

Academic Senate Grossmont College

MINUTES OF THE MEETING – November 5, 2001

PRESENT: Cathy Harvey(President), Mary Rider(Vice President), Beth Smith, Jerry Buckley(Senate Officers at Large); P.J. Ortmeier, (AOJ); Jeff Irwin(Art); Dave Wertlieb,(Biological Sciences); Sandy Sikes(Business Office Technology); Rick Kirby(Cardiovascular Technology); Cary Willard(Chemistry); Barbara Chernofsky, Sonia Gaiane, (Child Development); Roxane Tuscany, Sheri Sjoberg(Speech Communications); Janet Gelb, Diane Mayne-Stafford(CSIS); Bonnie Shcmiege(Counseling); Jennifer Carmean(DSPS); Mike Matherly(Earth Sciences); Gary Phillips, Marilyn Ivanovici, Qais Sako, Chuck Passentino, Julie Cardenas(English); Virginia Berger, Nancy Herzfeld-Pipkin(ESL); Sylvia Montejano(EOPS); Jim Symington(Exercise Science); Yolanda Guerrero(Foreign Language); Mel Amov(History); Zoe Close, William Hoaglin(Humanities); Patricia Morrison(Library); Peg Hovde(Math); William Snead, Evan Wirig(Media Communications); Jane West, Susan Wild(Nursing); Marcelle Karlin(Occupational Therapy); Bushra Jonna(Part Time Representative); Dennis Collins(Physics, Astronomy & Physical Sciences); Lorenda Seibold-Phalan(Respiratory Therapy); Henry Jordan (Theatre Arts).

ABSENT: Rick Michelson(AOJ); Ron Tatro, Les Lawrence (Art); Ben Newkirk, Leilani Holmes, Gregg Robinson, Israel Cardona(Behavioral Science); Diane Merlos(Biological Sciences); Jed Ashley(Business); Don Ridgeway(Cardiovascular Technology); John Oakes(Chemistry); Wayne Allen(CSIS); Mary Rose, Peggy Shepard (Counseling); Tom Gamboa(Cross Cultural Studies); Joe Orate(Culinary Arts); Cathy Meyer(Dance); Jane Nolan(DSPS); Tim Cliffe(Earth Sciences); Pat Bennett(ESL); Joyce Sake, Rick Trestrail, Colleen Suwara, Gay Cox(Exercise Science); Antonio Crespo, Paul Vincent(Foreign Language); Jerry Baydo(History); Gene Britt(International Business); Curtis Stevens(Library); Jenny Vanden Eynden, Larry Langley, Linda Langley(Math); Steve Baker, Fred Benedetti (Music); Pat Bradley(Nursing); Kriten Maria Reichardt(Part Time Representative); Patti Tsai(Physics, Astronomy & Physical Sciences); Bill Cummings(Political Economy); Craig Everett, Beth Mallet-Anderson(Theatre Arts).

RECORDER: Martha Garcia

The Academic Senate minutes are recorded and published in summary form. Readers of these minutes must understand that recorded comments in these minutes do not represent the official position of the Academic Senate. The Academic Senate expresses its official positions only through votes noted under "Action."

I. PRESIDENT'S REPORT

A. Call to order

Cathy Harvey called the meeting to order at 11:10 a.m.

B. Approval of Agenda

The agenda was approved as presented.

M/S/U Wertlieb/Chernofsky

C. Approval of Minutes

The minutes of the October 1, 2001, meeting were approved as submitted.
M/S/U Wertlieb/Montejano

D. DCEC Council

Cathy explained that the Districtwide Coordinating Educational Council (DCEC) was formed to consider educational matters that have implications at both Cuyamaca and Grossmont College. Two such issues have been the CLEP and the UTSD. She shared both the charge and representation that has been approved by the members of the newly formed council.

E. Part Time Faculty Academic Senate Representative

Bushra Jonna will serve as the Part-time Faculty Academic Senate representative through May 31, 2001, replacing Michal Piotrowski.

F. Student Services Program Review Committee

Cathy informed senators that Marion de Koning from the Art Department is a new Student Services Program Review Committee member.

II. ACTION ITEMS

A. Search and Interview Committee Faculty Approval Procedure

Step 6 of the PE9 (Hiring Regular Faculty Operating Procedure) outlines the responsibilities of the senate in approving faculty members to serve on the Search and Interview Committees for hiring full time faculty as mandated in an agreement between the Governing Board and the Academic Senates regarding Hiring Full-Time Faculty (dated 1991). The agreement gives the Academic Senate the authority to approve faculty members who will serve on faculty hiring committees. Cathy met with a group of senators to discuss how the senate should approve faculty members to S&I Committees. They developed the following motion for the senate's approval:

The Search and Interview Committee Chair is appointed as the Senate President's designee in representing the Senate's interests in *Step 6 on page 4 of the PE9 Procedures.

***6 Academic Senate President**

In accordance with respective Academic Senate procedures, notify the College President and Affirmative Action Officer of the Academic Senate's approval of faculty committee members.

