

*Academic Senate
Grossmont College*

**Monday, November 4, 2002, 11:10 a.m. – 12:20 p.m.
Room 325A**

I. PRESIDENT'S REPORT

- A. Approval of Agenda
- B. Approval of minutes, meeting of October 21, 2002
- C. Plenary Session Report
- D. Spring '03 Joint Senates Meeting

E. Honor's Experience

F. SDSU Transfer Information Update } Amendment

II. ACTION ITEMS

- A. Board Policy 2432 – **Attachment #1**

III. INFORMATION ITEMS

- A. College Savings Task Force – **Attachment #2**
Presented by Jerry Buckley

- B. Incomplete Grades – **Attachment #3**
Presented by Beth Smith & Sylvia Montejano

- C. Policy Review – **Attachment #4**

- BP 3710 – *Subject to action at subsequent meeting*
- BP 5016 (Formerly assigned as BP4250)

IV. COMMITTEE REPORT

- A. Staff Development Committee
Presented by Judy Zander

BP 2432 Chancellor Succession

Reference: *Education Code Sections 70902(d); Title 5 Section 533021(b)(2).*

Adoption Date:

The Board delegates authority to the Chancellor to appoint an acting Chancellor to serve in his or her absence for short periods of time, not to exceed 30 calendar days at a time.

In the absence of the Chancellor and when an acting Chancellor has not been named, administrative responsibility shall reside with (in order):

Vice Chancellor Business Services

Vice Chancellor Human Resources and Administrative Services

The Board shall appoint an acting or interim Chancellor for periods exceeding 30 days.

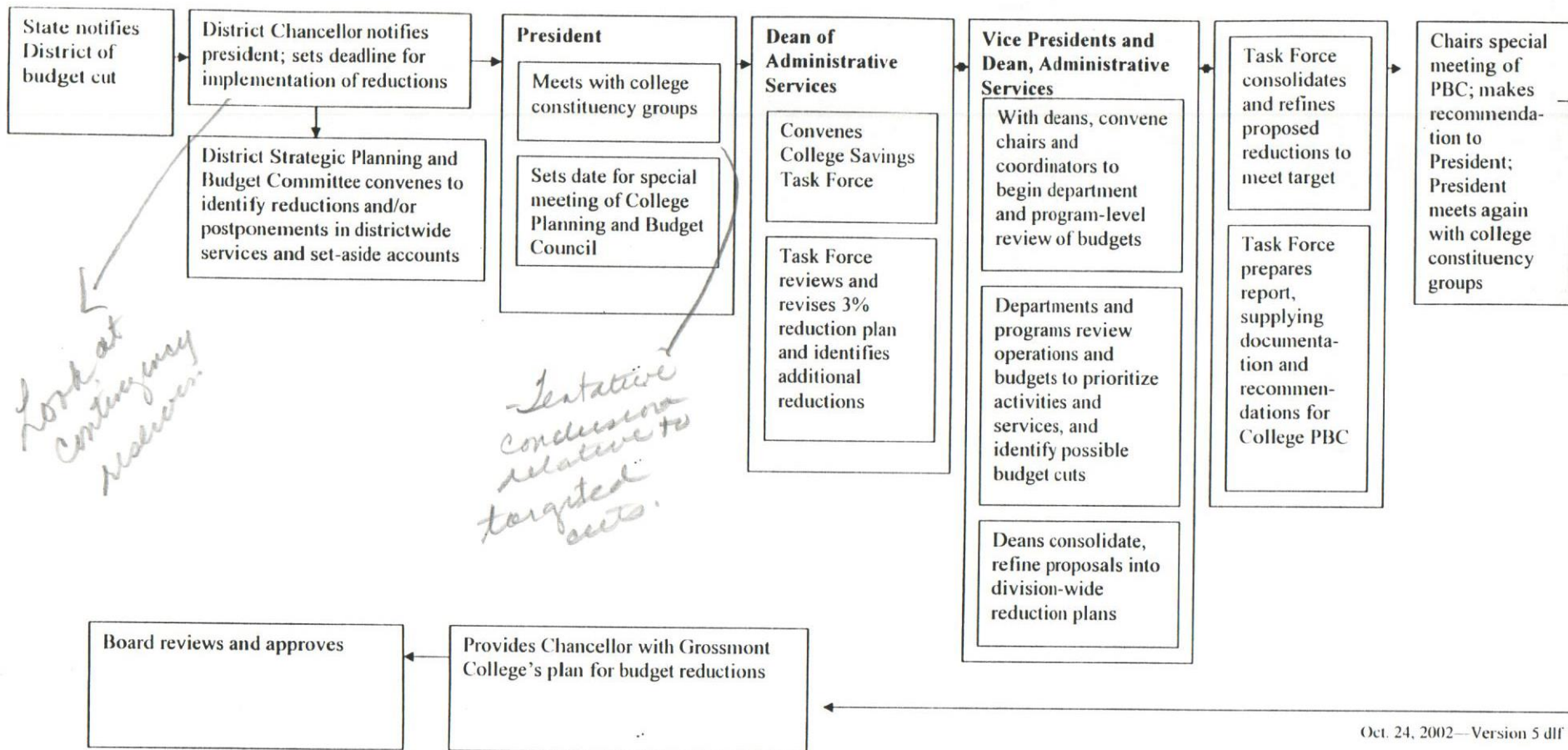
In the case of death, resignation, or retirement of the Chancellor, the board shall establish a Chancellor search process. The board may appoint an interim Chancellor for up to one year.

