

DRAFT

**THE ACADEMIC SENATE OF  
GROSSMONT COLLEGE**

**MINUTES of the REGULAR MEETING on October 16, 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, Bill Givens  
Child Development - Lorraine Martin  
Computer Science Information Systems -  
Counseling and Student Development Services - Donne Leigh, Jim Fenningham, Peggy Shepard  
Dance, Theatre Arts -  
Disabled Student Services -  
Earth Sciences - Wayne Harmon  
English - Lance Parr  
English-as-a-Second Language (ESL) - Virginia Berger  
Family and Consumer Studies -  
Foreign Languages -  
History - Mel Amov  
Humanities - Hoke Simpson  
International Business, Marketing, Management -  
Journallism, Telecommunication - Gay Russell  
Library -  
Mathematics - Bill Bradley  
Music - Paul Kurokawa  
Nursing - Ann Burgess  
Occupational Therapy Assistant - Carolyn Shushan  
Physical Education, Recreation, Health Education - Brain Harvey, Laura Sim  
Physical Sciences -  
Political Economy - Eduardo Alvarez-Vargas  
Respiratory Therapy - Allen Pellymouter  
Speech Communications -  
Staff Development - Judy Cook  
Guests:**

**I. PRELIMINARY ITEMS**

- A. Call to Order 11:10 am
- B. Approval of Agenda M/S/U Jed Ashley, Peg Hovde
- C. Approval of Minutes October 2, 1995. M/S/U Dave Wertlieb, Peg Hovde

## II. SPECIAL INFORMATION ITEMS

### A. Bookstore - Kim Metli

1. According to a survey done by the National Association of College Stores, the Grossmont College Bookstore is competitive with its 26% margin, which is a retail formula. The bookstore does about 3.6 million dollars a year and has the potential to do better with proper staffing, management, and examination of dead merchandise.

2. Interest based bargaining continues in an effort to resolve the issue of bookstore management. The district will be accepting RFPs in this matter and the Grossmont College campus will respond, either individually or as a joint venture with Cuyamaca College. There is a mandate that new management be in place by April 15, 1996.

3. Shortages were probably the worst ever this year due to compound factors such as management changes, price differences between campuses, and summer school buys. The problem is not expected to effect Spring 1996 semester.

4. The issue of reselling of instructor's copies of texts is being examined and suggestions are welcome by the Bookstore Committee.

Attached is a memo from Campus Business Services regarding prior year receipts.  
(see attachment #1)

## III. ACTION ITEMS

A. Resolution to adopt the Hiring Procedures for Adjunct Faculty. M/S/U Dave Wertlieb, Laura Sim

B. Resolution to appoint to the Grossmont College Space and Room Utilization Committee the following faculty:  
Academic Senate Rep-Elisabeth Hamel  
Business and Professional Studies-Rick Michelson  
Humanities, Social and Behavioral Science and International Programs-Theresa Jacob  
Mathematics, Natural Sciences and Physical Education-Dave Lunsford  
Communications and Fine Arts- (Academic Senate President authorized to appoint a faculty member) M/S/U Barry Winn, Dave Wertlieb

C. Resolution to authorize the Academic Senate to appoint additional faculty to the Student Services Program Review Committee. M/S/U Barry Winn, Laura Sim

D. Resolution to appoint Jim Fenningham as an Academic Senate Representative for the Student Success Committee. M/S/U Dave Wertlieb, Laura Sim

E. Resolution to approve the following committee appointments:  
to the Student Center Committee, Tom Gamboa  
to the Walk of Fame Committee, John Schmidt  
to the Food Services Committee, Nancy Kaufman M/S/U Dave Wertlieb, Laura Sim

## IV. INFORMATION ITEMS

A. Psychology Department Proposal (see attachment #2)

B. New Curriculum Committee Procedures, Laura Sim.  
(see attachment #3)

- C. Judy Cook will be finishing her term as chair of the Staff Development Committee and needs someone to take over. The new chair could begin attending meetings immediately to facilitate the transition.
- D. Protected class status, Bill Givens  
Following discussion, the interested faculty will work on a proposal for Senate approval at the next meeting on Nov. 6, 1995.

**V. OTHER MATTERS**

- A. President's Report  
Update on Senate Resolution regarding Board Survey: The board voted 4-1 not to do the survey, but to pursue other avenues of information. I have followed up by inviting each board member to attend and/or present at an Academic Senate meeting.
- B. Announcements and reminders:
- Retirement Party at Jake's in Chula Vista, Dec. 8. Remember the 60's.
  - Foundation Dinner, Friday November 3
  - Statewide Academic Senate Fall Session, Hyatt Islandia, San Diego, November 2-4.  
We have money to pay your registration.

