee, these concerns are forwarded by the Senate President* to the College President and to the Affirmative Action Officer.

*or designee

To: Academic Senate
From: Faculty Development Committee
Re: Adjunct Faculty Staff Development requirement
Date: November 19th, 2001

PROPOSAL

The Faculty Development Committee recommends that adjunct faculty be given the opportunity to complete staff development hours by December 1st in the Fall semester and May 1st in the Spring semester (dates identified by payroll as timely). Hours not completed by these dates will result in final paychecks being docked.
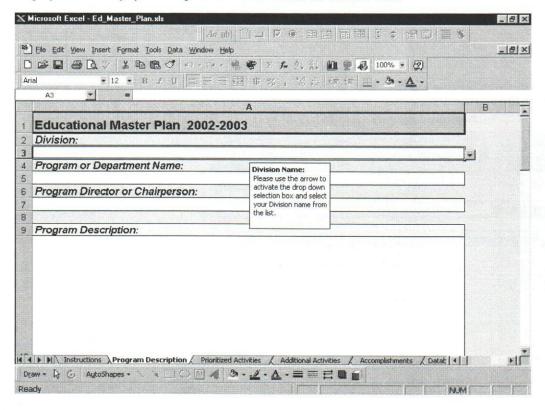
Currently, adjunct faculty are required to complete their hours by the end of the first week of the semester.

Educational Master Plan 2002-2003:

Welcome to a pilot project that is intended to facilitate accurate data collection for the Educational Master Plan for Grossmont College. The objectives are to (1) Collect data which can be used for institutional planning, and (2) Incorporate the Strategic Master Plan goals and objectives.

Step 1. Select the "Program Description" tab at the bottom of the Project / Worksheet. Begin your data entry by activating the down arrow next to the "Division" field.

Select the appropriate Division from the drop down list as shown below:

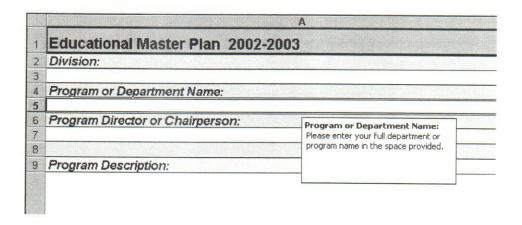|	A	B
1	**Educational Master Plan 2002-2003**	
2	*Division:*	
3		▾
4	Business and Professional Studies	
	Communication and Fine Arts	
5	Humanities, Social and Behavioral Sciences, and International Studies	
	Mathematics, Natural Sciences and Physical Education	
6	Instructional Computing Services	
7	Learning Resources	
	Student Services	
8	Administrative Services	
9	*Program Description:*	

Use the "Tab" key to advance your cursor to the next field "Program or Department Name" and enter the appropriate title.

	A
1	**Educational Master Plan 2002-2003**
2	*Division:*
3	
4	*Program or Department Name:*
5	
6	*Program Director or Chairperson:*
7	
8	
9	*Program Description:*

Program or Department Name:
Please enter your full department or program name in the space provided.

Use the "Tab" key to advance the cursor to "Program Director or Chairperson" and enter the appropriate name.

	A
1	**Educational Master Plan 2002-2003**
2	*Division:*
3	
4	*Program or Department Name:*
5	
6	*Program Director or Chairperson:*
7	
8	
9	*Program Description:*

Author Name:
Please enter the name of the program director or department chair responsible for this area:

Next locate the Educational Master Plan on the Grossmont College web site, under "Faculty and Staff." This document contains last year's "Program Description." Please cut and paste this statement into the Excel worksheet entitled "Program Description," and then edit as necessary to bring the content up to date. You will have to "double click" on the program description field prior to pasting your text. Make certain that you see a flashing cursor inside the box before you "paste."

	A	B
1	**Educational Master Plan 2002-2003**	
2	*Division:*	
3		
4	*Program or Department Name:*	
5		
6	*Program Director or Chairperson:*	
7		
8		
9	*Program Description:*	

Program Description:
Please locate your department or program's description on the Grossmont College web site under "Faculty & Staff" and copy the text from last year's Educational Master Plan to this form. Next, proceed to " Prioritized Activities and Related Needs"

Step 2. Click on the "Prioritized Activities" tab at the bottom of the worksheet and begin listing your top three priorities for next year. You will need to supply an outcome for each activity, and mark the general needs for each activity. These needs are currently categorized by (1) Staffing (2) Equipment (3) Facilities and (4) Staff Development. If an activity requires support in a category not listed above please list it in "Other." Use the "Tab" key to move between fields.

