

Academic Senate Grossmont College

Monday, November 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 October 20, 2008**

II. PRESIDENT'S REPORT

- A. **Announcements** 5 minutes
- B. **Selection of Distance Education Coordinator** 5 minutes
- C. **Open Nominations for Senate President** 5 minutes
- D. **Plenary Session Resolutions** 5 minutes

III. COMMITTEE REPORTS

- A. **Budget Update – Shirley Pereira** 15 minutes

IV. ACTION ITEMS

- A. **Revision of Senate Constitution and By-Laws (Handout)** 15 minutes
- B. **BP/AP 7111 – College President Selection (Attachment #1)** 15 minutes

V. INFORMATION ITEMS *

- C. **Integrated Planning Process (Handout)** 10 minutes
- D. **Election Rules (Attachment #2)** 2 minutes
- E. **Resolution of Appreciation (Handout)** 2 minutes

*The Academic Senate may move information items to action upon a 2/3 vote.

Academic Senate Grossmont College

Minutes of the Meeting – October 20, 2008

MEETING ATTENDANCE:

X	Chris Hill (President)	X	Janet Gelb (CSIS)	X	Antonio Crespo (Foreign Lang)
X	P.J. Ortmeier (AOJ)	X	Diane Mayne-Stafford (CSIS)	X	Sue Gonda (History-Sen Officer)
	Lance Parr (AOJ)	X	Ronald Norman (CSIS)	X	Devon Atchison (History-Sen Officer)
X	Tina Young (AOJ)		Donne Leigh (Counseling)	X	Priscilla Rogers (Inter Bus)
X	Jennifer Carmean (ASL)		Mary Rider (Counseling)	X	Patty Morrison (Library)
	Jamie Gould (ASL)	X	Bonnie Schmiege (Counseling)	X	Jenny VandenEynden (Math)
X	Jim Wilsterman (Art)		Tom Gamboa (Cross Cult Stud)	X	Susan Working (Math)
X	Steve Garcia (Art)		Joe Orate (Culinary Arts)		Ray Funk (Math)
X	Jennifer Bennett (Art)		James Foran (Culinary Arts)	X	Corey Manchester (Math)
X	Israel Cardona (Behav Sci)	X	Kathy Meyer (Dance)		Shirley Pereira (Math)
	Amy Ramos (Behav Sci)	X	Jane Nolan (DSPS)		Evan Wirig (Media Comm)
	Gregg Robinson (Behav Sci)	X	Carl Fielden (DSPS)	X	William Snead (Media Comm)
X	Michael Golden (Biol Sci)	X	Gary Jacobson (Earth Sci)	X	Derek Cannon (Music)
X	Allison Shearer (Biol Sci)	X	Jerry Mason (Earth Sci)		Paul Kurokawa (Music)
	Michele Perchez (Biol Sci)	X	Oralee Holder (English)		Steve Baker (Music)
X	Brian Keliher (Bus Admin)	X	Adelle Schmitt (English)	X	Joy Zozuk (Nursing)
	Nate Scharff (Bus Admin)	X	Joan Ahrens (English)		Christine Vicino (Occ Therapy)
X	Linda Snider (BOT)		Lisa Ledri-Aguilar (English)	X	David Milroy (Part-time Rep)
	Barb Gillespie (BOT)		Micah Jendian (English)		Lee Johnson (Part-time Rep)
X	Rick Kirby (CVT)	X	Chuck Passentino (ESL)	X	Zoe Close (Phil/Hum/Rel Studies)
X	Don Ridgway (CVT)	X	Barbara Loveless (ESL)		Bill Hoaglin (Phil/Hum/Rel Studies)
	Jeff Lehman (Chemistry-Sen Off)	X	Nancy Herzfeld-Pipkin (ESL)	X	Ross Cohen (Physics)
	Martin Larter (Chemistry)		Sylvia Montejano (EOPS)	X	Joe Braunworth (Polit Economy)
	Diana Vance (Chemistry)	X	Pearl Lopez (EOPS)	X	Scott McGann (Polit Economy)
X	Sheridan DeWolf (Child Dev)		Laura Burger (Exer Sci/Well-Sen Officer)	X	Lorenda Seibold-Phalan (Resp Ther)
X	Mary Courtney (Child Dev)	X	Jim Symington (Exer Sci/Well)		Barry Winn (Resp Ther)
X	Joel Castellaw (Comm)		Randy Abshier (Exer Sci/Well)	x	Craig Everett (Theatre Arts)
X	Jill Carleton (Comm)		Dan Clauss (Exer Sci/Well)		Beth Duggan (Theatre Arts)
	Victoria Howitt (Comm)	X	Larry Larsen (Exer Sci/Well)		

X = present at meeting

GUESTS:

- Kats Gustafson – Dean, Learning & Technology Resources
- Roger Owens – Dean, C&FA
- Beth Smith – Math Faculty, South Representative ASCCC
- Jerry Buckley – Dean, M,NS, ES&W

RECORDER: Joy Tapscott

I. CALL TO ORDER (11:05 am)

A. Public Comment

None

B. Approval of Agenda

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

M/S/U Felden/Nolan

C. Approval of Minutes from October 6, 2008

A motion was made to approve the minutes from the October 6, 2008 meeting.

