

# Academic Senate Grossmont College

Monday, November 5, 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 29, 2007

## II. PRESIDENT'S REPORT

- A. Plenary Session Report 10 minutes
- B. Announcements 5 minutes

## III. COMMITTEE REPORTS

- A. Part-Time Issues Committee 15 minutes
- B. Program Review Committee 15 minutes

## IV. ACTION ITEMS

- A. Resolution on Confidentiality Statement (Attachment #1) 20 minutes

## V. INFORMATION ITEMS \* (10 minutes)

- A. Resolution on Part-Time Office Hours (Attachment #2) 5 minutes
- B. Plus-Minus Grading (Attachment #3) 5 minutes

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

## **Academic Senate Grossmont College**

**Minutes of the Meeting – October 29, 2007**

**PRESENT:** Chris Hill (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); P.J.Ortmeier, (Administration of Justice); Jennifer Carmean (ASL); Jennifer Bennett (Art); Gregg Robinson (Behavioral Sciences); Virginia Dudley, Michelle Perchez (Biological Sciences); Judith Zander, (Business Administration); Linda Snider, Barb Gillespie (Business Office Technology); Rick Kirby, Don Ridgway (Cardiovascular Technology); Martin Larter, Diana Vance (Chemistry); Sheridan Dewolf, (Child Development); Joel Castellaw, Jill Carleton, Victoria Howitt (Communication); Janet Gelb, Diane Mayne-Stafford (Computer Science); Donne Leigh, Debbie Lim, (Counseling); (Culinary Arts); Kathy Meyers (Dance); Jane Nolan, Carl Fielden (Disabled Student Services); Judd Curran (Earth Sciences); Oralee Holder Joan Ahrens, Tony Ding, Tate Hurvitz, Micah Jendian (English); Pat Bennett, Nancy Herzfeld-Pipkin, Barbara Loveless (ESL); Sylvia Montejano, Pearl Lopez (EOPS); Jim Symington, Randy Abshier, Jamie Ivers, Larry Larsen (Exercise Science and Wellness); (Foreign Language); Devon Atchison (History); Priscilla Rogers (International Business); Pat Morrison (Library); Jenny VandenEynden, Susan Working, Ray Funk, , Shirley Pereira (Math); Evan Wirig, William Snead (Media Communications); (Music); (Nursing); (Occupational Therapy); David Milroy (Part-Time Representatives); Zoe Close (Philosophy, Humanities & Religious Studies); Ross Cohen (Physics, Astronomy, & Physical Sciences); Joe Braunwarth, Brian Jennings (Political Economy); Lorenda Seibold-Phalan (Respiratory Therapy); Craig Everett (Theatre Arts).

**ABSENT:** Sue Gonda (Vice President); Lance Parr, Tina Young (Administration of Justice); (ASL); Jim Wilsterman, Marion DeKoning (Art); Israel Cardona, Amy Ramos (Behavioral Sciences); Michael Golden (Biological Sciences); Evan Enowitz (Business Administration); (Business Office Technology); (Cardiovascular Technology); (Chemistry); Amy Obegi (Child Development); (Communication); (Computer Science); Tom Gamboa (Cross Cultural Studies); (Counseling); Joe Orate (Culinary Arts); (Dance); (Disabled Student Services); Jenny Duncan (Earth Sciences); Adelle Schmitt (English); (ESL); (EOPS); (Exercise Science and Wellness); Paul Vincent, Yolanda Guerrero, Carmen Hernandez, Edda Temoche-Wedele (Foreign Language); Sue Gonda, (History); (International Business); (LRC); Corey Manchester (Math); (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); (Political Economy); Barry Winn (Respiratory Therapy); Beth Duggan (Theatre Arts).

**GUESTS:** Beth Smith – Grossmont College Faculty & State Academic Senate Representative  
Debbie Yaddow – Grossmont College, Interim Assoc. Dean Health Professions

**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 Wirig/Montejano

#### **C. Approval of Minutes from September 17, 2007**

A motion was made to approve the minutes from the September 17, 2007 meeting.

M/S/U

Mayne-Stafford/Wirig

## II. PRESIDENT'S REPORT

### A. Nursing Program Update

Chris welcomed Debbie Yaddow, Interim Associate Dean Health Services to give an update on the Nursing Department situation. Debbie reported on the following:

- Nursing is fully staffed.
- In September the NLAC Accreditation Team will visit.
- Faculty is working on Self-Study.
- Nursing faculty still dealing with issues of salaries variations.
- Site visit fall of 2008.
- Working on long term issues.
- The current grant runs through spring 2008.

The group had a brief question and answer session. Debbie was thanked for her time.

### B. Call for Election Committee Volunteers

Chris reported the nominations for Part Time Faculty Representative Election closed on Monday, September 24. There are two candidates; Lee Johnson, Mathematics, and Alan Renga, History. Ballots will start being distributed tomorrow, Tuesday, October 2. An Election Committee is needed to assist with the counting of the ballots. Chris asked for any volunteers. The following faculty volunteered:

- Devon Atchison
- David Milroy
- Jane Nolan
- Michele Perchez

An email will be sent out to the committee with additional information.

