

# Academic Senate Grossmont College

Monday, December 3, 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 November 19, 2012

## II. PRESIDENT'S REPORT

15 minutes

Updates from Committees, Councils, and the State

## III. COMMITTEES

## IV. ACTION ITEMS

30 minutes

A. Best Practices for Committee Division Representatives:  
Creating a shared understanding

**(ATTACHMENT A)**

B. Committee Terms: The Senate will entertain a motion for 2-year committee/council membership with the option to volunteer for additional terms.

## V. INFORMATION ITEMS\*

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

**DRAFT 12-3-2012**

**Best Practices for Committee Division Representatives**

Division representatives on committees are an important component of shared governance and effective communication between the committees and departments. It is the role of a division representative to collect information from the departments in their division, provide that point of view to the committee, work collaboratively in college committees, and disseminate information coming from the committee.

Specifically, responsibilities are to:

1. Act as a liaison by soliciting input from department chairs relevant to the agenda of the committee before the meeting
2. Act as an advocate for the division by reporting the needs and points of view of the departments
3. Collaborate with other members of the committee as a **liaison for** your division to execute the charge of the committee
4. Engage in committee decision-making by balancing the input from the division with the interests of the college as a whole.
5. After meetings, report committee information to the dean and to division chairs, who can then disseminate to department faculty as needed
6. Serve as a **liaison** for your division, particularly department chairs, to answer questions or refer individuals to the proper person or process as set out by the committee

Committees with Division Reps:

Planning and Resources Council  
Academic Program Review  
Collegewide Professional Development  
Curriculum  
Enrollment Strategies  
Facilities  
Faculty Professional Development  
Faculty Staffing  
Institutional Review  
Technology for Teaching and Learning