Grossmont College Campus Savings Taskforce
Options for Possible 3 % Budget Reduction (\$1,367,711)

Item #	Description	Savings	Explanation/Impact to Campus	Type of Savings	
				One-time (One Year Only)	Base (Could Continue)
A	Energy Conservation: 4 day /10 hours - Summer Friday, Saturday, Sunday Closed and Consolidate summer classes in fewer amt. of buildings	\$50,000 plus other potential savings in hourly personnel	Utilities budget (due to termination of our low pricing contract for electricity) is projected to be \$200,000 to \$300,000 underfunded. District is still negotiating a new contract. The Enrollment Strategies Committee, Chairs and Coordinators, Academic Senate, and President's Cabinet will need to review for feasibility for meshing into Summer Schedule of Classes. District discussion with CSEA will be needed.	X	X
B	Offset Instructional Equipment and Library Materials Expenses with Block Grant	\$373,000	General Fund Instructional Equipment and Library Materials Expenses (that meet grant guidelines) will be expense transferred to the block grant keycodes. Overall, will represent a decrease in available materials and equipment despite large enrollment increases. Normally, departments rely heavily upon block grant to augment their departmental budgets.	X	
C	Reduce Advertising Costs	\$30,000	Reduction of Advertising may negatively impact program enrollments	X	X
D	Eliminate Anniversary Keycode	\$40,000	Funds could have been used for other campus needs, such as matriculation backfill, cost of class sections, or maintenance projects, etc.	X	X
E	EDIC grants	\$40,000	EDIC grants will not be given out this year. This is the only financial resources that faculty and staff have for innovative projects	X	X
F	Travel	\$19,000	Employee morale will suffer; Training & Updating will decline; Currency in professional areas will be reduced. Priority given to Prof. Development, Student/Instructional, and Mandated Travel first.	X	X
G	Supplies & Equip.-(Fac., Maint., Oper.,CBO) Printing	\$10,000 \$10,000	Cutting supplies in this unit keeps direct cuts from classrooms; However, decreased service to campus may result; This unit will decide exact cuts Printing Savings could occur by using duplex copies, black & white instead of color, and other methods.	X	
H	Offset Utilities Budget with Energy Funds	\$192,544	Using energy funds to assist with general fund electric costs will eliminate the opportunity for the campus to invest in energy savings options that would reduce electric costs for the longer term	X	
I	Abate Utilities for Vending Machine Utility costs from Commissions Received and remove ice cream machines	\$18,360	51 vending machines X \$30/month per machine=\$18,360 per year Vending commission go to the district; Reimbursement of direct electrical expenses is being requested.	X	X
J	Reduce service hours (would result in reduction in hourly costs, overtime, and possibly utilities)	\$30,000	Decrease in services; Employees may feel pressures of increased daytime student/faculty/staff volume and traffic; students will be negatively impacted by reduced access to counseling, assessment, career center, financial aid, library, bookstore, cashier's office, etc.	X	X
K	Reallocate Restricted ACE Funds to assist with related general fund expenses	\$20,000	Study Abroad is being supported by ACE; Possible elimination or reduction of Study Abroad Offerings for FY 2002-2003 and FY 2003-2004 (while keeping summer) can save money for general fund expenses (Additional savings of \$25,000 may occur through savings in part time faculty-backfill and release time.)	X	X
L	Abate College budget for Indirect Cost Expenses associated with Restricted grants (Utilities, admin, cleaning, etc.)	\$100,000	\$200,000 worth of GC Indirect Costs for FY 2001-2002 District currently absorbs all indirect expense allocations even though the campus is absorbing a portion of the expenses	X	X
M	Slow down re-filling of vacant positions	\$60,000	Will cause decrease in services to students, faculty, staff; decrease employee morale and increase stress	X	
N	District Expenses absorbed within Grossmont College Budget (Abate GC keycodes)	\$75,000	Costs have been tracked by college. Areas include Word Processing, Graphics, Photography, Printing, Postage, Utilities, Custodial, Maintenance, Grounds, District expenses are increasing, resulting in less budget available for instructional areas This is in line with the GCCCD income allocation formula in which district expenses are clearly defined and shared between the two campuses.	X	X
O	Utilize Bookstore funds to offset Gen. Fund	\$300,000	Funds are unrestricted; are campus "savings" account; will decrease future campus improvements	X	
	Total	\$1,367,904			
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GROSSMONT COLLEGE