### C. Announcements

Chris reported on the following announcements:

- William Snead has volunteered to serve as the Senate Parliamentarian. Chris thanked William.
- ACCJC – Accreditation Committee is looking for volunteers to sit on Accreditation Visiting Teams. An email has been sent out with information. If interested, please respond to Chris by email.
- Basic Skills Initiative – a brochure was distributed for review. If interest in more information please visit the website at [www.ccbsi.org](http://www.ccbsi.org)
- State Academic Senate Plenary Fall 2007 Session is scheduled for November 1 – November 3.
- Teaching institutes will be coming up in February and March 2008.
- A Faculty Leadership Institute will be held June 12 – 14, 2008.
- A Curriculum Institute will be held July 10 – 12, 2008.
- If interested in more information on any of the upcoming institutes visit the website at [www.ASCCC.org](http://www.ASCCC.org) Contact Chris if interested in attending.

## III. COMMITTEE REPORTS

None

## IV. ACTION ITEMS

### A. Board Policy on Sexual & Other Assaults – Attachment #1

The group reviewed BP 3540 and AP 3540 Sexual and Other Assaults Occurring on District Property. The Senate will need to review and approve or not approve. The process was discussed with focus on AP 3540. Concern was expressed regarding no protection or additional information for the alleged/accused. The District does not currently have a policy for the alleged/accused. Zoe Close gave a brief description of the Union's views. Other colleges and/or institutions have processes in place that can be reviewed. The group decided the policy would be brought back at a later date once more information has been collected.

### B. Board Policy on Child Abuse – Attachments #2, #3, and Hand out

The group reviewed BP 3518 and AP 3518 Child Abuse Reporting and two additional handouts on the information. The group discussed, in depth, the following information and concerns:

- Should faculty be mandated reporters
- Review of the visual chart on the process.
- Would the reporting only apply to students under 18 years of age in your classes
- No way to know if under 18 years of age.
- Union issues – Zoe reported a workshop had been held during last flex week regarding this information with a Union Attorney leading it. The attorney advised it is in the best interest of faculty not to become mandated reporters.
- The District view is no.
- Questions on how the law should be interpreted.
- What constitutes regular basis and what does it mean.
- Penal codes descriptions.
- District would have to provide training.
- Faculty are teachers and the college is a public school but does the law pertain to us or K-12.
- A task force at the state level is being developed to review.
- Is it or is it not unethical to not have the process/policy.
- What is the legislative history of the statute
- It was suggested the Academic Senate develop a resolution to clarify legislation.
- Are Universities dealing with the same questions
- All situations regarding the process/policy are different.
- The Union will schedule an additional meeting/workshop with an attorney to discuss the process/policy.
- Is there an in-house resource.

Chris requested the group please review the information on the distributions and the web links listed in the handouts. Please discuss with faculty in your departments. It is hoped the Senate will be able to make a recommendation to the District at the next meeting.

A motion was made stating “Prior to putting the policy in place the Academic Senate requests the District to provide an information and legal workshop by outside experts.

M/S/ Close/Carmean

Additional discussion occurred.

A motion was made to table the previous motion.

M/S/P Castellaw/Burger

A head count was taken, 2/3 of the group was required. The motion passed.

## V. INFORMATION ITEMS

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

### A. SLO Coordinator – Attachment #4

SLO Coordinator nominations will be accepted between today and the next Academic Senate meeting on Monday, October 15. Please forward any names to Chris Hill by email. Chuck Passentino was nominated. Chris will follow up with Chuck. The SLO Coordinator will be working on developing a college wide SLO Plan.

### B. Distance Education Coordinator – Attachment #5

Distance Education Coordinator nomination will be accepted between today and the next Academic Senate meeting on Monday, October 15. Please forward any names to Chris Hill by email.

## VI. OTHER

Meeting adjourned at 12:20 p.m.

**\*The next meeting will be on October 15, 2007 in Room 325-A.**

CH:tmc

## President's Report – October 15, 2007

### Attachment #1

#### The Community College Initiative: Proposition 92

Community Colleges Funding, Governance, Fees.

Initiative Constitutional Amendment and Statute on the statewide ballot Feb. 5, 2008

Proposition 92 would establish in the state constitution a system of independent public community college districts and Board of Governors. It requires minimum levels 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.

#### **Proponents Say**

1. Community college funding is severed from K-12, allowing both segments to be funded by criteria that are relevant to each without raising taxes.
2. Minimum levels of state funding are required based on growth in the state's college age population.
3. Reducing fees to \$15 and capping their increase makes them predictable and increases access.
4. New federal legislation coupled with \$15 fees will mean more financial aid for the state's lowest income students.
5. Local government, locally elected boards are protected.
6. Proposition 98 continues to be protected by requiring a 2/3 vote to suspend it.
7. The California Community Colleges Board of Governors acquires some independence, reducing political interference.

#### **Opponents Say**

1. Proposition 92 increases funding without adding increased accountability.
2. The loss of fee revenue to community college funding will be over \$70 million in 2007-08.
3. Funding will be increased even if there is no increase in enrollment.
4. State funding will be increased by millions of dollars without any increased revenue to cover it.
5. Funding increases will be at the expense of other programs such as UC, CSU, preschool education, health and other programs.
6. Making any changes found to be necessary will be next to impossible because changes require 4/5 vote of the legislature.
7. Prop. 92 does not address the long-term needs of public education.

**Supporters** include Community College League of California, Californians for Improving Community Colleges, California Federation of Teachers, Community College Association, Los Angeles College Faculty Guild, Faculty Association of California Community Colleges, CSEA, Sacramento Chamber of Commerce

**Opponents** include California Chamber of Commerce, California Taxpayers Association, California Teachers Association

**Action Item – October 15, 2007**

**Attachment #2**

**Motion on Administrative Procedure 3518 – Child Abuse**

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 Board Policy 3518 until after such presentation is made.

Attachment #3

## 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.