**The next regular meeting of the Academic Senate is scheduled for  
Monday November 6, 1995  
Please submit agenda items in writing to the Academic Senate Office by  
November 1, 1995 for inclusion in the agenda.**

GROSSMONT COLLEGE  
Campus Business Services

MEMORANDUM

DATE: September 28, 1995

TO: GCBC Members  
Deans & Directors  
Vice-Presidents

FROM: Kim E. Metli *Kr*

RE: Prior Year Receipts

Our fiscal year goes from July 1st to June 30th every year. As of today, we still are receiving receipts from various months of 1994! After each fiscal year closes (June 30), we have approximately one week to submit receipts from that year to be able to get them covered as an "account payable" from that years' budget. Once that deadline has passed, the expense has no budget to be paid against. The new fiscal year and it's new budget must be used to pay those expenses. We have no pot of budget dollars to cover those expenses, they must be paid out of the respective department's new budget.

My plea to all of you is to get your departments and the individuals in those departments to submit all approved expenses/receipts on a monthly basis. There is no excuse for holding receipts and expecting payment months after the fact. It creates a real accounting problem when they are late, especially at the 6/30 timeframe when fiscal years end. It also makes a serious problem for managers who watch budget and do not have the correct information because the balance left to spend from their respective budgets is actually already spent (or partially spent) on purchases which have been made with receipts being held.

At the end of FY '95/'96 (June 30, 1996), we will again have a deadline to turn in all expenses. That deadline will be posted, advertised and enforced. Late receipts or requests will be turned back to departments. Those department managers will then have to decide which of their new budgets (FY '96/'97) to spend against for paying those expenses.

Remember: The job's not finished until the paperwork is done!

Thanks for your cooperation in advance.

KEM:klt

Given the commitment of the Academic Senate of Grossmont College to the highest quality of education and teaching within the guidelines established by state law, it express its concern about a recent event at Cuyamaca College. Specifically, it troubles this body to learn of the procedures followed in the case of an administrator retreating to psychology at Cuyamaca College.

Given that:

1. the faculty of the Behavioral Science department of Cuyamaca College were given little or no opportunity to review the qualifications of the individual retreating to their department;

2. precedents established in other departments in our district in regards to retreat rights were not followed;

and, 3. there was an academic discipline more compatible with the faculty member's training and background than psychology;

the Academic Senate states its support of the Behavioral Science Departments of Cuyamaca College and Grossmont College in their attempt to reopen this issue.

## **COMMITTEE REVIEW PROCESS**

### **FIRST READING FOR INFORMATION**

1. Presentation Options
  - a. Five minute presentation by the department.
  - b. Five minute presentation by the division representative on the Curriculum Committee for the department they are representing.
  - c. Written rationale submitted by the department.
2. After the presentation is given, all non-committee members leave the meeting.
3. Committee discussion takes place.
4. Division representative takes notes on questions and/or concerns from the Committee regarding the proposal(s). The division representative will forward the questions and/or concerns to the department for their response.
5. The proposal(s) will move to the second reading for action if deemed appropriate by the committee.

### **SECOND READING FOR ACTION**

1. The department or division representative responds to questions and/or concerns formulated at the first reading of the proposal(s).
2. Action taken on the proposal(s) if deemed appropriate.

### **VOTING PROCESS**

1. The Chair will only vote in a tie.
2. Committee members who are presenters may vote.
3. Voting will be confined to committee members in open session.
4. The vote will be announced before the meeting is adjourned.

### **NOTIFICATION OF COMMITTEE ACTION TO DEPARTMENT**

A memo from the Vice President of Academic Affairs will be sent within five days after the committee meeting notifying the dean, department chair and the presenter of the committee's action. Reasons and/or recommendations will be listed if the proposal was not approved.

## RESPONSIBILITIES OF CURRICULUM COMMITTEE MEMBERS

1. The Curriculum Committee Division Representatives serve as a formal liaison between the Curriculum Committee and the departments in the division he/she represents. Responsibilities include:
  - a. Serving as a consultant to departments in their division during curriculum development by answering questions, providing information, preparing the faculty for their visit to the curriculum meeting, etc. This is on an "as-needed" basis depending on who in the division needs assistance.
  - b. Informing and updating the division members about curriculum issues such as how to prepare outlines (perhaps reviewing the curriculum handbook), prerequisite validation issues, alignment issues, curriculum deadlines, etc. during division meetings held during staff development week.
  - c. Formally relaying any questions and/or concerns to a specific department following the Curriculum Committee's first reading of a proposal. This will allow the faculty in the department to respond to the questions and/or concerns when they return for the committee's second reading.
  - d. Presenting the department's proposal if the department so chooses.
2. Those serving on the Curriculum Committee who do not represent a specific division have the following responsibilities:
  - a. Checking proposals for correct spelling and punctuation.
  - b. Determining if the texts listed on the outlines are recent publications.
  - c. Verifying that there are a minimum of four course objectives on the outlines and they are written in measurable, behavioral terms with at least two of the objectives reflecting critical thinking skills.
  - d. Contacting the Division Representative and Marsha Raybourn, Instructional Operations Supervisor, with issues that appear to be substantive so the department can be notified to make necessary corrections prior to coming to the committee with their proposal.
3. All committee members must call Marsha Raybourn (x153) if they are unable to attend a meeting or if they will arrive late or leave early.