

# Academic Senate Grossmont College

Monday, March 3, 2008  
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 February 4, 2008

## II. PRESIDENT'S REPORT

- A. Announcements 5 minutes
- B. Collegewide Professional Development 5 minutes
- C. Accreditation Report – Attachment #1 (SLO progress - handout) 20 minutes

## III. COMMITTEE REPORTS

- A. Curriculum - Report on University Transfer Studies Degree Conversion 25 minutes

## IV. ACTION ITEMS

None

## V. INFORMATION ITEMS \*

- A. Equivalency Process 25 minutes

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

# Academic Senate Grossmont College

## Minutes of the Meeting – February 4, 2008

**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); P.J. Ortmeier, Tina Young (AOJ); Jennifer Carmean (ASL); Jennifer Bennett, Marion DeKoning (Art); Israel Cardona (Behavioral Science) Virginia Dudley, Michael Golden, Michele Perchez, Allison Shearer (Biological Sciences); Evan Enowitz (Business Administration); Linda Snider, Barb Gillespie (Business Office Technology); Don Ridgway (Cardiovascular Technology); Martin Larter, Diana Vance (Chemistry); Sheridan DeWolf, Amy Obegi (Child Development); Jill Carleton, Victoria Howitt, Joel Castellaw (Communication); Diane Mayne-Stafford (Computer Science); Donne Leigh, Mary Rider (Counseling) Carl Fielden (Disabled Student Services); Scott Therkalsen (Earth Sciences); Scott McGann (Economics); Oralee Holder (English); Nancy Herzfeld-Pipkin (ESL); Sylvia Montejano, Pearl Lopez (EOPS); Jim Symington (Exercise Science and Wellness); Sue Gonda, Devon Atchison (History); Priscilla Rogers (International Business); Pat Morrison (Library); Jenny Vanden Eynden, Susan Working, Ray Funk, Corey Manchester, Shirley Pereira, Shawn Hicks (Math); William Snead (Media Communications); (nursing); Christine Vicino (Occupational Therapy); David Milroy (Part-Time Representatives); Bill Hoaglin (Philosophy, Humanities & Religious Studies); Ross Cohen (Physics, Astronomy, & Physical Sciences); Brian Jennings, Scott McGann (Political Economy); Craig Everett (Theatre Arts).

**ABSENT:** Lance Parr (AOJ), Jim Wilsterman (Art); Amy Ramos, Gregg Robinson, (Behavioral Sciences); Judith Zander (Business Administration); Rick Kirby (Cardiovascular Technology); Janet Gelb (Computer Science); Debbie Kim (Counseling); Tom Gamboa (Cross Cultural Studies); Joe Orate (Culinary Arts); Kathy Meyers (Dance); Jane Nolan (Disabled Student Services) Jenny Duncan (Earth Science); Adelle Schmitt, Micah Jendian, Tate Hurvitz, Tony Ding, Joan Ahrens (English); Pat Bennett, Barbara Loveless (ESL); Randy Abshier, Jamie Ivers, Larry Larsen (Exercise Science and Wellness); Paul Vincent, Yolanda Guerrero, Carmen Hernandez, Edda Temoche-Wedele (Foreign Language); Evan Wirig (Media Communications); Paul Kurokawa, Steve Baker, Derek Cannon (Music); Joy Zozuk (nursing); Lee Johnson (Part-time Representatives) Zoe Close (Philosophy, Humanities & Religious Studies); Joe Braunwarth, (Political Economy); Lorenda Seibold-Phalan, Barry Winn (Respiratory Therapy); Beth Duggan (Theatre Arts).

### **GUESTS:**

- Beth Smith – Grossmont, Faculty & State Academic Senate Representative
- Bivin Sadler – Grossmont, Math Department
- John Colson – Grossmont, Interim VP Student Services
- Agustin Albarran – Assist Dean Student Affairs
- Pamela Wright - Institutional Research Planner

**RECORDER:** Andrea Whitney

### **I. CALL TO ORDER (11:04am)**

Chris welcomed the group back to the spring semester and announced four new or returning members. Those members included Scott Therkalsen (Earth Science), Scott McGann (Political Economy), Shawn Hicks (Math), and Allison Shearer (Biological Sciences). Chris asked the group to always remember to sign in when attending the senate meeting.

#### **A. Public Comment**

None

#### **B. Approval of Agenda**

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

M/S/U Enowitz/Milroy

The motion passed

### **C. Approval of Minutes from December 3, 2008**

A motion was made to approve the minutes from the December 3, 2008 meeting.

