

# Academic Senate Grossmont College

Monday, October 29, 2007  
11:00am – 12:20pm in Griffin Gate

## I. CALL TO ORDER

- A. Public Comment – *Each speaker will be given a maximum of 4 minutes to address the senate about a non-agendized item or items, with a maximum of 15 minutes allowed for public comment. The senate may vote to extend public comment at any meeting. Please contact the senate secretary before the meeting when wishing to speak at public comment. The senate welcomes all speakers to participate in the discussion on agendized items.*
- B. Approval of Agenda
- C. Approval of Minutes from October 15, 2007

## II. PRESIDENT'S REPORT

- A. Introductions and Recognition 10 minutes
- B. Announcements 20 minutes
  - 1. Report on Fire Impacts
  - 2. Additional Senate meeting
  - 3. Plenary Session – resolutions
  - 4. Accreditation update
  - 5. DE and SLO coordinator questions - handout

## III. COMMITTEE REPORTS

- A. None

## IV. ACTION ITEMS

- A. Proposed Resolution on District-Level Evaluation Processes (Attachment #1) 20 minutes
- B. AP 3720 – Computer & Network Use (Attachment #2) 25 minutes

## V. INFORMATION ITEMS \*

- A. Discussion on Confidentiality Statement – handout 5 minutes

\*The Academic Senate may move information items to action upon a majority vote.

# Academic Senate Grossmont College

## Minutes of the Meeting – October 15, 2007

**PRESENT:** Chris Hill (President); Sue Gonda (Vice President); Scott Barr (Senate Officer at Large); Laura Burger (Senate Officer at Large); Jeff Lehman (Senate Officer at Large); Raul Sandelin (Senate Officer at Large); Tina Young (Administration of Justice); Jennifer Carmean (ASL); (Art); Amy Ramos, Gregg Robinson (Behavioral Sciences); Virginia Dudley, Michael Golden, Michelle Perchez (Biological Sciences);, Evan Evan (Business Administration); Linda Snider, (Business Office Technology);, Don Ridgway (Cardiovascular Technology); Martin Larter, Diana Vance (Chemistry); Sheridan Dewolf, Amy Obegi (Child Development); Joel Castellaw, Jill Carleton, Victoria Howitt (Communication); Janet Gelb, (Computer Science); Donne Leigh, Debbie Lim, (Counseling); (Culinary Arts); (Dance); Jane Nolan, Carl Fielden (Disabled Student Services); Judd Curran (Earth Sciences); Oralee Holder, Tony Ding, Tate Hurvitz (English); Nancy Herzfeld-Pipkin, Barbara Loveless (ESL); Pearl Lopez (EOPS); Jim Symington, Randy Abshier, Jamie Ivers, Larry Larsen (Exercise Science and Wellness); Paul Vincent, (Foreign Language); Sue Gonda, (History); Priscilla Rogers (International Business); Pat Morrison (Library); Jenny VandenEynden, Susan Working, Corey Manchester, (Math); William Snead (Media Communications); (Music); (Nursing); (Occupational Therapy); Lee Johnson, David Milroy (Part-Time Representatives); Zoe Close (Philosophy, Humanities & Religious Studies); Ross Cohen (Physics, Astronomy, & Physical Sciences); Brian Jennings (Political Economy); Lorenda Seibold-Phalan (Respiratory Therapy); Craig Everett (Theatre Arts).

