

# **Academic Senate Grossmont College**

**Monday, March 19, 2007**

**11:00am – 12:20pm in Griffin Gate**

## **CALL TO ORDER**

**Approval of Agenda  
Approval of Minutes from March 5, 2007**

## **PRESIDENT'S REPORT**

**Board Workshop on Governance  
System Exploration of Common Assessment  
Instruments**

## **COMMITTEE REPORTS**

**Instructional Computing Committee – Diane Mayne-  
Stafford  
Distinguished Faculty**

## **ACTION ITEMS**

**Faculty to Serve on Committees –**

- **Michelle Tucker – Petitions Committee**
- **Victoria Howitt – College Wide  
Professional Development Committee**
- **Craig Milgrim, Janice Johnson – CSEA  
Task Force on Future Bookstore**
- **Sheridan DeWolf – Hiring Committee VC  
Business**
- **John Mercurio – College Recognition  
Committee**
- **Barbara Loveless, Jane Nolan, Michael  
Grant, Brian Keliher, Mary Rider, David  
Milroy – Task Force on Faculty Rights (UF  
appointees – Zoe Close and Marion De  
Koning)**

## **INFORMATION ITEMS**

**Child Development Presentation – Mary Courtney  
Update to Senate By-Laws – Attachment #1  
Recommendations for Adding Public Comment –  
Attachment #2  
Board Policy 5016 – Attachment #3**

**Please note: Next Meeting is April 16 and will be held in Room 524.**

# Academic Senate Grossmont College

## Minutes of the Meeting – March 5, 2007

**PRESENT:** Beth Smith (President); Bonnie Schmiede (Vice President); Jennifer Carmean (Senate Officer at Large); Victoria Howitt (Senate Officer at Large); Tina Young (Administration of Justice); Jennifer Carmean (ASL); (Art); Israel Cardona, Gregg Robinson (Behavioral Sciences); Michael Golden, Michelle Perchez (Biological Sciences); 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); Joel Castellaw, Sheri Guseman (Communication); (Computer Science); Mary Rider, Jorge DeSaracho for James Canady, Debbie Lim (Counseling); (Culinary Arts); Jane Nolan, Scott Barr (Disabled Student Services); David Mullen (Dance); Chris Hill, Judd Curran (Earth Sciences); Gary Phillips, Tony Ding, Micah Jendian, Adelle Schmitt (English); Barbara Loveless (ESL); Sylvia Montejano, Pearl Lopez (EOPS); Jim Symington, Laura Burger, Karen Caires (Exercise Science and Wellness); Paul Vincent (Foreign Language); (History); Priscilla Rogers (International Business); Pat Morrison (Library); Peg Hovde, Corey Manchester, Shirley Pereira, Jeff Waller (Math); Evan Wirig (Media Communications); (Music); (Nursing); (Occupational Therapy); David Milroy, Raul Sandelin (PartTime Representatives); 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:** (President); (Vice President); (Senate Officer at Large); (Senate Officer at Large); P.J.Ortmeier, Lance Parr (Administration of Justice); (ASL); Jim Wilsterman, Suda House, Paul Turounet (Art); Teresa Jacob (Behavioral Sciences); Virginia Dudley (Biological Sciences); Judith Zander, Nate Scharff (Business Administration); (Business Office Technology); (Cardiovascular Technology); (Chemistry); (Child Development); (Communication); Diane Mayne-Stafford, Janet Gelb (Computer Science); Tom Gamboa, James Foran (Cross Cultural Studies); (Counseling); Joe Orate, James Foran (Culinary Arts); (Dance); (Disabled Student Services); (Earth Sciences); Joan Ahrens, Julie Cardenas (English); Pat Bennett, Nancy Herzfeld-Pipkin (ESL); (EOPS);, Larry Larsen (Exercise Science and Wellness); (Foreign Language); Sue Gonda, Devon Atchison (History); (International Business); (LRC); Jenny Vanden Eynden, (Math); William Snead (Media Communications); Steve Baker, Fred Benedetti, Derek Cannon (Music); Tom Oertel (Nursing); Christine Vicino (Occupational Therapy); (PartTime Representatives); Zoe Close (Philosophy, Humanities & Religious Studies); (Physics, Astronomy, & Physical Sciences);(Political Economy); (Respiratory Therapy); Beth Duggan (Theatre Arts).