M/S/U

II. PRESIDENT'S REPORT

A. Announcements

Chris introduced Joy Tapscott as the part-time temporary Secretary of the Academic Senate.

Chris announced that the reauthorization of the Higher Education Act now requires accrediting agencies to ask institutions to verify that students enrolled in distance education classes are actually the students taking the courses. Options for meeting that requirement will be discussed at the TTLC Meeting on October 27 at 11:00 am in the Distance Education (DE) Room.

She also announced that the DE Coordinator nominations were closed and there were three nominees. The nominees would be submitting materials for consideration by the senators and a vote would be taken at the next senate meeting. The Basic Skills Steering Committee and other open assignments will go out via email today and Sue Jensen was selected as Faculty Co-Chair of the Student Success Committee.

Chris presented various award programs with state and national recognition that she suggested faculty/staff submit nominations and apply for. They include:

- a. The Exemplary Program Award (\$4,000 award) focused on innovative development programs from faculty members – applications are due November 14, 2008
- b. Hayward Award for Excellence in Education (\$500 award) – this award honors faculty for their work in and out of the classroom – applications are due December 1, 2008
- c. The Regina Stanback Stroud Diversity Award (\$5,000 award) recognizes contributions of individual faculty members in the area of diversity – applications are due February 2, 2009
- d. The Bellwether Award – sponsored by the Community College Futures Assembly, for outstanding and innovative programs and practices.

B. Nominations/Elections Committee

Chris announced two items:

- Announcement of the first step in the election process – she discussed the selection of an electronic voting system at a cost of \$1,995 for an annual subscription with as many elections as needed.
- Announcement of a need for volunteers for an election committee of up to four members.

The responsibilities would include:

- Finalizing rules
- Solicitation of nominees
- Responsibility to conduct the election

Jennifer Carmean, Jane Nolan, and Jeff Lehman volunteered.

Further information regarding the committee will be sent to these volunteers.

C. Honors Contract Presentation

Chris introduced Gwyneth Mapes who announced that the Fall 2008 semester Honors program has 25 instructors, 15 students, and 19 classes represented with Honors Contracts at Grossmont College. She spoke about offering Honors Contracts in non-Honors classes so that students can meet the unit requirements to be considered an Honors student. She mentioned that the faculty are the ones who decide on whether they want to offer the possibility to eligible students and write the contract themselves to outline how the student will perform honors-level work outside of the normal class requirements. Gwyneth requested that everyone consider this and also discuss it with others in their department. She also introduced their Web site along with helpful links and announced an Honors Lecture regarding a new healing paradigm by Robert Soloman from Scripps to be held from 3:30pm to 5:00pm that day in Room 575.

III. COMMITTEE REPORTS

A. SLO Coordinator – 198s, 199s, 298s, 299s

Chris introduced Devon Atchison, SLO Coordinator who showed the new template and talked about possible assessment strategies for 198s. She recommended that when these classes are offered that they have unique and additional SLOs to meet the needs of that particular, individual class. She will send out an email detailing these generic SLOs and the template later today. If departments want to use these, they need to fill out the template for whichever courses they offer and send them to Devon.

IV. ACTION ITEMS

A. Resolution to Support Inclusion of Part-Time Faculty

Chris presented a resolution to include all part-time faculty as senate representatives. A motion was made to approve this resolution with discussion.
M/S/U Gonda/Close

B. Revision of Senate Constitution and By-Laws

Chris presented and explained requested changes to the constitution and by-laws. She mentioned that all final approvals would have to go the body at large to be approved at the next election. A motion was presented to approve the changes and open discussion.
M/S/U Milroy/Dewolf

There is some sense that the above resolution (Part A) negates the need to change the Constitution to include five new part-time senators (one from each division). The By-Laws changes would rectify election problems that have surfaced in the past regarding replacing part-time senate officers who resign. After much discussion, a motion was then made to table the motion on both action items until the next meeting and the suggestion for each member to go back to their departments and discuss considerations.