PROCESS FOR 5% AND 10% BUDGET REDUCTION



GROSSMONT COLLEGE
STEPS TO BE TAKEN AT THE 5% and 10% LEVELS OF BUDGET REDUCTION

Draft (October 24, 2002)

Upon notification from the District Chancellor that the college is to reduce its budget by between 5% and 10% because of state funding cuts to be implemented during the 2002-03 year, the College President will:

1. Notify the college community of the directive from the Chancellor, the size of the budget reduction to be implemented, the steps that will be taken to implement the required cuts, the timeline for the steps to be completed, and the college commitment to protecting classroom instruction and related support services, as well as protecting contract staff wherever possible. This message, however, will recognize that a reduction of this size may well entail the curtailment or elimination of some services or programs, and the layoff of some college staff.
2. Work with the Chancellor and the Districtwide Strategic Planning and Budget Committee to develop a set of recommendations for: 1) reduction of the district contingency reserve; and 2) reduction of other district reserves and/or holding accounts, for the purpose of keeping as much of the budget reduction as possible away from students and classrooms.
3. Direct the Dean-Administrative Services to convene the College Savings Task Force, which will: 1) review each area identified within the 3% plan for additional available funds towards a 5% or 10% reduction; 2) identify other areas of the college budget that could be reduced and recommend levels of cuts for each of those areas; 3) receive information from departments and programs (see below) on additional cuts that can be identified; and 4) prepare a report and set of recommendations to the President and the College Planning and Budget Council.
4. Direct the vice presidents and dean-administrative services, to:
 - a. Coordinate the work of each department and program in identifying department-level priorities (using the educational master plan) and budget cuts within the departments that could be absorbed in line with those priorities.
 - b. Compile the proposed department-level and program reductions into division wide proposals, and integrate them into the college wide reductions identified by the College Savings Task Force recommendations.
5. Meet with college constituent groups prior to the meeting of the College Planning and Budget Council to discuss the impending budget reductions and the preliminary recommendations emerging from the College Savings Task

Force and the departments and divisions; and to address staff concerns about their jobs and the programs or services in which they work.

6. Convene a special meeting of the College Planning and Budget Council to consider the 5% and 10% reduction plan from the College Savings Task Force (above).
7. After review by and recommendation from the College Planning and Budget Council, finalize and deliver to the Chancellor the college's 5% and 10% budget reduction plan.
8. Meet again with college constituent groups to outline the final reduction plan and to address concerns about its impact on students, staff, and programs.

