

Academic Senate Grossmont College

Monday, November 17, 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 November 3, 2008

II. PRESIDENT'S REPORT

- A. Announcements 5 minutes
- B. Close Nominations for Senate President 5 minutes
- C. Election process 10 minutes

III. COMMITTEE REPORTS

None

IV. ACTION ITEMS

- A. Resolution of Appreciation 10 minutes
(Handout)
- B. Integrated Planning Process 10 minutes
(Attachment #1)
- C. Election Rules 10 minutes
(Attachment #2)
- D. BP/AP 7111 – College President Selection 20 minutes
(Handout)

V. INFORMATION ITEMS *

- E. AP 3720 – Computer and Network Use 5 minutes
(Attachment #3)

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

Academic Senate Grossmont College

Minutes of the Meeting – November 3, 2008

MEETING ATTENDANCE:

x	Chris Hill (President)		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)	x	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)		Susan Working (Math)
x	Steve Garcia (Art)		Joe Orate (Culinary Arts)	x	Ray Funk (Math)
	Jennifer Bennett (Art)		James Foran (Culinary Arts)	x	Corey Manchester (Math)
x	Israel Cardona (Behav Sci)		Kathy Meyer (Dance)	x	Shirley Pereira (Math)
	Amy Ramos (Behav Sci)	x	Jane Nolan (DSPS)		Evan Wirig (Media Comm)
x	Gregg Robinson (Behav Sci)	x	Carl Fielden (DSPS)	x	William Snead (Media Comm)
	Michael Golden (Biol Sci)	x	Gary Jacobson (Earth Sci)		Derek Cannon (Music)
x	Allison Shearer (Biol Sci)	x	Jerry Mason (Earth Sci)		Paul Kurokawa (Music)
x	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)
x	Jeff Lehman (Chemistry-Sen Off)	x	Nancy Herzfeld-Pipkin (ESL)	x	Ross Cohen (Physics)
	Martin Larter (Chemistry)		Sylvia Montejano (EOPS)		Joe Braunworth (Polit Economy)
	Diana Vance (Chemistry)	x	Pearl Lopez (EOPS)	x	Scott McGann (Polit Economy)
x	Sheridan DeWolf (Child Dev)	x	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)
	Joel Castellaw (Comm)	x	Randy Abshier (Exer Sci/Well)	x	Craig Everett (Theatre Arts)
x	Jill Carleton (Comm)		Dan Clauss (Exer Sci/Well)		Beth Duggan (Theatre Arts)
x	Victoria Howitt (Comm)	x	Larry Larsen (Exer Sci/Well)		

X = present at meeting

GUESTS:

- Beth Smith – Math Faculty, South Representative, ASCCC
- Jerry Buckley – Dean, Math, Natural Sciences, Exercise Science and Wellness

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/Perchez

C. Approval of Minutes from October 20, 2008

A motion was made to approve the minutes from the October 20, 2008 meeting.

M/S/U Atchison/Passentino

II. PRESIDENT'S REPORT

A. Announcements

- a. Chris introduced Debbie Yadow who announced that the Nursing Program at Grossmont College had received full accreditation for five years from the National League of Nursing.
- b. Chris announced that the Accrediting Team was returning to Grossmont College on Wednesday, November 5 for a follow-up visit and specific meetings were planned.
- c. Chris also announced that the paper screening process for a new Chancellor was finished and that interviews were to be scheduled next week. The new Chancellor would be taking office in February of 2009.

B. Selection of Distance Education Coordinator

Chris announced that Michael Golden had removed his name from nomination and that the two candidates were Karl Flores – CSIS and Elena Lattarulo – Education. She then passed out ballots for the Senate to vote. The voting was to be counted after the meeting and the winner would be announced at the next Senate meeting. The new Coordinator position would start in Spring 2009.

C. Open Nomination for Senate President

Chris asked that everyone review the election rules and submit nominations to Jane Nolan via phone or email. The nominees needed to confirm acceptance of their nomination in person or in writing. The term was two years and would start on June 1st, 2009. The nominations would be open for two weeks and close at the next senate meeting on November 17th.

Laura Burger nominated Chris (Hill) and she accepted.

D. Plenary Session Resolutions

Chris announced that she, Sue Gonda, and Beth Smith would be going up to Los Angeles this coming weekend to attend the Academic Senate for California Community Colleges fall plenary session. Chris presented several resolutions they were going to discuss and consider, and she asked for feedback from the Senate prior to the weekend meeting if possible.

III. COMMITTEE REPORTS

A. Budget Update – Shirley Pereira

Chris introduced Shirley Pereira, Co-Chairman of the Planning and Resources Council. Shirley presented information on the state budget, budget pressures, the budget reduction process and where reductions were made, the fact that some funds had been restored, budget reductions by division, changes from adopted budget, staffing, and future planning.

