

# Academic Senate Grossmont College

Monday, May 17, 2010  
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 May 3, 2010

## II. PRESIDENT'S REPORT

20 minutes

A. Announcements

B. Part-time Faculty Committee Recognition

C. Planning and Resources Council Update – Shirley Pereira

## III. COMMITTEE REPORTS

30 minutes

A. Faculty Professional Development Committee – Martin Larter

B. Technology for Teaching and Learning / DE Subcommittee – Angela Feres, Janet Gelb

C. Curriculum Committee – Sue Gonda

D. GE Task Force – Jeff Lehman

## IV. ACTION ITEMS

25 minutes

A. Accreditation Mid-Term Report (<http://www.grossmont.edu/intranet>)

B. BP/AP 4300 – Instructional Field Trips and Other Student Travel  
(Attachment #1)

C. Distinguished Faculty Process – (Attachment #2)

## V. INFORMATION ITEMS\*

NONE

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

# Academic Senate Grossmont College

## Minutes of the Academic Senate – May 3, 2010

### MEETING ATTENDANCE:

X	Chris Hill (President)		Diane Mayne-Stafford (CSIS)	X	Dan Clauss/Karen Caires (Exer Sci/Well)
X	P.J. Ortmeier (AOJ)	X	Ronald Norman (CSIS)		Larry Larsen (Exer Sci/Well)
X	David Mehlhoff for Lance Parr (AOJ)	X	Bonnie Schmiege (Counseling)		Antonio Crespo (Foreign Lang)
X	Tina Young (AOJ)		Mary Rider (Counseling)		Virginia Young (Foreign Lang)
X	Jennifer Carmean (ASL)		Cruz Cerda (Counseling)	X	Robert Henry (History)
	Jamie Gould (ASL)		Danny Martinez (Cross Cult Stud)	X	Devon Atchison (History-Sen Officer)
	Jim Wilsterman (Art)		Joe Orate (Culinary Arts)		Angela Feres (History)
	Gareth Davies-Morris (Art)		James Foran (Culinary Arts)	X	Priscilla Rogers (Inter Bus)
X	Jennifer Bennett (Art)		Kathy Meyer (Dance) -Fall	X	Patty Morrison (Library)
X	Malia Serrano (Art)	X	David Mullen (Dance) - Spring	X	Julie Middlemas (Library)
X	Israel Cardona (Behav Sci)	X	George Gastil (P/T Senate Officer @large)	X	Jenny VandenEynden (Math)
X	Gregg Robinson (Behav Sci)	X	David Milroy (Divisional Senator AHLGC)	X	Susan Working (Math)
	Rebekah Wanic (Behav Sci)		Eric Lund (Divisional Senator CTE/WD)	X	Ray Funk (Math)
	Richard Unis (Behav Sci)		Kirin Farquar (Divisional Senator ESBS)	X	Arturo Millan (Math)
	Virginia Dudley (Bio Sci)		Carla Sotelo (Divisional Senator LR)	X	Shawn Hicks (Math)
X	Michael Golden (Bio Sci)		Lee Johnson (Divisional Senator)	X	Evan Wirig (Media Comm)
X	Michele Perchez (Bio Sci)	X	Jane Nolan (DSPS)		William Snead (Media Comm)
	Brian Keliher (Bus Admin)		Carl Fielden (DSPS)		Derek Cannon (Music)
	Nate Scharff (Bus Admin)	X	Gary Jacobson (Earth Sci)		Paul Kurokawa (Music)
	Linda Snider (BOT)		Judd Curran (Earth Sci)		Steve Baker (Music)
	Barb Gillespie (BOT)	X	Oralee Holder (English)		Joy Zozuk (Nursing)Diane Hellar
	Andy Biondo (CVT)	X	Adelle Schmitt (English)		Diane Gottschalk (Nursing)
X	Don Ridgway (CVT)		Joan Ahrens (English)	X	Sharon Sykora (Nursing)
	Jeff Lehman (Chemistry-Senate Officer)		Lisa Ledri-Aguilar (English)	X	Christine Vicino (Occ Therapy)
X	Cary Willard (Chemistry)	X	Sue Jensen (English)	X	June Yang (Phil/ Rel Studies)
X	Martin Larter (Chemistry)	X	Chuck Passentino (ESL)		Bill Hoaglin (Phil/ Rel Studies)
X	Diana Vance (Chemistry)		Nancy Herzfeld-Pipkin (ESL)		Ross Cohen (Physics)
X	Sheridan DeWolf (Child Dev)	X	Barbara Loveless(ESL)		Stephanie Plante (Physics, Astr. Ph Sc)
X	Claudia Flores (Child Dev)	X	Jim Tolbert (EOPS)	X	Shahrokh Shahrokhi (Polit Economy)
X	Joel Castellaw (Comm)		Sylvia Montejano (EOPS)	X	Scott McGann (Polit Economy)
X	Jade Solan (Comm)		Laura Sim (Exer Sci/Well-Sen Officer)	X	Lorenda Seibold-Phalan (Resp Ther)
	Victoria Curran (Comm)		Jamie Ivers		Barry Winn (Resp Ther)
X	Janet Gelb (CSIS)	X	Jim Symington (Exer Sci/Well)	x	Craig Everett (Theatre Arts)
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### GUESTS:

