

Academic Senate Grossmont College

**Monday, October 2, 2006
11:00am – 12:20pm in Griffin Gate**

I. CALL TO ORDER

- A. Approval of Agenda**
- B. Approval of Minutes from September 18, 2006**

II. PRESIDENT'S REPORT

- A. Resignation of Senate Officer**
- B. Hiring Committee for College President**
- C. Appointment of a Parliamentarian**

III. COMMITTEE REPORTS

- A. Planning & Budget Council – Shirley Pereira**

IV. ACTION ITEMS

- A. Mission Statements for the District and College – Attachments #1 & #2**
- B. Program Review SLO – Attachment #3**
- C. Program Review Articulation – Attachment #4**

V. INFORMATION ITEMS

- A. Plus/Minus Grading Proposal – Attachment #5**
- B. Faculty Serving on Committees – Attachment #6**
- C. Review of Senate Constitution and By-Laws - #7 & #8**

DRAFT

Grossmont-Cuyamaca Community College District

Vision: Educational Excellence for a Productive Citizenry

Mission: The mission of the Grossmont-Cuyamaca Community College District is to provide educational ethical leadership through learning opportunities that anticipate, prepare for, and meet the future challenges of a complex democracy and a global society. Through Grossmont College and Cuyamaca College, the District facilitates and supports educational programs and services to meet student and community needs.

The Community College District provides:

- Centralized leadership for coordination of educational services districtwide
- Institutional Research and Planning
- Human resource programs and development
- Responsible fiscal and business management
- Administrative support
- External relations that inform, advocate and support the District's vision, mission and values
- Conscientious compliance with federal, state and local laws, policies and regulations

The Way Forward

The five elements of *The Way Forward* provide the District's guiding principles, the framework for our values and direction.

Academic Excellence

Commitment to institutions focused on teaching, learning and supportive services that lead to student success

Unity

Commitment to cooperation in good faith throughout the organization and the community to enable progress beyond that of any individual's capacity

Standardization

Commitment to standardizing systems and processes to save resources, facilitate operations and remove barriers

Alignment

Commitment to align curriculum and practices to eliminate obstacles to student success and facilitate seamless transition

Resources

Commitment to secure, sustain and develop human resources; protect, maintain and enhance the physical environment; and pursue technological and fiscal resources to support educational programs and appropriate facilities

Action Item – Attachment #2
October 2, 2006

DRAFT Mission Statement
REVISED Sept. 25, 2006

(Intro statement – aims to define the institution's intended student population)

~~Grossmont College serves~~ The primary mission of Grossmont College is to serve a the broad and diverse community of individuals who seek to benefit from the college's wide range of educational programs and services.

(Next two sections are based on the "Educational Objectives" outlined on page 7 of each catalog. These sections aim to define the institution's broad educational purposes)

~~The primary mission of Grossmont College~~ In order to fulfill its commitment to student learning, the college provides:

- Instructional programs that meet student needs for transfer education, vocational and career education, general education and developmental courses
- Community education programs and services
- Programs that promote economic and civic development

To facilitate this mission, Grossmont College provides a comprehensive range of support services including: outreach and access initiatives, academic and learning resources, student development programs, and multicultural and co-curricular activities.

{This last section is tailored to each college's Strategic Plan and aims to show a commitment to achieving student learning}

In support of its primary mission to promote student learning, Grossmont College **structures its planning processes and engages the college community to pursue** the following areas of focus:

- Student Development and Academic Excellence
- Our Community
- Fiscal Resources
- Human Resources
- Physical Resources
- Campus Life

Action Item – Attachment #3
October 2, 2006

PROGRAM REVIEW
STUDENT LEARNING OUTCOME QUESTIONS

How does your department make decisions related to the following?

- a) Identification of student learning outcomes.
- b) Methods to demonstrate achievement of these learning outcomes.

How do you use this information for course and program improvement?

Action Item – Attachment #4
October 2, 2006

PROGRAM REVIEW ARTICULATION QUESTION(S)

Current questions:

2.16 List courses that have been formally articulated with the high schools and/or four-year universities.

2.17 Describe the status of articulation with the CSU and UC systems as well as with regional private universities and other entities. Describe how the department/program ensure that transferable courses are current and articulate with four-year institutions.

New question:

2.16 After reviewing ASSIST.org and the Grossmont College articulation website, please identify if there are any areas of concern or additional needs your department has about articulation with four year institutions. Please describe how the department/program ensures that articulations with key four-year universities are current.