**GUESTS:** Carri Fierro – Public Guest

Lee Johnson – Adjunct Faculty, Math

Chuck Passentino – Faculty, ESL

Alan Renga – Adjunct Faculty, History

Pamela Wright – District, Institutional Research Planner

**RECORDER:** Jennifer Carmean, Victoria Howitt, and Tasa Campos by means of tape recorder and other's notes.

### **I. CALL TO ORDER**

Beth noted Bonnie Schmiede would give an announcement on Distinguished Faculty sometime during the meeting.

#### **A. Approval of Agenda**

A motion was made to approve the day's agenda.

M/S/U Olmstead/Kirby

#### **Approval of Minutes from February 5, 2007**

A motion was made to approve the February 5, 2007 meeting minutes.

M/S/U Montejano/Wirig

### **II. PRESIDENT'S REPORT**

#### **Introduction of Tina Pitt & Francis Steindorf**

Beth welcomed and introduced the newly hired Assistant Dean of EOPs, Francis Steindorf and Interim, Vice President Academic Affairs, Tina Pitt. They both thanked the Senate for having them and to feel free to meet with them if there were any questions.

#### **Part Time Faculty Issues Committee – Attachment #1**

Beth reviewed attachment #1 copy of Council/Committee Request Form for the Part Time Faculty Issues Committee. She noted two additions were made to the composition in the fall. A student and an Instructional Dean were included. Each year changes can be made to the composition.

#### **Spring 2007 Election**

Beth reviewed the election process and explained why the Part Time Faculty (contested) Section of the election was invalidated. She noted the part time faculty candidates were in attendance. Beth reviewed the information in the February 5, 2007 Academic Senate meeting minutes and members of the election. The election timeline for senate elections in 2000 was referenced. Discussion included appropriate campaigning, past practice, specification of the and availability of the election rules, timeliness, and other issues. All candidates were invited to comment on the events preceding nullification of the election.

Scott Barr made a three part motion 1) Wants people to be informed that Raul and David did not violate protocol and that they acted in good faith, 2) Conduct a new election, and 3) Develop an improved protocol for future elections.

A friendly amendment changed the first portion to read "all individuals acted in good faith".

Questions of protocol for motions were considered and usual senate rules for conducting business out of order.

The question was called. Gregg stated in order to stop the debate a 2/3s vote was needed.

M/S/U Burger/Morrison

The motion passed.

Beth put Scott's motion on the floor. There were four abstentions.

M/S/P Barr/Robinson

The motion passed.

Beth reviewed the Brown Action and how it stated Senators cannot carry on business outside of a Senate meeting. Emails were sent that were cloaked and blind copied to many outside of the Senate. She had received many responses and emails from people outside of the Senate regarding Senate business. Beth expressed the importance of following rules in order to maintain the integrity of the senate's work.

Chris stated as she moves in to the Senate with her officer their responsibility will be to uphold Senate business. She encouraged everyone to communicate professionally regardless of the form of the communication and invited faculty to call a colleague for clarification before forming an opinion.

#### **Governing Board Workshop and Collegial Consultation – March 27**

Beth stated the Chancellor had expressed this workshop is not technical assistance. The date is March 27, 2007 and a time is to be determined. It will be a great learning experience for all. The workshop is schedule to be held at Cuyamaca College Heritage Museum. Concern was expressed regarding the size of the location and if a message could be sent to the district regarding the possibility of a large venue so more can attend. Beth will keep the group posted.

### **III. COMMITTEE REPORTS**

None.

### **IV. ACTION ITEMS**

#### **ISLOs – Attachment #2 & #3**

The group reviewed the ISLOs attachments.