**ABSENT:** (Vice President); P.J.Ortmeier, Lance Parr, (Administration of Justice); (ASL); Jim Wilsterman, Jennifer Bennett , Marion DeKoning (Art); Israel Cardona, (Behavioral Sciences); (Biological Sciences); Judith Zander Enowitz (Business Administration); Barb Gillespie (Business Office Technology); Rick Kirby (Cardiovascular Technology); (Chemistry); (Child Development); (Communication); Diane Mayne-Stafford (Computer Science); Tom Gamboa (Cross Cultural Studies); (Counseling); Joe Orate (Culinary Arts); Kathy Meyers (Dance); (Disabled Student Services); Jenny Duncan(Earth Sciences); Joan Ahrens, Adelle Schmitt, Micah Jendian (English); Pat Bennett, (ESL); Sylvia Montejano, (EOPS); (Exercise Science and Wellness); Yolanda Guerrero, Carmen Hernandez, Edda Temoche-Wedele (Foreign Language); Devon Atchison (History); (International Business); (LRC); Ray Funk, Shirley Pereira (Math); Evan Wirig, (Media Communications); Derek Cannon, Paul Kurokawa Steve Baker (Music); Roland Estrella (Nursing); Christine Vicino (Occupational Therapy); (Part Time Representatives); Bill Hoaglin (Philosophy, Humanities & Religious Studies); (Physics, Astronomy, & Physical Sciences); Joe Braunwarth, (Political Economy); Barry Winn (Respiratory Therapy); Beth Duggan (Theatre Arts).

**GUESTS:** Dr. Pamela Amor, Grossmont, Assoc. Dean Instructional & Evening Services  
Patrice Braswell-Burris, Grossmont – DSPS  
Marlene Jansky, Grossmont – DSPS  
Dana Quittner, District – Associate Vice Chancellor, Intergovtml Relations/Econ Dev & Public Info.  
Mary Rider, Grossmont, Transfer Center Coordinator  
Beth Smith – Grossmont, Faculty & State Academic Senate Representative

**RECORDER:** Tasa Campos

### I. CALL TO ORDER

#### A. Public Comment

None

#### B. Approval of Agenda

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

M/S/U Barr/Working

#### C. Approval of Minutes from October 1, 2007

A motion was made to approve the minutes from the October 1, 2007 meeting.

## II. PRESIDENT'S REPORT

### A. Community College Initiative – Dana Quittner

Chris welcomed Dana Quittner, District, Associate Vice Chancellor, Intergovernmental Relations/Economic Development & Public Information to the meeting. She stated Dana would be giving a review of the Community College Initiative: Proposition 92. A definition of Proposition 92 was stated in the Senate agenda, Attachment #1 as follows:

“Proposition 92 would establish in the state constitution a system of independent public community college district and Board of Governors. It requires minimum level of state funding for school districts and community college districts to be calculated separately, using different criteria, and appropriated separately. It would set community college fees at \$15 a unit and limit future fee increases.”

Dana reviewed the following:

- Draft
- Main areas
- Proponents Say
- Opponents Say
- Supporter's List
- Opponent's List
- Board Docket information for tomorrow's Governing Board meeting agenda.

The group then had a question and concern discussion. Dana thanked the Senate for their time.

### B. Accreditation Update – Pam Amor

Chris welcomed Pam Amor, Grossmont, Assoc. Dean Instructional & Evening Services to the meeting to give an Accreditation Visit update. Pam distributed and discussed the following handouts:

- Welcome Accreditation Team – containing a message from Grossmont President, Sunita Cooke and pictures of the 10 member Accreditation Team. Pam gave a brief bio review on the team members.
- Accreditation Visit Week Schedule – The schedule covered Tuesday, October 23 through Thursday, October 24. Pam expressed to importance of all members of the Standard Teams be available for the break-out sessions assigned to their standards.
- The third handout contained information on Student Learning Outcome Cycle for Continuous Improvement, How to Measure if a Student Learning Outcome is being Achieved – Measures of Effectiveness, and a visual of a Cycle of Continuous Improvement.

The group discussed the following:

- The visiting team would be randomly visiting classes on campus throughout their stay.
- Teaching schedule versus Standard Break-out meetings.
- Importance of communicating all information regarding the Accreditation visit to all faculty in departments.
- The college president has been sending out informational emails on a regular basis regarding the visit. Please share with those in your department who may not have email.
- On Wednesday, October 17, all mailboxes will be stuffed with the visit schedule and information.

