

**Academic Senate
Grossmont College
Monday, February 6, 2012
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 December 5, 2011 & January 30, 2012

II. PRESIDENT'S REPORT **10 minutes**
Announcements and updates about work in progress at the College,
District & State

III. COMMITTEES

IV. ACTION ITEMS **60 minutes**
A. Election of Senate Officer Replacement
B. BP/AP Field Trips – **Items A & B**
C. Charge for the Academic Senate's Part-Time Faculty Committee – **Item C (attached)**
D. District's Educational Master Plan

Intranet links:

- [EMP Executive Summary 1-23-12](#)
- [EMP Narrative Chapters 1-9 1-23-12](#)
- [EMP Narrative Attachment Trends Report 1-23-12](#)
- [EMP Narrative Attachment Environmental Scan 2-23-12](#)

V. INFORMATION ITEMS* **10 minutes**
A. Institutional Excellence Council (new) – **Item D (attached)**

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

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{ Section 5. Quorum: "A simple majority of Senators including Senator designees recognized by the Chair at the openings of meetings shall constitute a quorum. Senator positions not filled by departments will not be included in quorum determination." Average number of senators attending the first three Senate meetings, Fall, 2011: 54 }

ATTACHMENT A (Information Item 12/5/11)

AP 4300 Instructional Field Trips and Other Student Travel

Reference: Title 5, Section 55220

Date Issued:

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.

All 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.
- ~~For all regularly-scheduled field trips require prior notification to the dean.- the syllabus serves as prior notification to the appropriate administrator.~~
- Unscheduled or impromptu local off-campus activities (the possibility of which are outlined in the course syllabus) require prior notification to the ~~dean, appropriate administrator.~~
- Signed field trip waiver forms are required for each participant.
- 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 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).

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ATTACHMENT B (Information Item 12-5-2011)

BP 4300

Instructional Field Trips and Other Student Travel

Reference: Title 5, Section 55220

Adoption Date: December 18, 2001

Updated: March 18, 2008

The Chancellor, in a manner consistent with Board Policies 2410 and 2510, shall establish procedures for authorizing field trips and student travel that authorize the college administration to approve instructors to notify administration of field trips and authorize college administration to approve 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 employee staff member of this District who does not follow established procedures for field trips and student travel. ~~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/district employees shall at all times adhere to the standards of conduct applicable to conduct on campus.

GC 11-17-11

**ACADEMIC SENATE PART-TIME FACULTY COMMITTEE
(COMMITTEE OF THE ACADEMIC SENATE)**

Charge	This Committee will ensure that academic and professional issues affecting part-time faculty and their contribution to Grossmont College are brought to the attention of the Academic Senate and the administration for resolution.
Meeting Schedule	4 th Monday of each month, 11:00-12:30
Chair /Co-Chair	Part-time Senate Officer at large
Composition	<ul style="list-style-type: none"> • Part-Time Divisional Senators (6) • Part-Time Faculty Representative from each department (up to 45) • Vice President, Academic Affairs • Instructional Dean (1) • ASGC Representative (1) • Part-Time Faculty Representative from each department <p>Part-time faculty senate seats will be filled by one elected part-time senator representative from each of the following divisions:</p> <ul style="list-style-type: none"> • Mathematics, Natural Sciences, Exercise Science and Wellness Division • English, Social and Behavioral Sciences Division • Arts, Languages and Communication Division • Career Technical Education/Workforce Development Division • Student Services Division • Learning Resources Division <p>Part-time Department Representatives and interim Representatives shall be elected by Part-Time faculty in each department in a democratic manner to be determined by each department during flex week.</p>
Adopted	May 2007
Revised	March 2009, December 2011
Notes	A simple majority of Senators including Senator designees recognized by the Chair at the opening of meetings shall constitute a quorum. Senator positions not filled by departments will not be included in quorum determination.
Support Staff	Senate Administrative Assistant; Senate Officer

Item D (Information Item 2/6/2012)

Proposed Institutional Excellence Council Charge

This council will monitor and support campus institutional effectiveness and continuous improvement by:

- Leading broad, periodic review of vision and mission statements
- Developing a college strategic plan and monitoring progress on strategic plan key performance indicators (KPIs)
- Planning and implementing the annual Leadership Planning Retreat
- Working in conjunction with the district Office of Research, Planning, and Institutional Effectiveness, develop, monitor, and update the college research agenda
- Monitoring progress on addressing accreditation recommendations
- Providing a venue for sharing information and progress on performance indicators (including assessment of student outcomes) and other information with the college and outside communities
- Making recommendations to various campus committees and councils to inform future planning.

This council makes recommendations to President's Cabinet

Co-chairs

Administrative	Faculty
College President	Research Liaison

Committee Composition

Proposed Council Composition
VP Academic Affairs
VP Administrative Services
VP Student Services
Director of Financial Aid
Student Services Dean
Instructional Dean
Classified Senate VP or designee
Academic Senate President or designee
Chair of Council of Chairs & Coordinators
ASGC President or designee
Counseling/DSPS/EOPS faculty member
Accreditation Faculty Co-Chair (most recent)
SLO Coordinator
Program Review chairs (all three areas)
Co-chairs of Planning and Resources Council
Student Success Steering Committee Co-chairs
First Year Experience Co-Coordinator
Professional Development Coordinator