A motion was made to approve the diagram.

M/S/U Wirig/Pereira

The Senate approved the diagram. The information will be posted on the Senate website.

### **V. INFORMATION ITEMS**

#### **Faculty to Serve on Committees**

Beth reviewed the list of faculty to serve on committees.

#### **Other Faculty to Fill Vacancies – Attachment #4**

Beth reviewed the list of other faculty to fill vacancies attachment #4.

Pat Bennett said she may have an adjunct faculty who would like to chair WACC and she would get back to Beth. Scott Barr stated he was interested in the Hiring Committee for Vice Chancellor of Business and Mary Rider stated she is interested to serve in the counselor position on the Task Force to Review Faculty Rights and Responsibilities.

**VI. OTHER**

Meeting adjourned at 12:20p.m.

**\*The next meeting will be on March 19, 2007 in the Griffin Gate.**

BS:tmc

## Information Item – Attachment #1

March 19, 2007

1. The President. It shall be the duty of the President:
  1. to preside at all meetings of the Senate.
  2. 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.
  3. 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.
  4. to appoint special committees when necessary or when so directed by the membership.
  5. to serve or to appoint a designee to serve as an ex-officio member of all committees for which Senate representation is required.
  6. to be responsible for all correspondence to and from the Senate.
  7. to serve as the official representative of the Senate when so authorized.
  8. to arrange for representation of the Senate at scheduled meetings of such professional organizations as directed by the membership.
  9. to prepare and distribute at the appropriate time, meeting agenda and proposed amendments.
  10. to supervise clerical staff assigned to the Senate, who will assist the President as follows:
    1. keeping complete records of the proceedings of the Senate meetings,
    2. distributing minutes of these to each faculty member who requests them,
    3. bringing to each meeting a complete record of the proceedings of the current year, a copy of the Constitution, and the latest copy of Robert's Rules of Order.
  11. to appoint a Parliamentarian,
  12. to perform such additional duties not in conflict with any provisions of this Constitution as the membership shall direct,
  13. 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:
  1. to assist the President and assume the duties in the absence of the President,
  2. to perform such additional duties not in conflict with any provisions of this Constitution as the membership shall direct.
  3. [to facilitate the selection of the Distinguished Faculty.](#)
- ~~3. The President Elect/Immediate Past President. It shall be the duty of the President Elect/Immediate Past President:~~
  - ~~1. to attend budget, planning and other committees as agreed upon in discussion with the Academic Senate President,~~
  - ~~2. to recommend appointments to any committee formed by the Senate and to assist in staffing institutional committees as directed by the Senate,~~
  - ~~3. to serve as liaison between the Senate committees and the Senate,~~
  - ~~4. to provide communication with the faculty concerning work of the committees.~~
4. The Senate Officers Committee, consisting of the four [six](#) officers and the President elect or Immediate Past President, will [shall](#) be responsible for:

1. attending budget, planning and other committees as agreed upon in discussion with the Academic Senate President,
2. recommending appointments to any committee formed by the Senate and to assist in staffing institutional committees as directed by the Senate,
3. servng as liaison between the Senate committees and the Senate,
4. assisting the faculty chairs of committees/task forces with communication to the faculty concerning work of the committees/task forces.
5. preparing and distributing the agenda;
6. acting on behalf of the Senate in emergencies when the Senate cannot be convened;
7. monitoring the budget of the Senate
8. maintaining an accurate list of Senate members.

## **Section 2. Election of Officers**

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.~~ The president shall be elected at the end of the fall semester and the remaining officers shall be elected in the spring semester.
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.
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.
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 the faculty at large. This meeting of the Senate is to be held at a reasonable time before the election.
5. The Nominations/Elections Committee shall make all other necessary rules for carrying out the election of officers. (Do we need a reference to the new rules being created by the Election Committee?)