Chris thanked Pam for her time and again stressed the importance of being available to the visiting team and being knowledgeable of the information.

### **C. Communication to Constituents**

Chris expressed concern over the fact that many faculty are still stating they do not know what is going on regarding many issues on campus. It is important the Senate Representatives take information received in Senate meetings back to their departments. Chris requested, as a homework assignment, all representatives be able to state who their constituents are and how they report back.

### **D. Announcements**

Chris reported on the following announcements:

- The election for Part Time Faculty Representative closed on Friday, October 12. The new representative is Lee Johnson, Math Department. Chris introduced Lee.

## **III. COMMITTEE REPORTS**

None

## **IV. ACTION ITEMS**

### **A. Selection of SLO & DE Coordinators – Determination of Process**

Chris restated that .04 reassigned time has been designated for both a college Student Learning Outcomes Coordinator and Distance Education Coordinator. Chris, at the last meeting, requested any nominees for the two coordinators be sent to her prior to today's meeting. She received the following names:

SLO Coordinator:

- Aned Muniz Gracias – Foreign Language
- Chuck Passentino – ESL.

Distance Education Coordinator:

- Janet Gelb – CSIS
- Lee Johnson – Math
- Diane Mayne-Stafford – CSIS.

Chris stated no official process is in motion regarding the selection of the two coordinators. The group discussed a variety of process. Concern was expressed in the length of time it may take to get the coordinators in position by Spring 2008 semester.

A motion was made to implement a selection process:

“A questionnaire containing pre-approved questions, developed by SOC, plus a bio will be submitted by the candidates via email. No questions and answer session will be held in a Senate meeting.”

M/S/U          Burger/Barr

The motion passed.

The following motion was made regarding the voting/selection process:

“During the voting process, there will be a non-secret, written ballot.”

M/S/U          Carmean/Rogers

The motion passed.

**B. Motion of Child Abuse Administrative Procedure (AP 3518)**

The group reviewed the agenda Attachment #2 – Motion on Administrative Procedure 3518 – Child Abuse. The motion states the following:

“Given that the Child Abuse Reporting Act is complex and that the responsibility of community college faculty remains ambiguous, the Academic Senate of Grossmont College requests that the District arrange with external experts for the presentation of a comprehensive workshop on the subject of “Community College Faculty and Child Abuse Reporting.” The Academic Senate will defer any further deliberation on the Administrative Procedures governed by the Board Policy 3518 until after such presentation is made.”

The above motion was initially made at the last Senate meeting on October 1, 2007.  
M/S/U            Close/Carmean

The motion was unanimously passed at today’s meeting.

**V. INFORMATION ITEMS**

These items were provided for information and will be discussed at the next meeting.

**A. AP 3720 – Computer & Network Use**

Please review this information prior to the next meeting. Chris will distribute an electronic version of AP 3720 showing the marked up changes. This item was briefly discussed at today’s meeting.

**B. Discussion on District-Level Evaluation Processes**

Please review this information prior to the next meeting. This item was briefly discussed at today’s meeting.

**VI. OTHER**

Meeting adjourned at 12:20 p.m.

**\*The next meeting will be on October 29, 2007.**

CH:tmc

*DRAFT*

*DRAFT*

**Grossmont College Academic Senate Resolution  
Regarding the Evaluation of District-Level Administrators**

Whereas, the recent process of accreditation has emphasized evaluation and continuous improvement;

Whereas, the most effective way to provide meaningful feedback and ensure the integrity of an evaluation process is through a *broad-based* evaluation system that includes *broad-based input* from *all constituency groups*; and

Whereas, the Cuyamaca College Academic Senate on 10 May 2007 requested and strongly urged the Governing Board and Chancellor to develop and implement an objective, broad-based evaluation cycle for all district level administrators involved in shared governance decision-making processes;

Resolved, the Grossmont College Academic Senate also respectfully requests and strongly urges the Governing Board to direct the Chancellor to develop and implement an objective, broad-based evaluation cycle for all district-level administrators involved in shared governance decision-making processes;

Resolved, the Grossmont College Academic Senate further requests that the academic senates at both colleges participate in the development and design of the evaluation tool; that the academic senates at both colleges appoint the faculty who will participate in the evaluation process; that the evaluations be completed by December, 2008; and that the results be shared with the Governing Board and the Chancellor.