Final Grades

In the absence of mistake, fraud, incompetency or bad faith, the determination of the student's grades by the instructor shall be final once they have been filed in the Admissions and Records Office. Questions regarding final grades should be brought to the attention of the Dean of Admissions and Records during the semester immediately following the class in question.

GRADE FORGIVENESS

Forgiveness as defined by Grossmont College is the intentional omission of courses in which "D" or "F" grades are earned when computing Grade Point Average (GPA) for granting of degrees.

Under the Grossmont College forgiveness policy, degree candidates must meet all the requirements as stated in the College catalog with the following exception:

Any course in which a "D" or "F" grade is earned may be forgiven without repeating if that particular course is not being used to meet a degree requirement.

The Grossmont College forgiveness policy is used only when a student has less than a 2.0 grade point average and will automatically be applied upon completion of the student's last semester. This policy does not affect grade point averages used by other colleges or universities.

GRADE NOTIFICATION

Grades are available approximately two weeks after the end of each term. Students may receive grades in one or more of the following ways:

By Phone

- Grades will be available through College Connection. Call (619) 668-4040 and select the grade option.

By Mail

- Grades will be mailed to students who have purchased an Associated Students of Grossmont College (ASGC) benefit card.
- Students who have not purchased the ASGC benefit card may have their grades mailed to them by submitting a written request (including their student identification number) as well as \$1 and a stamped, self-addressed envelope to the Student Affairs Office.

In Person

- Grades for the previous semester are available free to all students who present a photo ID at the Student Affairs window during the registration period and during the first two weeks of the Fall, Spring and Summer terms.
- At times other than the above, grades for the previous semester are available in the Admissions & Records Office.

GRADING SYSTEM

Grades are earned in each course and recorded on a semester basis on the student's permanent record. A copy of the permanent record is the transcript. Grades should be interpreted as follows:

- A** Excellent
- B** Good
- C** Satisfactory
- D** Passing, less than satisfactory
- F** Failing
- W** **Withdrawal** (issued to students who withdraw before the final drop deadline). Students who are enrolled after the final drop date must receive a letter grade (A-F).
- MW** **Military Withdrawal** awarded to active or reserve military personnel upon receipt of military orders compelling a withdrawal from courses.
- CR** **Credit** ("C" or higher), units are not calculated in GPA.
- NC** **No Credit** (less than a "C"). Units are not calculated in GPA. CR or NC may be assigned only if the course is indicated as credit/no credit or if the student has elected this option.

- I** **Incomplete** - Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term, may result in an "I" symbol being entered in the student's record. An incomplete grade may be given only after the student has contacted the instructor.

The "I" may be made up no later than one semester following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A student may petition for extension of the time limit for removal of the incomplete. The petition must include evidence of approval from the instructor.

- IP** **In progress** - The IP symbol shall be used only in courses which are offered on an "open entry/open exit" basis. It indicates that work is "in progress," but that assignment of a grade must wait its completion. The IP symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate grade and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The IP shall not be used in calculating grade point averages.

If a student enrolled in an "open entry/open exit" course is assigned an IP at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the instructor will assign a grade to be recorded on the student's permanent record for the course.

- RD** **Report Delayed** - The RD symbol may be assigned by the Admissions and Records Office only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" is not used in calculating GPA.

At the decision of the instructor

Incomplete Grades (statement for the catalog indicating campus procedure)

An Incomplete ("I") grade may be awarded at the discretion of the instructor when all the following conditions exist:

- The student has contacted the instructor of his/her course and both have agreed to the provisions established in the *Incomplete Grade Contract*.
- The student has had an unforeseen emergency that prevents him/her from completing the remaining course work. Evidence to verify the emergency may be required.
- The student has completed a minimum of 50% of the required coursework, as specified in the course syllabus, with regular attendance, and there is still the possibility of earning a passing grade.

