

# Academic Senate Grossmont College

Monday, March 7, 2011  
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 7, 2011

## II. PRESIDENT'S REPORT

5 minutes

A. Accreditation teams faculty co-chairs & Senate officers' role

## III. COMMITTEE REPORTS

NONE

## IV. ACTION ITEMS

20 minutes

A. Election of Part-Time Senate Officer for this semester only  
(statements attached)

B. Open nominations for Senate Officers, 2011-13 Term

## V. INFORMATION ITEMS\*

45 minutes

A. AP 4300: "prior notification" and liability questions (see attached)

B. Compliance for Prerequisites: Hard blocking

B. Late Adds – Shirley Pereira

C. SDICCCA Internships – Pat Bennett

D. Enrollment Strategies Committee: will look at data for Spring Schedule

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

**ACTION ITEM A 3/7/11**

***Part-Time Senate Officer Candidates (this semester only):***

Michael Lambe, Math Department

I am currently a member of the Senate and of the Senate's Part-Time Issues Committee. I have approximately 46 years of teaching experience. I served the Grossmont Union High School District as the Monte Vista H.S. Math Department Chair and the District as the Mathematics Council Chair for 35 years. During that time I served on many district committees dealing with some of the same issues that we as instructors face here at Grossmont College - working conditions, curriculum, scheduling, SLO's, and professional standards.

I believe that the 30+ years that I have been teaching here at the College as a part-time instructor and my experiences from the past would enable me to provide insight that would serve the needs of both the part-time faculty and the college itself.

David Milroy, Foreign Language Department

As a PT French instructor at Grossmont College since 1990, I have been a PT senator for the past five years and an advocate for PT faculty issues since the late 90's. It is imperative that PT faculty concerns be addressed in the senate and in all committees which deal with the issues facing us: academic freedom, office hours, involvement in college governance and equal participation in the college and our departments.

Communication among PT faculty will help bring these issues to the table and hopefully I will be able to bring a stronger PT voice to the senate, the administration and the Board of Trustees. As co-founder of the California Community College Academic Senate PT Faculty caucus, I am pleased to see increased representation of PT issues at the senate level in all of California's community colleges.

Information Item A– 3/07/11

**AP 4300 Instructional Field Trips and Other Student Travel**

Reference: *Title 5, Section 55220*

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 off-campus activity form should be on file for all pre-scheduled games or events.
- ~~Unscheduled or impromptu local off-campus activities (the possibility of which are outlined in the course syllabus) require prior notification to the appropriate administrator whenever possible.~~
- 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. ~~Following the event, original field trip waiver forms must be kept on file in the Dean's Office.~~
- For all regularly-scheduled class field trips, the instructor must 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.

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**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 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* ~~and to follow all directives given by the advisor(s).~~

- ~~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).~~

**Information Item A– 3/07/11**

As amended by GC Senate 11/22/2010

**BP 4300      Instructional Field Trips and Other Student  
Travel**

Reference:      ***Title 5, Section 55220***

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 other student travel when used as devices for teaching, learning, or student development integral to the instructional or student services programs of the college. The Board shall approve in advance any such travel that takes students outside the state of California.

Scheduled or ongoing field trips shall require prior written notification to the appropriate administrator.

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.