M/S/U Wertlieb/Chernofsky

III. INFORMATION ITEMS

A. Governing Board Policy Manual, Chapter 4/Academic Policies

Cathy referred to the Governing Board Policy Manual, Chapter 4/Academic Affairs attached to the senate agenda. She informed senators that she met with Paul Carmona, Pat Seltzer, Cristina Chiriboga, Dean Colli, and Jerry Buckley during the summer and into the fall semester to review the current academic policies and to identify how they fit within the CTLC recommended policies templates. The policies attached to the current agenda reflect recommendations. She informed senators that the Cuyamaca College Academic Senate has already discussed them and identified that their senate seeks to clarify the role of the senate within the text of the policies. Cathy asked senators to review the policies in preparation for approval at the next senate meeting.

B. Accreditation Results/Preliminary Finding and Recommendations Presented by Peter White

An accreditation team visited Grossmont College from October 16 through October 18, 2001. Peter White presented an update on the accreditation team's major commendations and recommendations. He also thanked Sue Jensen for her hard work editing the Grossmont College Self Study Report, Arlene Stone for her great job organizing the team's visit along with her editing support, and all faculty and staff for their support and continued commitment. The report was outstanding with the team making the following commendations and recommendations:

Commendations

- For faculty, staff and administrator's dedication to offer the best educational programs and support services.
- For the quality of educational programs and support services that have resulted in Grossmont College being one of the leading transfer institutions in the state.
- For the collegial relationships throughout the college and between both colleges and the district.
- For the excellent research support provided by the district.
- For the quality of the institutional research, principally at the district level and the extent to which the college uses that information in Program Review and other processes.
- For the approval of the two new campus buildings, the new LRC and the science building.
- For the relatively new Planning and Budget process which was qualified as improved by the team members.
- For the strong Program Review processes.
- For the quality of Instructional Student Services areas.
- For the overall climate of welcome and support of Student Services.
- For the exemplary ASGC organization.
- For the excellent Facilities Plan.
- For the strength of the Athletics program and the extent whereby this program is linked to academic excellence.
- For the recent work done in systematizing the evaluation of staff and administrators.
- For the work done on the college website.
- For the college's overall atmosphere of optimism and inclusion.

Recommendations

- To continue working on the institutional planning process. The main focus throughout the report was to ensure that faculty and staff understand the college processes and their role within those processes. Another important point of the report was to consider more student involvement in college governance.
- To continue to look at obtaining a new student academic information system in the district. Peter informed senators that analytical work has been done at the district, which is considering potential vendors and evaluating alternative systems. He reported that a final decision is expected by the end of the academic year.
- To hire more faculty, staff and administrators that represent the student population.
- To continue to provide a level of stability among the college and the district leadership. The accreditation team was very impressed with the leadership at the district and the college level; however, they are recommending stability of faculty, staff and administrators.

The Academic Senate recognized Peter White, Sue Jensen and Arlene Stone for their outstanding work on the accreditation document and with the Accreditation Site Visit.

C. Faculty Hiring Concerns

Presented by Hank Jordan

Hank Jordan shared responses to his concerns that surfaced at the previous senate meeting regarding the procedure for hiring regular faculty (PE9). He, Charlene McMahan, Cathie Norris, and Cathy Harvey had met a week previous to the current senate meeting, and Charleen McMahan has assured him and the senate as a whole that she is in the midst of preparing a manual to accompany PE9 that will clarify additional procedures and potential problems as they relate to hiring full time faculty.

D. Planning Process

Presented by Beth Smith and Jerry Buckley

At the October 15 Academic Senate meeting, Beth Smith presented a draft resolution prepared by the senate officers to improve faculty participation in the college planning process. Although discussion of the resolution was non conclusive and may still be considered, the senate officers, in collaboration with the administration, have prepared a new format in which departments will write departmental goals and activities as they update the Educational Master Plan. The new format will require that departments identify their three top priorities as they relate to the Strategic Master

Plan. They will also be asked to identify their accomplishments. Beth and Jerry presented an overhead of the new format and explained how the format was developed, giving the senators an idea of what to expect. Further discussion is anticipated.

IV. COMMITTEE REPORTS

A. Budget & Planning Council Report

Presented by Jerry Buckley

Jerry Buckley gave a Budget & Planning Council report. He provided an update on the 2001-02 budget allocation and presented a list of recommendations for the use of general fund reserves. He also provided a list of budget needs and a list of sources of funding for budget items for the fiscal year 2002.

B. Program Review Committee Report

Presented by Sheridan DeWolf

Sheridan presented the following list of Program Review Committee activities for the fall 2001 and spring 2002 semesters:

Fall 2001

- Complete another cycle of Program Review.
- End cycle reviewing Nursing, Disability Services Managements, CVTE & OT Departments.
- Develop a survey to be sent to faculty.
- Recruit past committee members to serve on review of review.

Spring 2002

- Evaluate and revise Program Review process.
- Update institutional research resources and process.
- Use faculty input.
- Clean up redundancy.

- Under consideration:
 - a) add student evaluation component,
 - b) update course outlines,
 - c) initiation of new programs.
- Return to senate with revised document for approval.
- Meet with the Communication and Fine Arts Division for fall 2002 review.

The meeting adjourned at 12:20 p.m.