The student is responsible for acknowledging the following:

- The student is responsible for completing the coursework as outlined in the *Incomplete Grade Contract*; upon satisfactory completion, the instructor will replace the "I" with a grade.
- The "I" is not used in calculating GPA or units.
- The "I" cannot be cleared by re-enrolling in the course.
- The grade earned on the portion of work completed for the course (as specified in the course syllabus) must be used to calculate the final grade for the course.
- A signed *Incomplete Grade Contract*, in which the student agrees to complete remaining coursework, must be filed by the instructor. In the case of an extreme emergency where the student is unable to meet with the instructor, the instructor may initiate and file the *Incomplete Grade Contract*, sending a copy to the student for signature. The contract is invalid without both instructor and student signatures. Without the student's signature, the "I" will revert to the default grade at the end of the following semester.
- Class time and/or assignments outlined in the *Incomplete Grade Contract* must be completed by the end of the 16-week semester following the date on the contract. If not, the "I" will revert to the default grade assigned on the *Incomplete Grade Contract*.
- An extension of time for removal of the "I" must be petitioned by the student. The petition must include evidence of approval from the instructor.
- In the event that the original instructor of record on the *Incomplete Grade Contract* is unavailable, the student must see the appropriate department chair or dean for alternate arrangements.

GROSSMONT COLLEGE

INCOMPLETE GRADE CONTRACT

This form must be presented to the instructor.

Social Security Number

Student's name: Last First Middle Initial
(please print)

AN INCOMPLETE GRADE should be assigned only for unforeseeable emergencies. An Incomplete "I" grade may be given only after the student has contacted the instructor. The conditions for removal of the "I," as well as the grade given, are determined by the instructor. It is the student's responsibility to know exactly what work is to be completed and how it is to be submitted to the instructor. DO NOT RE-ENROLL IN THE CLASS.

The "I" may be made up no later than one semester following the end of the term in which it was assigned, unless the student has received approval from the instructor and has processed an approved petition through the petitions committee.

STUDENT:

Having read the above statement, I request a grade of INCOMPLETE for the following:

Section Number	Subject & Number	Units

Year Term
in 20 _____ Spring
 Summer
 Fall

X
Student's Signature

Date

INSTRUCTOR:

Description of work to be completed: *

*Re-enrolling in the class is not an option clearing the incomplete grade.

A grade of has already been earned on % of the coursework.

The instructor will attach a copy of the course syllabus to the department chair's copy.

In the event the student has exercised the option of CR/NC grading and the student fails to complete all outstanding obligations before the end of the next successive semester, this INCOMPLETE will be changed to a FINAL grade of:

NC

In the event the student does not complete all outstanding obligations before the end of the next semester and has not exercised the option of CR/NC grading, this INCOMPLETE will be changed to a FINAL grade of:

B C D F

X
Instructor's Signature

Date

OFFICE USE ONLY

Date Received _____ Transcripts _____ Roster _____

BP 3710 Intellectual Property and Copyright

Reference: *Education Code Sections 72207, 81459*
Board Policies, 2410, 2510, 7140

Adoption Date:

The Chancellor is directed to develop appropriate administrative procedures to implement the provisions of the Education Code which authorize the securing of copyrights in the name of the District to all copyrightable works developed by the District, including, but not limited to, works for hire or commissioned works.

The procedures developed by the Chancellor shall assure that the District may use, sell, give, or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the Chancellor shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding shared local decision making.

BP 3710 Intellectual Property and Copyright

Reference: *Education Code Sections 72207, 81459*
Board Policies, 2410, 2510, 7140

Adoption Date:

The Chancellor is directed to develop administrative procedures for the following policy for the disposition of educational materials owned by the Grossmont-Cuyamaca Community College District.

Pursuant to the Education Code, the Grossmont-Cuyamaca Community College District, upon approval of the Governing Board, and for educational use, public purpose, and in furtherance of Article IX, Section 1 of the Constitution, may sell, give, or exchange for similar published materials, published materials prepared by District employees in connection with the curricular and special services that the District is authorized to perform. The Governing Board may also license the use of copyrights held by the District for educational use and for the same purposes as listed above.