## **Section 3. Designation of Senators other than officers**

1. Senate representatives shall consist of:
  1. The chair or coordinator of each department.
  2. In addition to the chair/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.
  3. For each additional ten FTEF, or fraction thereof, a department may select one additional senator.
2. It shall be the responsibility of the faculty within each department to ensure the timely designation of their representative and to determine the method of selection.
3. Selection of part-time representatives shall follow the same procedures as those specified for election of officers in Section 2 of the Bylaws, except that they shall be ~~nominated by and~~ elected by a vote of the part-time faculty only.

## **Section 4. Vacancies**

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.
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 unexpired term by a simple majority vote.
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.

### **Section 5. Quorum**

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 not be included in quorum determination.

### **Section 6. Assessments**

1. Dues. There shall be no Academic Senate dues.
2. Special Assessments. The Senate may solicit contributions from the faculty when it deems such action advisable.

### **Section 7. Parliamentary Procedure**

All meetings of the senate shall be conducted according to parliamentary law as set forth in the latest edition of Robert's Rules of Order.

### **Section 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 election, the faculty shall be notified in writing of a 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 general 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 secret ballot, with nominations and election supervised by the Nominations/Elections Committee. This election shall be held within two weeks of the successful recall.

### **Section 9. Committees**

The Senate shall have the following standing committees:

1. The Curriculum Committee
2. The General Education Committee(to delete or not to delete... that is the question)
3. Academic Program Review Committee
4. Faculty Professional Development Committee
5. Instructional Computing Committee
6. Academic Rank Committee
7. Part Time Faculty Issues Committee
8. The Nominations and 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 this Constitution (By-Laws, Section 8, Part 2). (This committee is not currently a standing committee of the senate. Should it be?)
9. 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 a professional nature not covered by contract grievance procedures.~~

### **Section 10. BY-LAWS**

By-Laws to this Constitution may be adopted or amended by a simple majority of the senators present and voting (quorum is 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.

Adopted 5/80. Revised, 10/89, 9/96, 9/01, 12/06



## Information Item – Attachment #2

March 19, 2007

### Senate Agenda and Public Comment

**Purpose:** The public must be given an opportunity to comment on items on the Agenda, as well as, any other items he/she deems important for the body.

The body may establish procedures for public comment and specify reasonable time limitations that are fair.

The general trend appears that most groups place it at the end of their agenda. What would serve us?

#### Where to place public comment? Consider the following:

##### Placing it at the beginning of the agenda:

After "Call to Order," before "Approval of Agenda" would allow the agenda to be amended should someone's comment be crucial to the Senate to discuss. A motion could be made to add the item to the agenda.

Persons wanting to speak during public comment would know what time he/she should be present at the meeting.

This would allow the Senate to take into consideration the person's comments when discussion for the item is reached on the agenda.

##### Placing it at the end of the agenda:

Senate business is discussed first to cover everything as best as possible.

The person's topic during public comment can be placed on the agenda for the next Senate meeting, and Senate reps will have time to digest the information.

The total time for public comment will need to be monitored carefully so the meeting can adjourn at its designated time.

#### Possible Format:

- 1) Consider 4 minutes per speaker as our Board allows 4 minutes per person.
- 2) Total time of 15 minutes equals 3-4 persons speaking during this time (provided they use all of their time).
- 3) If more time is needed, a motion can always be made to extend public comment.
- 4) A statement added to the agenda about contacting the Senate Secretary if one wishes to participate in public comment.
- 5) A statement added to the agenda to let the public know that, "The Senate welcomes all comments during the agenda item."

## Information Item – Attachment #3

March 19, 2007

### BP 5016 Probation, Disqualification, and Readmission

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

*Adoption Date: December 16, 2003*

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

#### **PROBATION**

##### Academic Probation

Any student 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

##### 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.

##### 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 at the conclusion of the spring semester may not attend any college within the District during the next consecutive fall semester. The student may, however, attend the next consecutive summer term. .

##### Academic Disqualification

Any student on academic probation whose spring 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**

##### 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 the college in which disqualification occurred. A student who has not attended for one semester after disqualification is eligible to reapply and be readmitted without petition.