

Academic Senate Grossmont College

Monday, March 5, 2007

11:00am – 12:20pm in Griffin Gate

CALL TO ORDER

Approval of Agenda

Approval of Minutes from February 5, 2007

PRESIDENT'S REPORT

Introduction of Tina Pitt & Francis Steindorf

Part Time Faculty Issues Committee –

Attachment #1

Spring 2007 Election

Governing Board Workshop on Collegial

Consultation –

March 27

COMMITTEE REPORTS

ACTION ITEMS

ISLOs – Attachments #2 & #3

INFORMATION ITEMS

Faculty to Serve on Committees –

- **Michelle Tucker – Petitions Committee**

- **Victoria Howitt – College Wide Professional Development Committee**

- **Craig Milgrim – CSEA Task Force on Future Bookstore**

- **Janice Johnson – CSEA Task Force on Future Bookstore**

Other Faculty to Fill Vacancies –

Attachment #4

Academic Senate Grossmont College

Minutes of the Meeting – February 5, 2007

PRESENT: Beth Smith (President); (Vice President); Jennifer Carmean (Senate Officer at Large); Victoria Howitt (Senate Officer at Large); P.J.Ortmeier, Tina Young (Administration of Justice); Jennifer Carmean (ASL); (Art); Israel Cardona (Behavioral Sciences); Virginia Dudley, Michael Golden, Michelle Perchez (Biological Sciences); Judith Zander, Evan Enowitz (Business Administration); Linda Snider, Mark Pressnall (Business Office Technology); Rick Kirby, Don Ridgway (Cardiovascular Technology); Tom Olmstead, Jeff Lehman (Chemistry); Mary Courtney, Amy Obegi (Child Development);, Sheri Guseman (Communication); Diane Mayne-Stafford (Computer Science); Mary Rider, James Canady (Counseling); (Culinary Arts); Jane Nolan, Scott Barr (Disabled Student Services); David Mullen (Dance); Chris Hill, Judd Curran (Earth Sciences); Joan Ahrens, Tony Ding, Micah Jendian, Adelle Schmitt (English); Pat Bennett, Barbara Loveless (ESL); Sylvia Montejano (EOPS); Jim Symington, Laura Burger (Exercise Science and Wellness); Paul Vincent (Foreign Language); Sue Gonda, Devon Atchison (History); Priscilla Rogers (International Business); Pat Morrison (Library); Peg Hovde, Corey Manchester, Shirley Pereira, (Math) Math); William Snead (Media Communications); (Music); Tom Oertel (Nursing); (Occupational Therapy); David Milroy, Raul Sandelin (PartTime Representatives); Zoe Close, Bill Hoaglin (Philosophy, Humanities & Religious Studies); Ross Cohen (Physics, Astronomy, & Physical Sciences); Robert Gordon, Brian Jennings(Political Economy); Lorenda Seibold-Phalan (Respiratory Therapy); Craig Everett (Theatre Arts).

ABSENT: Bonnie Schmiege (Vice President); (Senate Officer at Large); (Senate Officer at Large); (Administration of Justice); (ASL); Jim Wilsterman, Suda House, Paul Turounet (Art); Teresa Jacob, Gregg Robinson (Behavioral Sciences); (Biological Sciences); Nate Scharff (Business Administration); (Business Office Technology); (Cardiovascular Technology); (Chemistry); (Child Development); Joel Castellaw (Communication); Janet Gelb (Computer Science); Tom Gamboa, James Foran (Cross Cultural Studies); Debbie Lim (Counseling); Joe Orate, James Foran (Culinary Arts); (Dance); (Disabled Student Services); (Earth Sciences); Gary Phillips, Julie Cardenas (English); Nancy Herzfeld-Pipkin (ESL); (EOPS); Karen Caires, Larry Larsen (Exercise Science and Wellness); (Foreign Language); (History); (International Business); (LRC); Jenny Vanden Eynden, Jeff Waller (Math); Evan Wirig, (Media Communications); Steve Baker, Fred Benedetti, Derek Cannon (Music); (Nursing); Christine Vicino (Occupational Therapy); (PartTime Representatives); (Philosophy, Humanities & Religious Studies); (Physics, Astronomy, & Physical Sciences);(Political Economy); (Respiratory Therapy); Beth Duggan (Theatre Arts).