Any charge assessed a nonpublic agency for the purchase of such materials produced by District employees in connection with the curricular and special services which the District is authorized to perform shall be based on the fair market value as determined by the Governing Board and shall not be subject to competitive bidding, provided, however, that any public agency or private organization whose principal purpose is the development, support, or the providing of other benefits to the District as determined by the Governing Board may be provided such materials free of charge or given the right to use such materials or be licensed to use the copyrights held by the District without charge. Any charge assessed a public agency or a private organization whose principal purpose is the development, support, or the providing of other benefits to the District as determined by the Governing Board for the license to use the copyright or for materials produced, to which the District holds the copyright, shall not exceed the cost to the District of the preparation and reproduction of the materials and shall not be subject to competitive bidding.

BP 5016

Probation, Disqualification, and Readmission

Reference: ***Education Code Section 70902(b); Title 5, Section 55754, 55755, 55756, 55759, 55764***

Adoption Date:

Grades earned at other schools prior to admission to District colleges shall not be considered in determining probationary status.

PROBATION

1. Academic Probation

Any student who has attempted a minimum of 12 semester units and whose cumulative college grade point average falls below 2.0 in courses receiving letter grades for work attempted at a college within the District shall be placed on academic probation at the college where the units were attempted.

2. Lack-of-Progress Probation

Any student who has enrolled in a cumulative total of at least 12 semester units at a college in the District shall be placed on probation when the student's cumulative units indicate 50 percent or more units of "W," "I," and/or "NC" at the college where the units were attempted.

3. Removal from Probation

- a. Any student placed on academic probation shall be removed from probation when the cumulative grade point average at the college where the student has been on probation has improved to 2.0.
- b. Any student placed on lack-of-progress probation shall be removed from probation when the cumulative units of "W," "I," or "NC" recorded at the college where the student has been on probation are less than 50 percent of the total units attempted.

DISQUALIFICATION

Any student disqualified from a college within the Grossmont-Cuyamaca Community College District may not attend any college within the District during the next consecutive semester. The student may, however, attend summer intersession.

1. Academic Disqualification

Any student on academic probation whose semester grade point average falls below a 2.0 shall be academically disqualified. Any student on academic probation whose semester grade point average equals or exceeds 2.0 but whose cumulative grade point average for all units attempted remains below 2.0 shall be continued on probation.

BP 5016 Probation, Disqualification, and Readmission (cont.)

2. Lack-of-Progress Disqualification

Any student who is on lack-of-progress probation and whose semester work indicates 50 percent or more units of "W," "I," or "NC" will be disqualified. Any student on lack-of-progress probation whose semester work indicates fewer than 50 percent units of "W," "I," or "NC" but whose cumulative records show 50 percent or more units of "W," "I," or "NC" will be continued on lack-of-progress probation.

READMISSION

Any student disqualified may petition for readmission. The petition must be initiated at college in which disqualification occurred.

GROSSMONT COLLEGE
Faculty Professional Development Committee

2002-2003

As you all know, the funds for Staff Development have been drastically reduced for this year. The committee has developed a new set of guidelines for the expenditure of the funds that we do have. These guidelines are for this year only (2002-2003). A new plan is being developed for next year.

Here are the balances that we have as of October 29, 2002:

Unrestricted general funds	\$15,000
AB1725 (roll over from 2001-2002)	16,227
Faculty PD Committee	<u>1,094</u>
Total	\$32,321

Out of this total we must first pay for:

- Nelson Paler's reassigned time (.20 LED) for Spring 2003
- 4C/SD conference
- Professional Development Week printing and mailing
- Professional Development Week speakers and other expenses

With the remaining funds, after all these expenses have been estimated or paid, we should have enough money to reimburse some out-of-pocket travel expenses for faculty. Our priorities will be: 1) registration, 2) transportation, and 3) accommodations.

Faculty will be required to submit a Travel Expense Claim form, along with all receipts, to the Professional Development Committee. At the end of the year, the amounts will be prorated and submitted to the Business Office for reimbursement.

I Incomplete - Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term, may result in an "I" symbol being entered in the student's record. An incomplete grade may be given only after the student has contacted the instructor.

The "I" may be made up no later than one semester following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. A student may petition for extension of the time limit for removal of the incomplete. The petition must include evidence of approval from the instructor.