IV. ACTION ITEMS

A. Revision of Senate Constitution and By-Laws

Chris presented two possible options to select a replacement part-time senate officer:

- a. Revise the Academic Senate By-Laws to allow for election of a replacement from among the entire part-time population of the campus per revised Academic Senate By-Laws section 4.2.
- b. Revise the Academic Senate Constitution to include more part-time senate representatives to draw from a replacement as indicated on hand out.

After much discussion a motion was made to table the discussion until the first meeting of the Spring 2009 semester. In the meantime, Chris will work with the Part-time Issues Committee to develop possible options.

M/S/U Kirby/Atchison 1 Abstention

B. BP/AP 7111 College President Selection

Chris announced that this would be discussed at the next meeting due to time constraints.

V. INFORMATION ITEMS

A. Integrated Planning Process

Chris asked that everyone review the handout.

B. Election Rules

Chris asked that everyone review the election rules.

C. Resolution of Appreciation

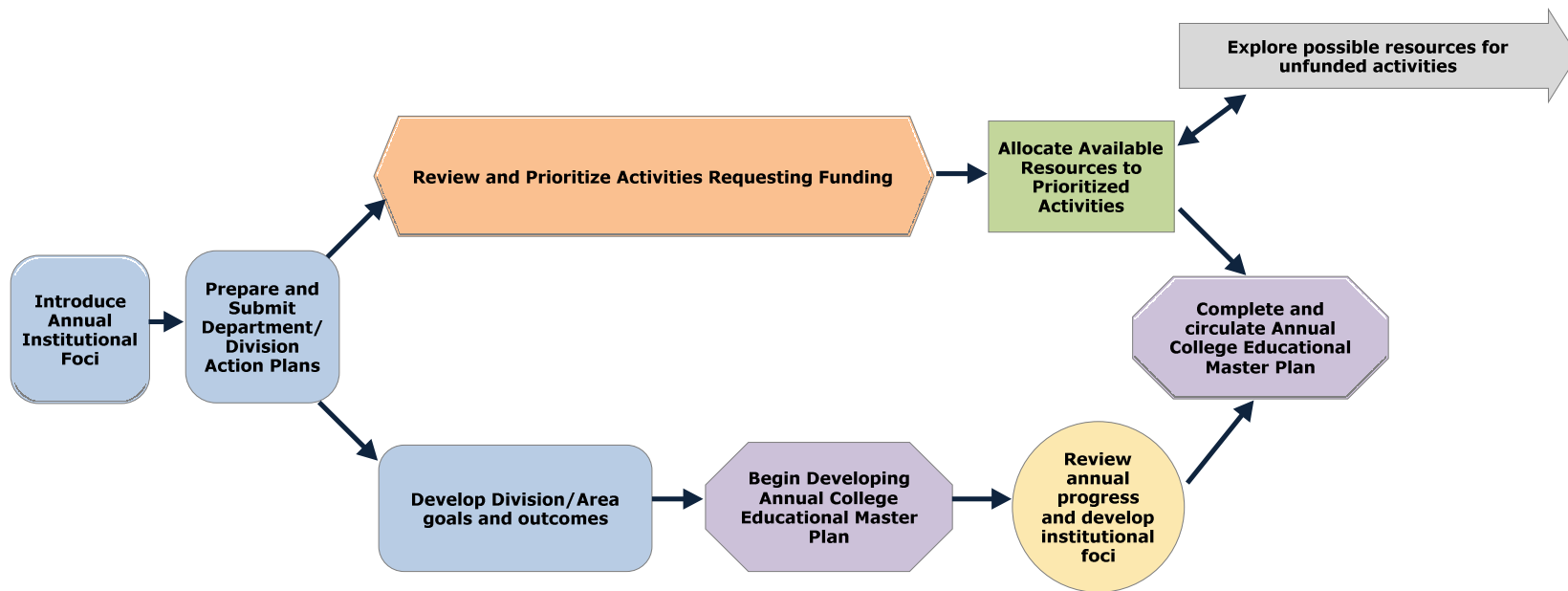
Chris asked that everyone review the handout.

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."

GROSSMONT COLLEGE ANNUAL INSTITUTIONAL PLANNING CYCLE



KEY:

- | | |
|--|--|
|  Department/Division/Area |  TBD |
|  Institutional Review Committee |  Annual Leadership Retreat |
|  Planning and Resources Council |  Resource Development Committee |

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.

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

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 (CaREN) Acceptable Use Policy. The District adheres to basic conditions of use and industry standards as defined by CENIC/CaREN. 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

- District Access to Network Computers - The District will exercise the right to access all uses of the District network and computers only for legitimate District purposes, including, but not limited to, ensuring compliance with this procedure; or integrity and security of the system; or to access District information when an employee is out sick or otherwise not on duty; or in response to a subpoena or court order. In addition, users should also be aware that Information Systems, contractor or external agency personnel may have incidental access to data contained in or transported by network, e-mail, voice mail, telephone and other systems in the course of routine system operation, problem resolution and support. Employees should have no expectation of privacy in the use of the District network and computers ~~a job-related personal computer.~~
- ~~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.