GUESTS: Pamela Wright – District, Institutional Research Planner

June Yang – Grossmont, Faculty – Philosophy, Humanities, & Religious Studies

RECORDER: Tasa Campos

I. CALL TO ORDER

A. Approval of Agenda

A motion was made to approve the day's agenda with the change made under President's Report, number C, the word Accounting was changed to Accountability.

M/S/U Montejano/Olmstead

Approval of Minutes from January 29, 2007

A motion was made to approve the January 29, 2007 meeting minutes.

M/S/U Bennett/Vincent

II. PRESIDENT'S REPORT

Introduction of Assistant Dean Student Affairs, Agustin Albarran

Beth welcomed and introduced the newly hired Assistant Dean Student Affairs, Agustin Albarran. Agustin thanked the Senate for inviting him. He informed the group he would be the contact for any discipline questions they may have. Beth stated Agustin would also be representative on the Faculty Rights Task Force currently being developed. There was a brief question and answer time and Agustin shared that if there were any more questions to please feel free to contact him at extension 7601 or his secretary, Kate Thom at extension 7600.

Spring 2007 Election Update – Nominations Close

Beth reported the nominations for the Spring 2007 election will close today. The following list of candidates was reviewed:

Vice President (1 seat) –

Sue Gonda – History

Senate Officer at Large (3 seats) –

Scott Barr – DSPS

Jeff Lehman – Chemistry

Shirley Pereira – Math

Part Time Faculty Senate Officer at Large (1 seat) –

Alan Renga – History

Raul Sandelin – English

Part Time Senate Representative (1 seat) –

Lee Johnson – Math

David Milroy – Foreign Language

Beth asked if there were any more nominations. Jim Symington nominated Laura Burger for Senate Officer at Large. Laura accepted the nomination. Beth asked again if there were any others, there were none. The nominations were called closed. The candidates were asked to submit their candidate statement by Wednesday, February 7. The ballots will be distributed some time early next week. Beth thanked Jane Nolan, Mary Rider, and Michelle Perchez for volunteering to help with the election preparation process.

Suggestions were made to consider using an electronic voting process in the future and having more frequent elections in the future. The costs of facilitating an election with paper ballots make it cost prohibitive to schedule more elections.

Beth shared that the reassigned time request for Chris Hill, incoming Academic Senate President, to attend meetings and get up to date on processes was denied.

Accountability Report for Community Colleges – Attachment #1

Chris Hill reported she had attended a workshop in Anaheim on Accountability Report for Community Colleges (ARCC). The group reviewed a copy of the ARCC 2007 Report: College Level Indicators – College Peer Grouping. The group discussed the following:

Keypoints.

What is AB1417?

Who established the performance framework?
What are the performance categories?
How is our college's performance evaluated?
Category review.
How are the peer groups determined?
How does the information/data affect Grossmont College?
What are the next steps?
How can the report be tied and attached to budget and possible funding?

Chris stated this version is a draft. If you have any additional questions, please contact her or visit the website www.cccco.edu

Other

Beth reported the Accreditation Self-Study Report is almost complete. Current drafts are due this week and a final draft should be available in March. The final version will be coming to the Academic Senate for approval in April.

III. COMMITTEE REPORTS

Instructional Computing Committee Report – Diane Mayne-Stafford

Diane Mayne-Stafford electronically reviewed the following report:

Professional Development Week workshops

- a. These went well overall and we had good reviews.
- b. Andrea did two BlackBoard sessions, but she has now left so Kats is working on finding someone to continue that training.
- c. One workshop related to evaluations was cancelled because we did not have anyone to give the presentation.
BUT.....

Evaluations

Zoe has been helpful in clarifying that we can discuss ONLINE class evaluations in order to provide information to UF. Ed Code 87610.1 states that where there is a Faculty Union that is the sole bargaining unit, then that unit "*shall consult with the Academic Senate prior to engaging in collective bargaining*".

Kari Wergeland at Cuyamaca is setting up a joint meeting to discuss the following:

- d. Who does the evaluation of ONLINE classes? - can they actually evaluate the subject matter?
- e. Should email be available to evaluator?
- f. How much time is evaluator allowed to spend in the online class? (In class it is only one class period)
- g. Training to do online evaluations
 - i. Content of training (best practices etc.)
 - ii. Who needs training

FAACC and other State organizations may have some training already set up that we can use.