- Sue Gonda, Acting Dean - English, Social & Behavioral Sciences

**RECORDER:** Rochelle Weiser

### I. CALL TO ORDER (11:05)

#### A. Public Comment

Adelle Schmitt:

Adelle began by explaining one of her students had lost her 7-year old daughter unexpectedly when she was hit by a car. Adelle gave a little of the student's background and how she was struggling to get her education and provide for her children. Adelle was hoping for some suggestions on how she could make the information available to people to raise funds for her to offset funeral costs and help her return to school. Many offered to speak with Adelle after the meeting regarding the situation; it was also suggested that an e-mail could be sent to faculty with Adelle as a contact for more information on how to donate. It was agreed that an e-mail could be sent out.

**B. Approval of Agenda**

A motion was made to approve the day's agenda with the following change: addition of the Accreditation Mid-term Report to the Information items.

M/S/U Wirig/Morrison

**C. Approval of Minutes from April 19, 2010**

A motion was made to approve the minutes from April 19, 2010.

M/S/U Morrison/VandenEynden

**II. PRESIDENT'S REPORT**

**A. Accreditation Mid-term Report**

Chris began by reviewing the 2007 site visit by the Accreditation Commission. She then reviewed the list of recommendations that were made by the commission. She explained that the upcoming mid-term report would include all the recommendations that were made as well as the Grossmont College (GC) responses to them. Discussion occurred regarding the SLO evaluation process and whether or not when assessing SLOs an evaluation would be "linked" to an individual faculty member based on the SLO. Chris explained that at various SLO retreats it was emphasized that the SLO evaluation language in the accreditation standards is related to participation by faculty in the SLO assessment process. It was noted that this was an issue both the Senate and AFT would be monitoring closely. Chris reviewed the remaining recommendations and encouraged the Senators to go to the Employee Intranet, [www.gcccd.edu/intranet](http://www.gcccd.edu/intranet), to further review the mid-term report in preparation for the next meeting. She noted the report would be coming to the Senate for endorsement and was due to the Commission in October.

**B. Senate bylaws regarding committees**

Chris began by noting that at the Senate Officers Committee (SOC) meeting a discussion occurred regarding committees and how they are dealt with in the bylaws. The Senate by-laws currently list only the names of the standing committees (and those need to be corrected). Chris noted that there have been suggestions on providing more information on the committees in the by-laws and for term lengths and/or limits for service on committees. She also noted that it would help strengthen the connection of the committees to the Senate by developing regular reporting cycles. She mentioned that the SOC could develop some suggested language and bring it to the Senate in the fall for consideration. Such changes to the by-laws could include correcting current committee names, adding and removing committees, listing committee charges, listing the criteria for selecting committee members, listing the process for choosing committee chairs. Chris noted that any changes would require a majority vote in the Senate.

A discussion regarding term limits followed. Some comments were: senators liked having the selection criteria available as it would create transparency in the process; different term lengths for the different committees may be needed; they liked the idea of having new faculty involved in committees as it creates opportunity for them to see the process as well as fresh ideas for the committee; liked term length as opposed to term limits. Many felt that term limits would hinder some of the committees whose members might require multiple years to get up to speed (i.e. Curriculum Committee). It was mentioned that for continuity on the committee, perhaps a "vice chair" could shadow the committee chair for a year prior to the chair stepping down. Chris asked that if senators had more comments or input to please contact her.

### **C. Announcements**

Chris noted for the committee reports neither Steve nor Martin had arrived, so the agenda would move to the Action Items.

## **III. COMMITTEE REPORTS**

### **A. Faculty Professional Development Committee**

No report given due to time constraints. This item will return at the next meeting.

