

**THE ACADEMIC SENATE OF  
GROSSMONT COLLEGE  
MINUTES OF  
REGULAR MEETING ON October 2, 1995**

**Those Present:**

**Sheridan DeWolf - President  
Dave Wertlieb - Vice President  
Barry Winn - Senate Officer at Large  
Kats Gustafson - Senate Officer at Large  
Peg Hovde - Past President**

**Administration of Justice -**

**Art - Ron Tatro**

**Behavioral Sciences - Gregg Robinson**

**Biological Sciences - Ruth Botten**

**Business - Jed Ashley**

**Business Office Technology -**

**Cardiovascular Technology - Rick Kirby**

**Chemistry, Science - Cary Willard, Bill Bornhorst**

**Child Development - Lorraine Martin**

**Computer Science Information Systems -**

**Counseling and Student Development Services - Jim Fenningham**

**Dance, Theatre Arts -**

**Disabled Student Services - Mimi Lee**

**Earth Sciences - Wayne Harmon**

**English - Lance Parr**

**English-as-a-Second Language (ESL) - Virginia Berger**

**Family and Consumer Studies - Ann Daluiso**

**Foreign Languages -**

**History - Mel Amov**

**Humanities - Hoke Simpson**

**International Business, Marketing, Management - Gene Britt**

**Journalism, Telecommunication - Gay Russell**

**Library -**

**Mathematics - Bill Bradley**

**Music - Paul Kurokawa**

**Nursing - Ann Burgess**

**Occupational Therapy Assistant - Carolyn Shushan**

**Physical Education, Recreation, Health Education - Jean Sprunt, Laura Sim**

**Physical Sciences -**

**Political Economy -**

**Respiratory Therapy - Allen Pellymouter**

**Speech Communications -**

**Staff Development - Judy Cook**

**Guests: Jeanne Riddell**

**I. PRELIMINARY ITEMS**

- A. Call to Order
- B. Approval of Agenda M/S/U Barry Winn, Dave Wertlieb
- C. Approval of Minutes August 28 and September 18, 1995. M/S/U Dave Wertlieb, Ann Burgess

## II. SPECIAL INFORMATION ITEMS

- A. Hiring Procedures- Charlene Mc Mahan, Vice Chancellor, Human Resources Resolution to adopt the Part-Time Hiring Procedures for Adjunct Faculty. (See Attachment #1)

## III. ACTION ITEMS

- A. Senate resolution regarding Governing Board Staff survey  
Whereas the Academic Senate of Grossmont College recognizes the Governing Board's desire to strengthen lines of communication between the Board and staff, and  
Whereas we feel that the proposed survey would be more divisive than helpful in reaching that goal, and  
Whereas the proposed survey uses faulty methodology, and so it will result in no useful information and may even be misleading, and  
Whereas the cost of the proposed survey would be an added economic burden in times of scarce budgetary resources,  
Therefore we recommend that the Governing Board use other means, such as focus groups, to obtain the desired information, and we invite members of the Board to visit or to speak at meetings of the Academic Senate of Grossmont College to directly address issues and concerns in the spirit of shared governance. M/S/22 yes, 0 no, 7 abstentions/Barry Winn, Wayne Harmon.
- B. Resolution to approve for Academic Rank of Professor Laura Sim, Joanne Prescott, George Hernandez , Ann Burgess and Rick Kirby, and for Associate Professor Richard Michelson and William Bradley. M/S/U Barry Winn, Jed Ashley.

## IV. INFORMATION ITEMS

- A. Discussion regarding the Psychology Department's concerns regarding the Equivalency Policy/Procedures - Jeanne Riddell

The meeting was adjourned at this point due to time constraints.

**The next regular meeting of the Academic Senate  
is scheduled for Monday, October 16, 1995.  
Please submit agenda items in writing to the Academic Senate office  
by October 11th for inclusion at this meeting.**

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE	DATE: 09/28/95 REVISED: DRAFT
PART-TIME HIRING PROCEDURES FOR ADJUNCT FACULTY PE2	

## OVERVIEW

Discusses recruiting applicants for Adjunct Instructor positions and the use of established hiring pools for selecting candidates for interviewing.

## FORMS USED

Application For Professional Position, PE2.f1

## CODES, REGULATIONS, AND DISTRICT POLICIES RELATED TO THIS PROCEDURE

California Education Code 87350 et seq.