	A	B	C	D	E	F	G
1		*Prioritized Activities and Related Needs 2002-2003:*					
2							
3		*Program or Department Name:*					
4							
5	#	Activity Name	Expected Outcome	Staffing	Equipment	Facilities	Staff Devel
6	1						
7	2						
8	3						
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

Name your planning activity:
Use up to 160 characters to name this activity.

Instructions / Program Description / **Prioritized Activities** / Additional Activities / Accomplishments / Datat

Please identify at least one outcome or endpoint for each activity using either qualitative or quantitative criteria. Outcome may be defined as something which has a direct affect or benefit on your program or department.

	A	B	C	D	E	F
1		*Prioritized Activities and Related Needs 2002-2003:*				
2						
3		*Program or Department Name:*				
4						
5	#	Activity Name	Expected Outcome	Staffing	Equipment	Facilities
6	1					
7	2					
8	3					
9						
10						
11						

Expected Outcome
Use up to 160 characters to identify one or more outcomes for this activity.

Identify your staffing needs for this activity by activating the drop down box and selecting either "Y" for yes or "N" for no. Staffing may represent either faculty, classified or hourly needs.

	A	B	C	D	E	F
1		*Prioritized Activities and Related Needs 2002-2003:*				
2						
3		*Program or Department Name:*				
4						
5	#	Activity Name	Expected Outcome	Staffing	Equipment	Facilities
6	1					
7	2			Y N		
8	3					
9						
10						
11			**Staffing Requirements:**			
12			If your activity requires either			
13			additional full-time faculty or			
14			classified staff, then enter "Y"			
15						
16						
17						

Identify your equipment and technology needs for this activity by activating the drop down box and selecting either "Y" for yes or "N" for no.

	A	B	C	D	E	F
1		*Prioritized Activities and Related Needs 2002-2003:*				
2						
3		*Program or Department Name:*				
4						
5	#	Activity Name	Expected Outcome	Staffing	Equipment	Facilities
6	1					
7	2				Y N	
8	3					
9						
10						
11			**Equipment and Technology Needs:**			
12			If your activity requires new equipment or			
13			some form of educational technology, then			
14			answer "Y"			
15						
16						
17						

Identify your facilities needs for this activity by activating the drop down box and
selecting either "Y" for yes or "N" for no.

	A	B	C	D	E	F	G
1		**Prioritized Activities and Related Needs 2002-2003:**					
2							
3		**Program or Department Name:**					
4							
5	#	Activity Name	Expected Outcome	Staffing	Equipment	Facilities	Staff Devel
6	1						
7	2					Y N	
8	3						
9							
10							
11			**Facilities Requirements**				
12			If your activity requires new facilities or changes to your existing facilities, then answer "Y"				
13							
14							
15							
16							
17							

Identify your staff development needs for this activity by activating the drop down box
and selecting either "Y" for yes or "N" for no.

	A	D	E	F	G	H	I
1		**-2003:**					
2							
3							
4							
5	#	Staffing	Equipment	Facilities	Staff Development	Other	Primary Strategic Goal
6	1						
7	2				Y N		
8	3						
9							
10							
11					**Staff Development Requirements:**		
12					If your activity will require staff development, such as faculty or staff training, or attendance at professional meetings, then answer "Y"		
13							
14							
15							
16							
17							

Any activity needs that do not fit the previous categories should be described as free text in the "Other" category.

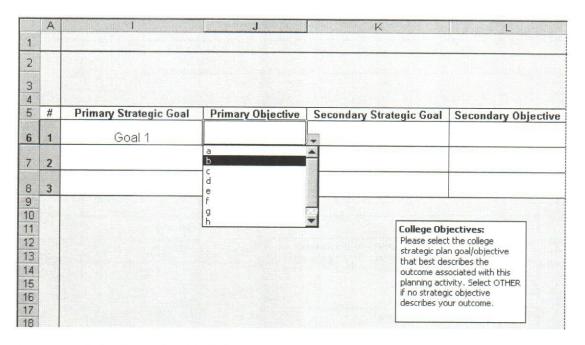|	A	D	E	F	G	H	I
1		-2003:					
2							
3							
4							
5	#	Staffing	Equipment	Facilities	Staff Development	Other	Primary Strategic Goal
6	1						
7	2						
8	3						
9							
10							
11						**Other activity requirement(s):**	
12						Please list any other requirements to	
13						meet the objective(s) for this planning	
14						activity.	
15							
16							
17							

At this point, this pilot process requires that you correlate your activity/need to a College strategic plan activity: Note: you will have to refer to either a web-based copy or hard copy list of the current year's goals and objectives to select the proper goal number and objective letter.