### **B. Program Review Committee**

Chris introduced Steve Davis, Chair of the Program Review Committee. Steve began by explaining that the committee had been working on the Program Review Handbook. Steve then reviewed the process the committee took in reworking the handbook. Steve noted that there were a few new questions added to the student survey. He explained that the data needed for the program review process can be accessed on the GCCCD intranet and the reports are downloadable to excel for use. Steve noted that there are people available to help analyze the data; please contact him and he can help or refer to other faculty who can. A discussion occurred regarding timelines for the departments and their Program Reviews; Steve noted a website would be available that would have when each department is due and who the Program Review contact is for the department. Steve noted that the Program Review process is being integrated with the annual and six-year department plans; this should allow for an easy reporting process of moving the information from one document to the next. Steve then explained that the Program Review Committee was working on a pilot program for a Faculty survey regarding their department. He explained that the committee would like to see the survey used to motivate discussion within the departments, not to be used in evaluating the departments or the chairs/coordinators. Discussion occurred regarding splitting the survey between full time and part-time faculty; Steve noted that the committee felt that keeping all the results together makes the results anonymous, further encouraging discussion. It was suggested that perhaps the departments could make that determination. It was noted that Program Review is a self study to evaluate how the departments are doing and the survey can be a helpful part of that.

## **IV. ACTION ITEMS**

### **A. Joint Academic Senates Letter to Editor**

Chris began by noting there had been a letter to the Editor of the Union Tribune from Chancellor Miles and the presidents from both Cuyamaca and Grossmont College. Chris explained that Beth Smith had drafted a letter that could be sent from the AS Presidents from the colleges throughout the county. Chris explained that other senates had seen and approved the letter. She then asked for a motion to put the letter on the table for consideration for endorsement and opened discussion. No discussion occurred and Chris then called for the question for endorsement by the Academic Senate of the letter.

M/S/U Atchison/Milroy

## **V. INFORMATION ITEMS**

### **A. Distinguished Faculty Process**

Chris began by reviewing the new process for selecting Distinguished Faculty. She explained the process was new and still being reviewed and streamlined. A discussion occurred regarding the timing of sending the names to the deans and receiving the packet to be filled out; it was

noted it would be very helpful to have the forms available on the internet and include an area to contact the Dean. Chris then noted that ADSOC would be discussing the entire awards process and the need to review it. Chris noted that an "Awards" page is available on the "Faculty/Staff" link on the college website. There were suggestions on additional information that could be included on this page, such as past recipients and a schedule of the awards cycle.

## **B. Accreditation Mid-Term Report**

Chris noted this item will be available for review on the Intranet soon.

Meeting Adjourned at 12:20 pm  
Next meeting is scheduled for May 17, 2010.

CH: rw

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

BP 4300

Instructional Field Trips and ~~Excursions~~ Other Student Travel

***Title 5, Section 55220***

Reference:

Adoption Date: December 18, 2001 Updated: March 18, 2008

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The Chancellor, in a manner consistent with Board Policies 2410 and 2510, shall establish procedures that authorize the college administration to approve field trips and ~~excursions other student travel~~ when used as devices for teaching, ~~and learning,~~ or student development integral to the instructional or student services programs of the college. The Board shall approve in advance any such trips travel that takes students outside the state of California. Approval of the appropriate administrator shall be necessary for all other trips travel.

The Board does not endorse, support or assume liability in any way for any staff member of this District who takes students on trips not approved by the Board or appropriate administrator of the college.

District funds may be used to support student expenses for approved state and out-of-state field trips or excursions. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

AP 4300

**Instructional Field Trips and Other Student Travel**

***Title 5, Section 55220***

Reference:

Date Issued:

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Instructional field trips are defined to include class field trips, field courses, and team or performing arts events, as well as sessions at off-campus alternate meeting locations that are associated with scheduled courses.

Other student travel is defined to include co-curricular activities such as clubs or student groups and participation as individuals in conferences, retreats, and meetings.

Out-of-state student travel requires governing board approval.