M/S/P Duncan/Morrison

The motion passed

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

### **A. Announcements**

- i. David Milroy handed out fliers to the group regarding the "Grossmont in Paris" trip. He asked that the group share the fliers with their students. David noted that the trip is a life changing experience and expressed the sentiment that all students should travel abroad at some point in their lives.
- ii. Chris updated the group regarding Flex Week. She stated she had just spoken with Chuck Passentino and he reported they were able to get 60% of the discipline areas completed with program SLOs and with gateway course SLOs. Chris noted that this was a huge accomplishment, and thanked the group for all their overall effort and hard work. Chris also noted she will give reports every semester as to where we stand with SLOs.
- iii. Chris reported college enrollment is up 9.8% compared to this time last spring. She also thanked everyone for dealing with the parking issues that occurred last week with the rain.
- iv. Chris advised the group there are some committees that are looking for members. Chris welcomed Agustin Albarran to speak briefly. Agustin advised they are looking for one faculty member for the Student Affairs Advisory Committee which meets on the third Wednesday of the month at 1:30pm. If anyone has any questions please contact Chris. Chris also noted that they are looking for a member for the Part-time Issues Committee - Business and Professional Studies area, and the Petition Committee is looking for a couple of instructional faculty.

## **III. COMMITTEE REPORTS**

### **A. Program Review**

Chris welcomed Scott Barr to the floor to give an update on the Academic Program Review Committee. Scott went over a handout and explained the process for academic program review, noting that it is a 5-year cycle. He also mentioned that the committee has gotten an honorable mention from the accrediting commission for many years now and that no campus spends as much time reviewing their programs in such detail. There are seven faculty members and Scott is the chair of the committee. Scott advised they do need a representative from the Humanities & Social/Behavior Sciences Department. Scott stated the committee meets on Wednesdays from 2:00 to 4:00 pm. If anyone is interested in being on the committee please contact Chris Hill. Scott thanked the group and Chris thanked Scott for the update.

## **IV. ACTION ITEMS**

### **A. College Committee Appointments**

Chris asked everyone to take a look at the list of committee appointees and advised the list shows the committee appointments thus far. One correction is that Michelle Blackman is filling in on the curriculum committee for Spring 2008 semester only to replace a member who is on maternity leave.

Chris asked if anyone wanted to make a motion to approve Action Items.

M/S/U Enowitz/Burger  
The motion passed.

## V. INFORMATION ITEMS

### A. Discussion on Academic Integrity (John Colson & Agustin Albarran)

Chris invited Agustin Albarran (Assistant Dean of Student Affairs), and John Colson (Vice President of Student Services) to give a presentation regarding Academic Integrity. John Colson spoke to the group about Academic Integrity and exactly what to do with students who cheat. John says that we need to be fair, consistent and to be mindful of the due process that should be afforded to the students. John is sensitive to the role that the faculty plays in the classroom and that any type of action regarding a college wide approach has to be driven by the faculty. John asked the group to let John or Agustin know how the faculty would like them to handle these matters. One suggestion is that some schools have Academic Dishonesty panels that are comprised of faculty, students, and staff. John asked Agustin to share some of the work that he and his office have been doing with regard to Academic Dishonesty.

Agustin took the floor and asked everyone to take a handbook called "Student Discipline Procedures". Agustin advised the Student Affairs office has been tracking the violations from January 9<sup>th</sup>, 2007. There were 30 actual Academic Dishonesty cases that were reported to his office in 2007. At the end of Spring 2007 there were 9 cases and by Fall 2007 there were 21. Agustin is asking faculty to refer cases to his office for the time being so faculty members are not being accused of acting capricious about the way that Academic Integrity is being handled. If the claim comes directly to his office it can be properly documented and then in turn takes the focus off the faculty. Once this happens the office of Student Affairs will take the necessary action to process the complaint accordingly. He reiterated Dr. Colson's statement that they welcome the faculty to task them with any academic integrity issues and to do what is in the best interest of the campus on any liability issues.

There was a lengthy Q/A/Comment discussion between the group, Agustin, and Dr. Colson. Chris suggested a task force be put together to identify what all the issues are, and propose some policy and/or procedural solutions to bring to the Senate. Chris thanked Agustin and John for coming in. Chris suggested that we could start with division representatives. Beth Smith suggested adding a student's participation to the task force. Diane Mayne-Stafford suggested including the online faculty as well. It was also suggested to include someone from United Faculty. The senate officers were tasked with finalizing a composition and soliciting members for the task force.

## VI. OTHER

Meeting adjourned at 12:16 p.m.

**\*The next meeting will be on March 3, 2008.**

CH:aw

February 4, 2008

## Attachment #1

### Evaluation Report from ACCJC Commission Visiting Team

Following is an executive summary of the Evaluation Report by the ACCJC Commission Visiting Team. Recommendations listed are those in the College's Evaluation Report and that pertain to the District and Board of Trustees. In order of presentation is the recommendation, the issue, the exact wording of the recommendation, and bullets summarizing what needs to be developed in order to resolve the issue.

**The recommendations in bold must be addressed in a resolution report to WASC by October 2008.**

#### **RECOMMENDATION 1**

The Issue: Diversity and Equity Plan

Recommendation: In order to satisfy the standards on diversity, the College must establish policies and practices with the District to ensure equity and diversity are essential components of its human resource planning. The District must regularly assess its record in employment equity and diversity and communicate that record to the college community.

Needed:

- Development of a Diversity and Equity Plan.
- Development of an assessment tool to measure effectiveness of the plan.
- Method of reporting results to the college community at regular intervals.