- h. When there is a choice to evaluate an on-campus class or an online class, the evaluators are choosing to evaluate the on-campus class.
- i. Poor response by students
- j. Current evaluation instrument is exactly the same as on-campus

Please email both Kari and me if you have any thoughts on this.

When the meeting is set, I will ask Beth to email everyone with the details

Distance Ed. Coordinator

Without this position we will not accomplish the rest of the goals on the DE plan for this year and not be able to continue to develop the online program.

k. Zoe and Beth and Kats all agreed to try for some reassigned time.

l. Kats is still working on a job description.

m. We need some candidate(s) for the position.

Concerns any faculty doing this should be aware of before applying:

- i. Working over the vacation (no LED for summer work)
- ii. Working on days when no classes are scheduled
- iii. How much time will really be required for a .4 LED
- iv. Who supervises and evaluates this position.

Adelle Schmitt said she is interested in the position

Email

n. Debbi Smith did 2 workshops during Professional Development week. She feels that they went well and she got positive evaluations.

o. Henry Eimstad is drafting a letter explaining his email storage allocation policy and if necessary he will come to Senate with that policy to answer questions.

At ICAC in November Henry Eimstad said that he does not believe a formal process would be the best solution at present. He would like anyone who is having problems with storage capacity to contact Debbi or Brian Nath or Henry himself and they will work on that person's problem and provide a customized solution.

Henry explained that doing a blanket increase of storage allocations would create considerable restoration difficulties in the event of email problems. If the server had to be restored it could take several days longer if the storage allocations were all much larger. The personal approach would prevent those difficulties but still provide the necessary functionality that he is committed to providing.

Possible questions for Henry:

- i. What criteria will be used to increase storage?
 - ii. Should anyone who requests it receive it?
 - iii. Can we make this a little more structured so that everyone understands the process?
- p. David Milroy would like part time faculty email to be automatically forwarded to their personal email and then the GCCCD email folder would be automatically emptied. I will bring this up at ICC next week.

Questions that need to be answered include:

- i. Do ALL part time faculty want this to happen?
- ii. If not, is it possible to do it for just those who want it?

The faculty felt that we should have Henry address the questions above and then Diane should take that information to Chairs & Coordinators. After that, we can decide if we need to talk to Henry.

SPAM is becoming an increasing nuisance. Diane believes IS are doing everything possible to combat a worldwide increase in the problem, but will take the concern to ICC.

Tasks for this semester (or maybe Fall)

- q. New Membership List. This list will be shown to Chairs & Coordinators and then brought back to Senate for approval.
- r. Job description for DE Coordinator.
- s. Evaluations meeting.
- t. Obtain online class statistics from GCCCD.
- u. Work with Curriculum committee on standards for online classes.
- v. **Possible** survey of the use of software on faculty machines.
- w. **Possible** re-evaluation of the rollover process for faculty machines.
- x. *Work with curriculum committee on standards and other joint concerns regarding Online classes*
A concern was voiced that online classes may not be accepted for transfer.

Beth thanked Diane for the report.

IV. ACTION ITEMS

Faculty to Serve on Vice President Academic Affairs Search Committee

A motion was made to approve the following list of faculty to serve on the Vice President of Academic Affairs Search Committee:

- a. Jennifer Carmean – ASL
- b. Larry Ingraham – Part Time AOJ
- c. Julie Middlemas – Library
- d. Tom Olmstead – Chemistry

e. William Snead – Media Communication
M/S/U Gonda/Bennett
The list was approved.

V. INFORMATION ITEMS

Review of Academic Senate Bylaws

The group electronically reviewed the Academic Senate Bylaws at the website:
http://www.grossmont.edu/academic_senate/constitution.asp

Beth shared since the constitution had been changed last semester, the Senate will now have to review and change the bylaws to coincide with the constitution. Changes will need to be made in Sections 1 and 9.

It was suggested a report be given on the differences between the General Education and Curriculum Committees. There was also interest in the General Education package in relation to ISLOs.

The Senate will revisit this item.

VI. OTHER

Meeting adjourned at 12:20p.m.