M/S/U Milroy/Mayne-Stafford

V. INFORMATION ITEMS

A. BP/AP 7111 College President Selection

Chris introduced BP/AP 7111 for the selection of the college president. She covered the pertinent sections of AP, asked members to review the information, and to discuss it with their constituents to get feedback.

B. International Baccalaureate Proposal

Chris announced a proposal to accept international baccalaureate courses for general education and baccalaureate credit. She requested members to read through the proposal and if they had questions to direct them to Mary Rider or Bonnie Schmiedege.

Meeting Adjourned at 12:20 pm.

CH:jt

The Academic Senate minutes are recorded and published in summary form. Readers of these minutes must understand that recorded comments in these minutes do not represent the official position of the Academic Senate. The Academic Senate expresses its official positions only through votes noted under "Action."

Attachment #1

AP 7111

College President Selection

Accreditation Standard IV.B.1.j, IV.B.2, IV.B.3.e.

Reference:

Date Issued:

Overview

Under the direction of the Chancellor, the College President has primary responsibility for the quality of the college. Within this responsibility, the President leads, directs and supervises the college, administering programs and operations in compliance with applicable rules, regulations, policies, and legal requirements.

Process

- (1) The Chancellor shall recommend a College President selection process to the Governing Board for approval. The recommendation shall include the following:

- ~~The~~ Designation of a person, committee, or firm to conduct the search
- Development of a time line
- Development of a position description
- Designation of a Search and Interview Committee, to be composed of the following members from the searching college unless otherwise noted:
 - ~~Co-chair:~~ The Academic Senate President or designee, ~~and from the searching college~~
 - ~~Co-chair:~~ a cabinet-level administrator ~~from the searching college, as co-chairs~~
 - The President (or Interim President) of the non-searching college
 - ~~A~~ e community representative ~~(s)~~ selected by the Governing Board
 - A ~~college level administrative~~ representative from the Administrators' Association
 - Two faculty representatives appointed by the Academic Senate
 - A representative from United Faculty
 - A representative from the Classified Senate
 - A representative from CSEA
 - A student representative
 - A representative from the District administration
 - An at-large representative, selected by the co-chairs

The recommendations shall be provided to the Chancellor's Cabinet and Districtwide Executive Council for review.

- (2) The Search and Interview Committee shall:
- Develop the screening and interview plan
 - Screen candidates and select those to be interviewed
 - Conduct preliminary interviews and recommend finalists to the Chancellor
 - Designate a team of committee representatives, led by the two co-chairs, to conduct site visitations and check references
 - Conduct public forums that have been previously advertised to the community for candidates that have been recommended to the Chancellor
- (3) The Chancellor and Governing Board committee shall conduct final interviews of only those candidates recommended by the committee. The Academic Senate President or designee shall be present as a resource.
- (4) The Chancellor recommends candidate to the Governing Board.
- (5) Contract negotiations are completed and President begins assignment.

Attachment #2

Academic Senate Election Rules

At the beginning of each nomination period, these rules will be posted to the senate webpage.

1. Each person nominated for senate officer or representative must accept the nomination in person or in writing.
2. Upon acceptance of the nomination for senate officer or representative, every candidate will receive a copy of these rules electronically and as a hard copy in the college mailbox.
3. Candidates must send an email to all members of the Election Committee confirming receipt of the election rules, and include a sentence that states that he/she agrees to the rules for the election. Candidate statements will not be posted on the senate web page or sent to faculty without prior agreement to the election rules.
4. The Election Committee has sanctioned no type of campaign material or event other than the candidate statement.
5. By, insert date and time each candidate is invited to submit electronically to the senate secretary, a candidate statement not to exceed 250 words in length. The candidate may include qualifications, experience, reference other documents, etc. in the statement, but may not address or mention any other candidate in the race.
6. On insert date, the statements will be posted to the senate website in their entirety. The Election Committee will not spell check or proofread candidate statements. Faculty will be notified when candidate statements are available on the Senate webpage.
7. The statements will remain on the Senate's web page until balloting begins. Once balloting begins, the candidate statements will be removed from the Senate web page and included in the ballot materials.
8. Email may not be used by candidates to distribute to faculty any materials regarding the election. Once balloting begins, no campaign materials may be distributed in any form. In addition, candidates may not request or require an action of any other candidate in the election.
9. If any candidate has questions, please contact a member of the Election Committee: Jane Nolan, Jeff Lehman, and Jennifer Carmean.
10. Any candidate found in violation of these rules will be eliminated from the current slate of candidates and disqualified from running for office for the current term of office. Example: if a candidate runs for office with a two-year term, and is found in violation of these rules, then the candidate may not run for office for two years. If a candidate is found in violation of these rules in two elections, the candidate will no longer be able to run for senate officer or representative.