**PRIMARY STAKEHOLDER:** Vice Chancellor Human Resources and Administrative Services

## COMMENTS

All applications for Adjunct Instructor must be processed by the Personnel Office in order to determine if minimum qualifications established by the Statewide Academic Senate are met. Applicants meeting state standards are held in a "hiring pool" pending departmental evaluation.

Applicants that meet departmental standards are eligible for interview. At the discretion of each department, interviews may be conducted any time prior to the staffing of a class. Some departments may wish to pre-qualify their applicants by conducting interviews when there are no immediate staffing needs. Other departments may conduct interviews only when there is an immediate staffing need.

The interviewing method is determined by each department. Some departments may rely on the chair or coordinator to conduct the interview. Others may opt for a panel interview consisting of members of the department. The interview may consist of a teaching demonstration, in an actual class under the supervision of the rostered instructor. More than one applicant must be interviewed for each position. The decision to hire should not be made until completion of all scheduled interviews. The department must consider all qualified applicants.

Approved: \_\_\_\_\_ Issued: \_\_\_\_\_

<u>STEP</u>	<u>TASK PERFORMED BY</u>	<u>DESCRIPTION</u>
1	Department Chair/Coordinator	<p><b>Identify Projected Needs</b> At the beginning of the semester, individual Chairs and Coordinators will give their projected hiring needs for the following semester to the Personnel Office.</p>
2	Personnel Office, Department Chair/Coordinator	<p><b>Recruit when Necessary</b> The Personnel Office will actively recruit in areas where the applicant pool is insufficient. Department Chairs and Coordinators are encouraged to continue recruiting qualified candidates as well.</p>
3	Applicant	<p><b>Submit Application</b> Applications are available at the District Personnel Office. One application form is required for each discipline in which the applicant wishes to teach. Submit applications to the District Personnel Office.</p>
4	Personnel	<p><b>Screen for Minimum Qualifications</b> Minimum qualifications are based on standards and criteria established by the Statewide Academic Senate. For applications requesting a determination of minimum qualification based on equivalencies, refer to District Operating Procedure <i>Equivalency Review (PE1)</i>.</p> <p>If the applicant meets minimum qualifications, add the applicant to the hiring pool. The hiring pool includes all qualified applicants and is maintained on a computerized data base.</p>
5	Personnel	<p><b>Provide Application Copies</b> Provide <u>paper screening criteria form and</u> hard copies of applications to the Departments when requested.</p>

6 Department

**Select Applicants for Interviews**

The department conducts a secondary screening of the applications in the hiring pool to determine which applicants are qualified for interview.

7 Department

**Select the Most Qualified Applicant**

Interview all selected applicants. Once an applicant is selected for hire, his or her name will be submitted to the appropriate administrator. Applications and the paper screening criteria form for individuals not selected for hiring will be returned to the hiring pool.

**Notify applicants and personnel of hiring decision.**

If after completion of the interviews, it is determined that none of the applicants are desired for the position under consideration, both Personnel and the Department will conduct more recruiting.

Personnel Office  
8800 Grossmont College Drive  
El Cajon, CA 92020-1799

# APPLICATION FOR ADJUNCT TEACHING POSITION

SUBJECT MATTER DISCIPLINE NUMBER (refer to the attached discipline list) \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
LAST First Middle

Mailing Address: \_\_\_\_\_  
No. & Street City State Zip

Business Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_ Have you ever been convicted of a criminal offense?  NO  YES

If yes, please explain \_\_\_\_\_

### SITE PREFERENCE:

- CUYAMACA COLLEGE
- GROSSMONT COLLEGE
- BOTH

### TIME PREFERENCE:

- DAY  WEEKENDS
- NIGHT
- BOTH

List California community college teaching credentials:

Title:	Major:	Minor:	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Community College courses best qualified to teach in order of priority:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Specific areas of specialization or area of emphasis in academic major:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

EDUCATIONAL BACKGROUND

DEGREES AWARDED

Colleges Attended	Location City & State	Inclusive Dates From-To	Degrees Major and Minor Fields of Study

TEACHING EXPERIENCE

Name of School	Location City and State	Inclusive Dates From-To	Subjects Taught	Full or Part Time

OTHER RELEVANT EXPERIENCE

(may include military service, volunteer work, and/or community service)

Activity	Location City & State	Inclusive Dates From-To	Paid or Unpaid