#### **RECOMMENDATION 2 (Grossmont College)**

The Issue: Student Learning Outcomes

Recommendation: The College establishes a specific timeline for producing student learning outcomes at the course level and the program level; incorporate student learning outcomes into the curriculum and program review processes; identify systematic measurable assessments; and use the results for the improvement of student learning and institutional effectiveness.

Needed:

- SLOs for all courses
- SLOs for all programs
- SLOs in the curriculum process
- SLOs into the program review process
- Measurable assessments for all SLOs
- Assessment result data drives decision making for improvement of student learning
- Assessment result data drives decision making for improvement of institutional effectiveness
- Timeline established for full conversion of all courses and programs.

#### **RECOMMENDATION 3 (Grossmont College)**

The Issue: Institutional Planning

Recommendation: In order to satisfy the standards on planning, the College must review and revise as necessary its institutional planning processes and make the timing, processes, and expectations of all staff in the institutional planning processes more widely known and understood.

Needed:

- Integrate timing and processes of institutional planning
- Review and Revise as necessary
- Make expectations of all staff involved more widely known and understood.

## RECOMMENDATION 4

The Issue: Primary Leadership

Recommendation: The District, in consultation with the College, should provide “primary leadership in setting and communicating expectations of educational excellence and integrity” for the College. The District should expand its own Strategic Plan, and link its Allocation Formula to the District and College Plans.

Needed:

- A District Strategic Plan
- Development of the Mapping Document
- Revised Allocation Formula

## RECOMMENDATION 5

The Issue: College Presidency

Recommendation: The District needs to clarify its policies and procedures to enhance the delegation of responsibility and authority to the President of the College and include clearly defined policies and procedures for the selection and evaluation of the president.

Needed:

- Board Policy addressing selection of College President.
- Clearly defined procedure defining and enhancing the delegation of responsibility and authority of the College President.
- Clearly defined procedure for evaluation of the College President.

## RECOMMENDATION 6

The Issue: Evaluation of District Functions

Recommendation: The District should regularly and systematically review its functions and goals, including: a) Goal setting and self-evaluation by the Board of Trustees, b) Evaluation of District’s services to the colleges and its effectiveness as a liaison between the College and Board of Trustees.

Needed:

- Assessment tool to evaluate the effectiveness of District’s functions and goals.
- Board of Trustees’ assessment tool for goal setting and self-evaluation.
- Assessment tool to evaluate the effectiveness of the District as liaison between College and Board of Trustees.

## RECOMMENDATION 7

The Issue: Excellent working relationships

Recommendation: The College, the Chancellor, and the District must improve relations among their various constituency groups in order to assure effective discussion, planning, and implementation. The entire College community must work together for the good of the institution.

Needed: Trust

- Superb communication skills, honesty, and integrity
- Consistency
- Transparency

## Message from Dr. Cooke regarding Accreditation Timeline

Dear Colleagues,

We have received the formal letter from the Accrediting Commission for Community and Junior Colleges (AACJC) which outlines the recommendations of the Commission.

Once again, please accept my gratitude for your efforts on behalf of our college. The development of the Self-Study, and your participation in the visit, under very trying circumstances, required focus and persistence.

The good news is that Grossmont College has received reaffirmation of its accreditation. The next comprehensive report and visit will take place in 2013, with a midterm report visit scheduled in 2010. We will put a link on the college's accreditation website shortly with the visiting team report and the Commission's letter.

The Commission is holding us accountable in several key areas. Between now and 2010, there will be much work to be done and progress to be shown. We will be required to submit two progress reports and host a mini site visit of commission representatives.

**March 15, 2008**, and each year thereafter, we will have an annual academic report due that will include a progress report on Student Learning Outcomes (SLO) development, implementation and assessment at the course, program, institutional, and general education levels.

By **October 15, 2008** our **first progress report** will be due. The areas of focus for this report will be progress related to:

- SLO/SSO development, timeline and assessment
- Integration, streamlining and broad understanding of planning processes
- Plan for diversity in hiring (district-wide plan)
- Relationship between college/district/board

**Following the October 2008 report, the commission will send representatives to the campus for a focused site visit.**

By **October 15, 2009** our **second progress report** will be due regarding two additional recommendations. The focus of this second report will be:

- Selection and evaluation criteria and delegation of authority for Presidents
- Evaluation of District Services and Functions including goal setting, board self-evaluation and effectiveness of district as a liaison between College and Board of Trustees

These **reports until October 2010 (mid-term) will be due roughly every 5-7 months** so we have much work ahead of us as an institution. However, in looking back at the focus and persistence we have demonstrated as a college community, I am confident that working together as a team, we can sustain this effort and mark good progress as required by ACCJC.

<b>DEADLINE</b>	<b>DESCRIPTION</b>
<b>March 15, 2008</b>	<b>Annual Academic Report</b>
<b>October 15, 2008</b>	<b>First Progress Report</b>
<b>TBD after October 2008</b>	<b>AACJC mini-site visit</b>
<b>March 15, 2009</b>	<b>Annual Academic Report</b>
<b>October 15, 2009</b>	<b>Second Progress Report</b>
<b>March 15, 2010</b>	<b>Annual Academic Report</b>
<b>October 2010</b>	<b>Self-study mid-term report due</b>