## AP 3720 Computer and Network Use

Reference: *Education Code Section 70902; Board Policies 3720, 4030; Title 5 Sections 58050, 58164, 58168, 58170, 58172; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45*

Date Issued: May 25, 2006 Updated: TBD

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### Overview

The District Computer and Network systems are the sole property of the Grossmont-Cuyamaca Community College District. They may not be used by any person without the proper authorization of the District. The Computer and Network systems are for District instructional and work related purposes only.

This procedure applies to all District students, employees, officers and others granted use of District information resources. This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching or other purposes.

### **Nondiscrimination Statement of Principles**

All users have the right to be free from any conduct connected with the use of Grossmont-Cuyamaca Community College District (GCCCD) computing systems which discriminates against any person. Discriminatory conduct includes, but is not limited to, written or graphic conduct that satisfies one of the following conditions: (1) harasses, denigrates or shows hostility or aversion toward an individual or group based on that person's gender, sexual orientation, race, color, national origin or disability, or (2) has the purpose or effect of creating a hostile, intimidating, or offensive environment. "Harassing conduct" and "hostile environment" are defined below:

- "Harassing conduct" includes, but is not limited to, the following: epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, national origin, gender, sexual orientation, or disability. This includes acts that purport to be "jokes" or "pranks," but that are hostile or demeaning.
- A "hostile environment" is established when harassing conduct is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the GCCCD computing systems.

Any user who believes he or she has been subject to a hostile environment or discrimination on the basis of race, color, national origin, gender, sexual orientation, or disability may inform the system administrator or the appropriate college or district administrator. Upon receiving any such complaint, GCCCD will process the complaint in accordance with established grievance procedures.

**Academic Freedom**

Users of these systems have rights that may be protected by federal, state, and local laws. This procedure shall not be interpreted in a manner which would abrogate any provision of the District Policy on Academic Freedom (Board Policy 4030).

**Conditions of Use**

Basic conditions of use are also defined by the *Corporation for Education Network Initiatives in California* (CENIC)/California Research and Education Network (CalREN) Acceptable Use Policy. The District adheres to basic conditions of use and industry standards as defined by CENIC/CalREN. The District may define additional conditions of use. Refer to Operating Procedure IS 11.

**Legal Process**

This procedure exists within the framework of the District Board Policy and state and federal laws. A user of District information resources who is found to have violated any of these policies will be subject to disciplinary action up to and including but not limited to loss of information resources privileges; disciplinary suspension or termination from employment or expulsion and/or civil or criminal legal action.

**Copyrights and Licenses**

Computer users must respect copyrights and licenses to software and other on-line information.

- Copying – Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.
- Number of Simultaneous Users – The number and distribution of copies must be handled in such a way that does not violate the licensing rules for the product.
- Copyrights – In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

**Integrity of Information Resources**

Computer users must respect the integrity of computer-based information resources.

- Modification or Removal of Equipment – Computer users must not attempt to modify or remove computer equipment, software, or peripherals without proper authorization from District Information Systems.
- Unauthorized Use – Computer users must not interfere with others' access and use of the District computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, of disk partitions; attempting to crash or tie up a District computer or network; and damaging or vandalizing District computing facilities, equipment, software or computer files.

- Unauthorized Programs – Computer users must not intentionally develop or use programs (including spam, viruses and worms) which disrupt other computer users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this procedure, and may further lead to civil or criminal legal proceedings.