### **Instructional Field Trips**

- A signed and approved ~~Request to Convene Class~~ off-campus activity form should be on file with the appropriate dean prior to all pre-scheduled games or events.
- Signed field trip waiver forms are required for each participant. Following the event, original field trip waiver forms must be kept on file in the Dean's Office.
- A copy of each field trip form must remain in the possession of the trip leader until after the event.
- For all regularly scheduled class field trips, the instructor must, where legally required, provide an alternate assignment for all students unable to attend the off-campus activity. Field courses, team or performing arts events, and courses scheduled at alternative meeting locations are exempt from this requirement.
- ~~A field trip/excursion notification form must be signed by the appropriate dean.~~

### **Other Student Travel**

- All students must complete the Student Travel Approval Form no later than four weeks prior to the intended travel, unless they have a waiver from the Vice President Student Services.
- All students must fill out a travel waiver form.
- It is expected that students will be accompanied by either a faculty or staff advisor when traveling unless a waiver has been granted by the Vice President Student Services.
- Faculty or staff accompanying students when traveling are expected to complete the travel approval process at each college ~~four weeks~~ prior to the travel. Note: If travel with students is out-of-state, then faculty or staff advisors will need to complete this process two months prior to the scheduled travel due to necessary Board approval.
- During travel, students are expected to comply with the *GCCCD Student Code of Conduct*.
- Faculty or staff advisors accompanying student groups when traveling are the responsible agents for the college and District and, accordingly, students are expected to follow all rules and directives assigned by the advisor(s).

Attachment #2

**Nomination Form For the Distinguished Faculty Award**

For the nominator, please consult with the nominee and other faculty members, and respond to the following three questions below. The **deadline** for completion and submission to the campus selection committee is **4:00 p.m., \_\_\_\_\_, 20\_\_**. Attach a copy of nominee's up-to-date, complete curriculum vitae if available; it will be helpful to the Campus Selection Committee in their deliberations to select a recipient of the award.

Name of Nominee: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Please provide answers to each of the following questions (there is no word limit on this section).

**1. In what way/s has the nominee contributed to excellence with respect to his/her profession and discipline?**

This could be articles in refereed journals or other publications; the acquisition of grants, awards, or perhaps the development of innovative and recognized programs. The emphasis here is on scholarly activity.

**2. In what way/s has the nominee contributed to excellence with respect to Grossmont College and its affairs?**

Here the emphasis is on involvement and action beyond the classroom or other assigned duties. Activities in this category might be chairing an important campus committee, involvement as a faculty advisor to a student group, serving as department chair or coordinator, serving in the Academic Senate, or perhaps spending time on labor issues or negotiations.

**3. In what way/s has the nominee contributed to excellence in the community as a representative of Grossmont College?**

The emphasis here is not so much on involvement as an individual, but as a faculty member who brings some skill to solving a problem. Examples might be off-campus speaking engagements, consulting in nominee's area of expertise, or donating time to service groups as a college representative.

\_\_\_\_\_  
First Nominator (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Brief supporting statement by second nominator (please keep to 250 words or less).**

\_\_\_\_\_  
Second Nominator (please print)

**Brief supporting statement by third nominator (please keep to 250 words or less).**

\_\_\_\_\_  
Third Nominator (please print)

**Verification:** Nominee is a full time tenured faculty member who has received an overall rating of 3.5 or higher on two consecutive Evaluation Summaries.

Year of the evaluations: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Administrator providing verification:  
(Please print)

\_\_\_\_\_  
Dean/Director Signature

\_\_\_\_\_  
Date

# Grossmont College Distinguished Faculty Award

## I. Statement of Purpose

It is an essential part of academic life to identify, encourage and reward excellence among the faculty. With respect to this end, Grossmont College will present an Annual Distinguished Faculty Award to a superior faculty member, selected by peers and publicly acclaimed.

## II. Eligibility

All full-time, tenured faculty members are eligible to receive the award. Classroom and non-classroom faculty will be eligible by the process described below.

## III. Criteria

The recipient of the Annual Distinguished Faculty Award should represent the very best our profession has to offer. Each recipient, **in addition to fulfilling all of the job requirements of a full-time faculty member, must also go beyond these duties. Furthermore, each recipient will also show a sustained commitment to excellence:**

- (a) **in teaching, or in the performance of other assigned duties;**
- (b) as a faculty member who has contributed to his/her discipline;
- (c) through an active and involved role in campus affairs; and
- (d) by involvement in the community as a representative of the college.

## IV. The Award

The announcement of the award shall be made at the general faculty meeting during the Fall Professional Development Week. A medallion appropriate to the occasion will be inscribed and presented at that time. The recipient of the award will also receive a stipend of \$500. A letter noting the award shall be signed by the President and forwarded to the Personnel Office for inclusion in the recipient's file. The recipient may be introduced to the Governing Board for recognition by mutual agreement of the recipient and the President.