Information Item – Attachment #5

October 2, 2006

**Proposal to the Grossmont/Cuyamaca Joint Academic Senate
Implementation of “Plus” and “Minus” Grades starting Fall 2007**

Philip Blanco, Physics Instructor, Grossmont College

Clifton Quinn, Computer Science & Information Systems Instructor, Grossmont College

WHEREAS:

1. Grossmont and Cuyamaca Colleges are institutions of higher learning committed to the goal of academic excellence for its students and faculty
2. it is the fundamental right and responsibility of individual faculty members to assign grades which best represent their students' performance in courses they teach
3. a significant fraction of the Grossmont/Cuyamaca faculty believe that the current “plain letter” grading scheme (ABCDF) does not provide them with the necessary accuracy to achieve this purpose
4. the District's transition to a computerized course management and grading system in Fall 2007 provides us with an opportunity to institute the best possible district-wide grading policy for our courses, with minimal additional disruption or cost
5. the local universities to which many GCCCD students transfer to complete their undergraduate education are San Diego State University, the University of California, San Diego, California State University San Marcos, and the University of San Diego. ALL of these universities employ a course grading scheme which includes “+” and “-” grades
6. numerous colleges and universities have transitioned successfully to a “+/-” grading scheme with significant advantages to students and faculty, and no significant problems reported, and few (if any) institutions have reverted to a grading scheme which does not include “+” or “-” grades

WE PROPOSE on behalf of many of our faculty colleagues that, starting in Fall 2007, instructors may assign the following letter grades to their students' work at the completion of a course of study (listed together with the equivalent point score for the purpose of calculating Grade Point Averages):

A+	4.0	A	4.0	A-	3.7
B+	3.3	B	3.0	B-	2.7
C+	2.3	C	2.0		
		D	1.0		
		F	0.0		

(Explanatory notes overleaf)

EXPLANATORY NOTES:

- Individual faculty shall retain the academic freedom to assign "plain letter" grades only, or a subset of the grades listed above (see point 2 of the proposal) in any section of a course. However, the Academic Senate encourages instructors to ensure that their students are made aware of their grading scheme at an early stage in the course.
2. The "minimum passing letter grade" for a course administered by the GCCCD shall remain a "C". Therefore, the academic requirements for "Credit/No Credit" grades shall remain unchanged.
 3. In compliance with *California Code of Regulations*, Title 5, section 55758:
 - Grade points shall be assigned to each letter grade according to the scheme presented above
 - There shall be no assignment of the grade of "C-".
 - The grade of "A+" may be awarded to outstanding students whose academic performance merits such a distinction. However, this grade shall be equivalent to an "A", or 4.0 points, for the purpose of calculating Grade Point Averages (GPAs).
 - Each college shall publish in every edition of the college catalog a detailed explanation of this grading system including the grade points assigned for each grade.
 4. Furthermore, there shall be no assignments of D+, D-, F+, or F- in this proposed scheme.
 5. Given the increased precision afforded by this grading scheme, Grade Point Averages (GPAs) shall be reported on student transcripts to 2 (TWO) decimal places, with conventional rounding up or down of the last decimal place.

**Information Item – Attachment #6
October 2, 2006**

Faculty to Serve on Committees

Curriculum	Sydney Brown John Oakes Denise Schulmeyer Jeff Waller
Student Grievance/Discipline Hearing	Patrice Braswell-Burris Jennifer Carmean Judy Dirbas Ray Funk Marlene Jansky Patty Morrison
Enrollment Strategies	Priscilla Rogers
Facilities	Sheridan Dewolf Beth Kelley
Publications	Brian Jennings June Yang
Scholarship	Tina Perez
Student Services Program Review	Lisa Aguilar Marlene Jansky
Student Success	Jeff Waller (as Curriculum Rep)
Planning & Budget Council	Patty Morrison Jim Wilsterman
Petitions	Gwenyth Mapes Tom Olmstead
Academic Program Review	Nadra Farina-Hess
Search Committee VPSS	Nemie Capacia Sylvia Montejano Bonnie Schmiedege

Information Item – Attachment #7
October 2, 2006

Articles of the Constitution of the Grossmont Academic Senate	Current	Proposed Changes Fall 2006
I. Name	The name of this body shall be the Grossmont College Academic Senate	
II. Goals and purposes	<p>The goals and purposes for which this organization is formed are:</p> <ol style="list-style-type: none"> 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 responsibilities and ethics. 	
III. Scope and Representation	The Academic Senate represents all nonmanagement certified personnel employed at Grossmont College.	
IV. Membership and Organization	<p>1. The Senate shall consist of :</p> <p>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 in include one year as President-elect, two years as President, and one year as Past President. All other</p>	<p>1. The Senate shall consist of:</p> <p>a. A Senate Officers Committee consisting of the President, Vice President, and two Officers-at-large. All officers shall be elected 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</p>

	<p>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.</p> <p>b. Designated Senators as described in Section 3 of the By-Laws.</p> <p>c. Two at large part-time instructors, elected at large by part-time instructors to terms of two years, with each representative elected in an alternate year.</p> <p>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 FTEF.</p>	<p>elected. The President shall not be concurrently elected or appointed as a department chair or coordinator.</p> <p>b. <i>Same</i></p> <p>c. <i>Same</i></p> <p>2. <i>Same</i></p>
V. Meetings	<p>1. There shall be at least one regular meeting each month of the fall and spring semesters.</p> <p>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.</p> <p>3. All meetings will be open to the general faculty and are subject to the Rules of the Brown Act.</p>	
VI. Amendments	<p>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-</p>	

	thirds of the Academic Senate, or that twenty percent of the total faculty had signed a petition supporting the proposed amendment.	
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.	