### **Unauthorized Access**

Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

- Abuse of Computing Privileges – Users of District information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the District. For example, abuse of the networks to which the District belongs or the computers at other sites connected to those networks will be treated as an abuse of District computing privileges.
- Reporting Problems – Any defects discovered in system security must be reported promptly to the Information Systems Department so that steps can be taken to investigate and solve the problem.
- Password Protection – A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the Information Systems Department with the exception that users may designate others to access their e-mail and voice mail accounts.

### **Usage**

Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

- Unlawful Messages – Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law, Student Code of Conduct or District policy, or which constitute the unauthorized release of confidential information.
- Commercial Usage – Electronic communication facilities may not be used to transmit commercial or personal advertisements, solicitations or promotions (see Commercial Use, below.)
- Information Belonging to Others – Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users. This type of information includes course-specific materials for purposes other than those intended by the instructor.

- Rights of Individuals – Users must not release any individual’s (student, faculty, and staff) personal information to anyone without proper authorization.
- User Identification – Users shall not send unauthorized communications or messages anonymously or without accurately identifying the originating account or station. Examples of permissible anonymous communications are student evaluations and responses to accreditation surveys.
- Political, Personal and Commercial Use – The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters. Political activities shall not include the dissemination of course-related materials discussing, presenting, or analyzing political positions, opinions or commentaries. In addition, District information technology resources must not be used for partisan political activities where prohibited by federal, state or other applicable laws, or District policies.
- Personal Use – District information resources should not be used for personal activities not related to appropriate District functions. Incidental uses may be allowed and may include checking non-district e-mail accounts, the weather, traffic, news, stocks, etc. for a brief period of time at the discretion of legitimate supervision. Certain computers may be designated for “public use” and non-District functions are allowed. Examples of public use areas include specified workstations in labs, wireless hot spots, etc.
- Commercial Use – District information resources may not be used for commercial purposes. Individual personal advertisements in authorized internal newsletters will not be considered a commercial purpose. Users also are reminded that the “.cc” and “.edu” domains on the Internet have rules restricting or prohibiting commercial use, and users shall abide by the rule governing those domains.

## Disclosure

- No Expectation of Privacy – The District reserves the right to access all use of the District network and computers to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.
- Possibility of Unintended Disclosure – Users must be aware of the possibility of unintended disclosure of communications.
- District’s Disclosure Responsibility – Users must be aware that all electronic communications and electronic documents may be subject to disclosure by the District in response to law enforcement investigations, judicial orders, California Public Records Act requests and other requests/demands that are outside of the District’s control to limit or deny. Additionally, the District may be prohibited from notifying the user of the disclosure demand and/or the response to that demand.
- Retrieval – It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

- Public Records – The California Public Records Act (Government Code Sections 6250 *et seq.*) includes computer transmissions in the definition of “public record” and nonexempt communications made on the District network and computers must be disclosed by the District if requested by a member of the public.
- Litigation – Computer transmissions and electronically stored information may be discoverable in litigation.

**Dissemination And User Acknowledgment of This Procedure**

All users shall be provided copies of these procedures and be directed to familiarize themselves with them.

Any disciplinary action will be in accordance with Board policy, labor/management negotiated agreements, and the *Student Discipline Procedures* handbook.

Users shall sign and date an acknowledgement and waiver stating that they have read and understand this procedure, and will comply with it. Where possible, a “pop-up” screen describing the agreement shall appear prior to accessing the network.

This acknowledgment and waiver shall be in the form as follows:

# Acknowledgment

**Computer and Network Use Agreement**

I have received and read a copy of the District Computer and Network Use Procedure and this Agreement dated, \_\_\_\_\_, and recognize and understand the AP 3720 guidelines. I agree to abide by the standards set in the Procedure for the duration of my employment and/or enrollment. I am aware that violations of this Computer and Network Usage Procedure may subject me to disciplinary action, including but not limited to revocation of my network account up to and including prosecution for violation of State and/or Federal law.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Note: This page will be kept and filed by originating department.