## V. Procedure and Decision Rules for Selection

Section 1 - **Annually (and by a timeline determined annually by Senate Officer Committee), any faculty member may initiate nomination of any full-time tenured faculty member by submitting his/her name to the respective dean/director of the nominee.** This nomination shall be made with respect to the criteria in Part III above.

Section 2 - **The Dean/Director will provide the nominator with an electronic copy of the nomination packet and** will review the nominee's two most recent evaluations to validate the nominee's commitment to excellence in the classroom or in the carrying out of other assigned duties. More specifically, on the nominees' Evaluation Summary, the overall rating must be 3.5 or higher on two consecutive evaluations. If the nominee's evaluation is based on the forms in use prior to 1991-92, the overall ratings must be 75% excellent.

Section 3 - Upon verification of excellence in performing assigned duties by the Dean/Director, the nominator shall submit a statement of the nominee's qualifications. This statement may include a curriculum vitae and shall include responses to the three questions below.

- 1. In what way/s has the nominee contributed to excellence with respect to his/her discipline?** This could be articles in refereed, journals or other publications; the acquisition of grants, awards; or perhaps the development of innovative and recognized programs. The emphasis here is on scholarly activity.

2. **In what way/s has the nominee contributed to excellence with respect to Grossmont College and its affairs?** Here the emphasis is on involvement and action beyond the classroom or other assigned duties. Activities in this category might be chairing an important campus committee, involvement as a faculty advisor to a student group, serving as department chair or coordinator, serving in the Academic Senate, or perhaps spending time on labor issues or negotiations.
3. **In what way/s has the nominee contributed to excellence in the community as a representative of Grossmont College?** The emphasis here is not so much on involvement as an individual, but as a faculty member who brings some skill to solving a problem. Examples might be off-campus speaking engagements, consulting in area of expertise, or by donating time to service groups as a college representative.

Section 4 – The nominator will submit the official nomination form, with all required signatures and supporting statements to the Campus Selection Committee by the appropriate due date. If possible, curriculum vitae should also be included.

~~Section 5 – The DSC shall be convened by the division dean or appropriate administrator and shall review the qualifications of the nominees. With the Dean/Director acting as a non-voting facilitator, the chairs and coordinators comprising the DSC shall, by casting secret ballots, select one individual. The nominee receiving the largest number of votes shall be the division finalist; that name shall be forwarded to the Campus Selection Committee (see section 7) by the designated deadline, along with a completed application form and curriculum vitae, if the latter is available.~~

Section 5 - For the purpose of selection, faculty in the L.R.C., Counseling, and Special Services shall be considered as a single "division" described in section 5 above. The Vice-President of Student Services shall assume the duties of the Division Dean.

Section 6 - The Academic Senate shall annually form a Campus Selection Committee (CSC). The CSC shall include the President of the Senate (or designee), who will act as a non-voting chair, and one **faculty member** from each division, including one **faculty member** from the "division" described in Section 6 above. This slate shall be presented to the Senate as the CSC.

Section 7 - The Campus Selection Committee is to review the nominations and select the single recipient for the award. The finalist who receives the largest number of votes shall be the Distinguished Faculty. That name shall be forwarded to the **Academic Senate President**.

Section 8 - The name of the Distinguished Faculty shall not be made public but will be forwarded to the **Academic Senate President** who will notify the **college president**, awardee and the other finalists.

#### **VI. Concerning Year- long Recognition:**

- The Distinguished Faculty person from the previous year shall be present (if possible) and play a role in recognizing the current recipient during the president's address of Fall Professional Development Week.
- During the Spring Recognition, the **Academic Senate President or designee** will have an opportunity to commend the recipient.
- The recipient shall serve as an ambassador for the college ~~with released time, if funds are available.~~
- A photograph of the recipient shall be displayed in the L.R.C. and recognized in suitable media.
- The recipient's name shall be posted in the commencement printed program, and he/she shall have special seating at Commencement.

- Monetary Awards:
  - The College President will assume the responsibility of seeking the funding for the stipend.
  - The check will either be made out to the recipient of the award or to another group, charity, or department if the recipient so designates.
  - ~~If Staff Development funding is available, and if the recipient so desires, he/she will be sent to the annual NISOD conference.~~

## **VII. Review and Approval of Process**

This process has been reviewed and approved by the President of Grossmont College and its Academic Senate.