Information Item – Attachment #8
October 2, 2006

By-Laws Section	Current	Proposed Changes Fall 2006
1. Duties of the officers	<p>1. The President. It shall be the duty of the President:</p> <ul style="list-style-type: none"> a. to preside at 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: <ul style="list-style-type: none"> i. Keeping complete records of proceedings of the Senate meetings, ii. Distributing minutes of these to each faculty member who requests them, iii. Brining to each meeting a complete record of the proceedings of the current year, a copy of the Constitution, and the latest copy of <i>Robert's Rules</i> 	<p>3. Delete</p>

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 perform such additional duties not in conflict with any provisions of this Constitution as the membership shall direct.

3. The President Elect/Immediate Past President. It shall be the duty of the President Elect/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 a liason between the Senate and 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.

4. The Senate Officers Committee, consisting of the four officers, will be responsible for

- a. same
- b. same
- c. same

	<p>c. monitoring the budget of the Senate.</p> <p>d. maintaining an accurate list of Senate members.</p>	<p>d. same</p> <p>e. And other duties as necessary to facilitate the work of the senate committees.</p>
2. Election of Officers	<p>1. Officers shall be elected by secret ballot vote of the faculty, as defined in Article III, on the last day of the spring semester.</p> <p>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.</p> <p>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.</p> <p>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 faculty at large. This meeting is to be held at a reasonable time before the election.</p> <p>5. The Nominations/Elections Committee shall make all other necessary rules for carrying out the election of the officers.</p>	<p>1. Officers shall be elected by secret ballot vote of the faculty, as defined in Article III.</p> <p>3. Nominations for Senate Officers shall be made from a list prepared by the Nominations and Elections Committee. Any member of the full-time faculty is eligible for nomination before the election.</p>
3. Designation of Senators other than officers	<p>1. Senate representatives shall consist of:</p> <p>a. The chair or coordinator of each department.</p> <p>b. In addition to the chair or coordinator, each department with more than four but less than ten Full Time Equivalent Faculty (FTEF) may be represented by one senator selected by the department faculty.</p> <p>c. For each additional ten FTEF, or fraction thereof, a department may select one additional senator.</p>	

	<p>2. It shall be the responsibility of the faculty within each department to ensure timely designation of their representative and to determine the method of selection.</p> <p>3. Selection of part-time representatives shall follow the same procedures as those specified for election of officers in Section 2 of the By-Laws, except that they shall be nominated by and elected by a vote of the part-time faculty only.</p>	
4. Vacancies	<p>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.</p> <p>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 of the unexpired term by a simple majority vote.</p> <p>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.</p>	
5. Quorum	<p>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 be not be included in quorum determinations.</p>	
6. Assessments	<p>1. Dues. There shall be no Academic Senate dues.</p> <p>2. Special Assessments. The Senate may solicit contributions from the faculty when it deems such action advisable.</p>	
7. Parliamentary Procedure	<p>All meetings of the Senate shall be conducted according to</p>	

parliamentary law as set forth in the latest edition of *Robert's Rules of Order*.

8. Recall and Referendum

1. If a referendum petition protesting an 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 an election, the faculty shall be notified in writing of 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 genral 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 a secret ballot, with nominations and elections supervised by the Nominations/Elections Committee. This election shall be held within two weeks of the successful recall.

9. Committees

The Senate shall have the following standing committees:

1. The Curriculum Committee
2. The General Education Committee
3. Program Review Committee
4. Professional Development Committee

	<p>5. Instructional Computing Committee</p> <p>6. The Nominations/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 the Constitution (By-Laws, Section 8, Part 2).</p> <p>7. The Professional Relations Committee, consisting of a chairperson selected by the Academic Senate, and at least five additional persons selected by the Senate Officers Committee to be assigned as needed, shall serve to mediate personal difficulties of the professional nature not covered by contract grievance procedures.</p>	<p>8. Academic Rank Committee</p> <p>9. Part Time Faculty Issues Committee</p>
<p>10. By-Laws</p>	<p>By-Laws to this Constitution may be adopted by amended by a simple majority of the Senators present and voting (quorum 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.</p>	