- Identify a PRIMARY GOAL and ASSOCIATED OBJECTIVE
- Identify a SECONDARY GOAL and ASSOCIATED OBJECTIVE
- Utilize the drop down boxes to select a match for each of the above

	A	I	J	K	L
1					
2					
3					
4					
5	#	Primary Strategic Goal	Primary Objective	Secondary Strategic Goal	Secondary Objective
6	1				
7	2	Goal 1 / Goal 2 / Goal 3			
8	3	Goal 4 / Goal 5			
9		Goal 6			
10		Goal 7			
11		Goal 8	**Select a Strategic Plan Goal:**		
12			Select the strategic goal which best		
13			matches the outcomes for this		
14			planning activity.		
15					
16					

Example of primary strategic goal and objective selection.

	A	I	J	K	L
1					
2					
3					
4					
5	#	**Primary Strategic Goal**	**Primary Objective**	**Secondary Strategic Goal**	**Secondary Objective**
6	1	Goal 1			
7	2		a / b / c / d / e / f / g / h		
8	3				
9					
10					
11				**College Objectives:**	
12				Please select the college	
13				strategic plan goal/objective	
14				that best describes the	
15				outcome associated with this	
16				planning activity. Select OTHER	
17				if no strategic objective	
18				describes your outcome.	

Example of secondary strategic goal selection.

	A	I	J	K	L
1					
2					
3					
4					
5	#	**Primary Strategic Goal**	**Primary Objective**	**Secondary Strategic Goal**	**Secondary Objective**
6	1	Goal 1	b		
7	2			Goal 1 / Goal 2 / Goal 3 / Goal 4 / Goal 5 / Goal 6 / Goal 7 / Goal 8	
8	3				
9					
10					
11					
12		**Select a Strategic Plan Goal:**			
13		Select a second strategic goal which			
14		also matches the outcomes for this			
15		planning activity.			
16					
17					

Example of secondary strategic objective selection.

	A	I	J	K	L
1					
2					
3					
4					
5	#	**Primary Strategic Goal**	**Primary Objective**	**Secondary Strategic Goal**	**Secondary Objective**
6	1	Goal 1	b	Goal 3	
7	2				a / b / c / d / e / f / g / h
8	3				
9					
10					
11					
12		**College Objectives:**			
13		Please select another college			
14		strategic plan goal/objective			
15		that also describes the outcome			
16		associated with this planning			
17		activity. Select OTHER if no			
18		strategic objective describes your outcome.			

Step 3. Click the "Additional Activities" tab to select the next worksheet. Enter other activities to include in the Educational Master Plan that do not require detailed information, at this time. As a source of reference, consider activities from last year's Educational Master Plan.

	A	B	C	D
1		**Additional Planning Activities 2002-2003:**		
2				
3		**Program or Department Name:**		
4				
5				
6	#	**Additional Activities:**		
7	1			
8	2			
9	3			
10	4			
11	5			
12	6			
13	7			
14	8			
15	9			

Additional Planning Activities:
List additional activities (do not identify Strategic Plan goals and objectives or outcomes for these activities).

Instructions / Program Description / Prioritized Activities \ **Additional Activities** / Accomplishments / Datat

Step 4. Click on the "Accomplishments" tab at the bottom of the screen to select the final data entry screen. Enter any accomplishments that you wish to link to the past year's Educational Master Plan. Use a separate numbered blank to record each of your program's accomplishments.

	A	B	C	D
1		*Accomplishments in 2001:*		
2				
3		*Program or Department Name:*		
4				
5				
6	#	**Accomplishment**		
7	1			
8	2			
9	3			
10	4			
11	5			
12	6			
13	7			
14	8			
15	9			

Accomplishments in 2001-2002:
Please list your program's accomplishments for 2001-2002 as you review your goals and activities as stated in the corresponding Educational Master Plan.

Instructions / Program Description / Prioritized Activities / Additional Activities / **Accomplishments** / Datat

Step 5. Upon completing your data entry, please save this file on your computer and e-mail a copy of this file to your dean or director. Your e-mail should identify the PROGRAM or DEPARTMENT's NAME, the AUTHOR and note that this file contains your EDUCATIONAL MASTER PLAN and the DATE. Thank you for your help with this pilot process.