***The next meeting will be on March 5, 2007 in the Griffin Gate.**

BS:tmc

President Report – Attachment #1
March 5, 2007

COUNCIL/COMMITTEE REQUEST FORM

Person Submitting Request

Beth Smith

Date

2-23-07

Name of Council/Committee

Part Time Faculty Issues Committee

Action Requested: **Add** **Delete** **Change***

Charge of Council or Committee: Give a concise description of what the council or committee seeks to accomplish.

This committee will ensure that issues affecting part-time faculty and their contribution to the academic and professional matters of Grossmont College are brought to the attention of the Academic Senate and the administration for resolution.

Proposed Meeting Schedule: Second Monday of the month at 11:00

Committee Composition: Identify individuals by position and not names *(Example: Faculty representative from instructional division, Dean of Counseling, ASGC Representative, Classified Representative, etc.).*

Identify Chair and/or Co-Chair by position and not name.

Co-chairs – The elected part-time faculty representatives from the senate
1 part-time faculty – Math, Natural Science and Exercise Science Division
1 part-time faculty – Humanities, Social and Behavioral Sciences Division
1 part-time faculty – Communication and Fine Arts Division
1 part-time faculty – Business and Professional Studies Division
1 part-time faculty from Counseling
1 part-time faculty from Learning Resources
1 Academic Senate Officer
Chair of Faculty Professional Development Committee
1 Instructional Dean
1 Student

Would any other councils or committees be impacted by the formation, change, or rejection of this new council or committee? If yes, what would be the impact?

No

Additional Information:

This committee reports to the Academic Senate

*If change is requested, attach current structure and list proposed changes.

Action Item – Attachment #2
March 5, 2007

Action Item – Attachment #3
March 5, 2007

Questions and Answers about Grossmont College ISLOs

Feb. 26, 2007

What is the purpose of Institutional Student Learning Outcomes (ISLOs)?

The purpose of developing ISLOs is to articulate what learning outcomes graduates and transfer students should achieve when attending Grossmont College. Some of these outcomes are identified in the general education package for associate degrees; some are defined in transfer requirements. The Academic Senate and faculty experts in each academic discipline will periodically review the ISLOs to see if modifications to the college general education package or the ISLOs are warranted.

Similar to SLOs in courses, faculty desire every student to attain every outcome. In reality, students need to master only a significant majority of the outcomes in order to pass a class. Similarly, with ISLOs, the faculty desire every student to achieve every outcome in every area; however, the general education package allows students flexibility in achieving the goal of meeting the requirements. What is not in question is whether students will have experience in all areas of education that the college values.

Who is the audience for the document on ISLOs?

The audience is the institution, including the board, district and college administration, staff, faculty, and students. It is the intent of the faculty to post the document in prominent places on campus and in college publications to facilitate understanding of the educational values and outcomes established for students.

What are the institutional values?

The values developed by the college for students are productive citizenry, informational and technological literacy, mathematical literacy, scientific inquiry, effective communication, cultural competence, and understanding of the arts and humanities. These values are listed as the name of each intersecting circle on the ISLO diagram.

What are institutional student learning outcomes (ISLOs)?

The bulleted items under each heading are ISLOs, which means each outcome must have appropriate assessments to measure whether the outcome is achieved or not. The college has some assessment instruments in place for some ISLOs, but others will need to be developed. The Academic Senate and faculty experts in each academic discipline will decide how to evaluate the effectiveness of the ISLOs.

Information Item – Attachment #4
March 5, 2007

Other Faculty to Fill Vacancies

- 1 Faculty co-chair for the World Arts and Cultures Committee (formally WACO)
- 1 Part Time Faculty for the College Recognition Committee – John Mercurio
- 2 Faculty for the Selection Committee for the Vice Chancellor of Business (committee to replace Jim Austin) – Sheridan DeWolf
- Faculty to serve on the task force to review faculty rights and responsibilities (co-chaired by representatives of the senate and UF)
 - 1 ESL faculty – Barbara Loveless
 - 1 DSPS faculty – Jane Nolan
 - 1 Faculty from Business and Professional Studies Division – Brian Keliher
 - 1 Counselor
 - 1 Faculty who instructs a lab class
 - 2 Faculty at large appointed by the senate – Michael Grant
 - 1 Faculty appointed by UF
- 1 Faculty member to co-chair Faculty Handbook Review Task Force