

# *Academic Senate Grossmont College*

## **MINUTES OF THE MEETING – March 18, 2002**

**PRESENT:** Cathy Harvey(President), Mary Rider(Vice President), Beth Smith, Jerry Buckley(Senate Officers at Large); P.J. Ortmeier, (AOJ); Gregg Robinson(Behavioral Sciences); Dave Wertlieb, Diane Merlos(Biological Sciences); Illyana McManus(Business Office Technology); Rick Kirby(Cardiovascular Technology); Cary Willard(Chemistry); Cathie Robertson, Barbara Chernofsky(Child Development); Roxane Tuscany(Communications); Diane Mayne-Stafford(CSIS); Lynn Gardner, Peggy Shepard(Counseling); Cathie Robertson(Culinary Arts); Jane Nolan, Marlene Jansky(DSPS); Gary Phillips, Chuck Passentino, Sydney Brown(English); Virginia Berger(ESL); Sylvia Montejano(EOPS); Jim Symington (Exercise Science); Mel Amov(History); Zoe Close, William Hoaglin(Humanities); Curtis Stevens, Patricia Morrison(Library); Peg Hovde(Math); Steve Baker(Music); Jeanne Raimond(Nursing); Marcelle Karlin(Occupational Therapy); Craig Everett(Theatre Arts).

**ABSENT:** Rick Michelson(AOJ); Ron Tatro, Les Lawrence, Jeff Irwin(Art); Ben Newkirk, Maria Pak, Israel Cardona(Behavioral Science); Judith Walery(Business); Don Ridgeway(Cardiovascular Technology); John Oakes(Chemistry); Sheri Sjoberg(Communications); Janet Gelb, Wayne Allen, Diane(CSIS); Bonnie Shcmiege(Counseling); Tom Gamboa(Cross Cultural Studies); Kathy Meyer(Dance); Mike Matherly, Tim Cliffe(Earth Sciences); Marilyn Ivanovici, Qais Sako(English); Nancy Herzfeld-Pipkin(ESL); Rick Trestrail, Gay Cox, Laura Burger(Exercise Science); Yolanda Guerrero, Paul Vincent(Foreign Language); Jerry Baydo(History); Gene Britt(International Business); Jenny Vanden Eynden, Larry Langley, Linda Langley(Math); Evan Wirig, William Snead(Media Communications); Fred Benedetti (Music); Pat Bradley (Nursing); Kriten Maria Reichardt, Bushra Jonna(Part Time Representatives); Dennis Collins, Patti Tsai(Physics, Astronomy & Physical Sciences); Bill Cummings(Political Economy); Lorenda Seibold-Phalan(Respiratory Therapy); Beth Mallet-Anderson, Henry Jordan (Theatre Arts).

**GUESTS:** Sheridan DeWolf

**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/Amov**

#### **C. Approval of Minutes**

The minutes of the March 4, 2002, meeting were approved as submitted.

**D. Governance Structure Document**

Cathy Harvey distributed a draft of the Organizational & Governance Structures\_2001-2002. This document reflects the efforts of the Administrative/Academic Senate Officers Council (ADSOC). It provides the College's administrative organization, the process for effective participation in the planning and decision-making process, the College's councils and committees, and their communication and reporting relationships to the administration.

Cathy asked senators to review the Participatory Governance Structure section within the document, specifically the section that pertains to the Academic Senate, as well as the Council/Committee Request Form.

She also asked senators to review the councils and committees sections and contact her if any one is interested in serving on any council or committee. She explained that all council and committee information will be kept in the President's Office and the Academic Senate Office. Names of council and committee members are listed in a separate document, and that will also be kept in both offices.

The Academic Senate thanked Shirlye Stewart and Martha Garcia for their great job assisting ADSOC in developing the Organizational & Governance Structures\_Handbook. Conversely, faculty also acknowledged ADSOC for their outstanding work.

The document will be published on the college web site when finalized.

**E. Students of Note**

Cathy informed senators of a "Student of Note" celebration that will soon take place at Grossmont College. She explained that the purpose of the event is to recognize students who have overcome significant obstacles and have continued with their education to secure their degrees or certificates.

A "Student of Note" nomination form has been sent to all faculty.

**F. New E-mail Procedure**

The new Grossmont-Cuyamaca Community College District Email Operating Procedure was attached to today's agenda. Cathy asked senators to forward questions to Charleen McMahan.

**G. Changes to PE9**

Step 5 of the PE9 (Hiring Regular Faculty Operating Procedure) outlines the responsibilities of the senate in approving faculty members to serve on 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). Cathy Harvey met with Paul Caromona and Charleen McMahan to make adjustments to PE9 to identify a Search & Interview Committee Chair in the absence of a Department Chair/Coordinator. Copies of these pages reflecting the changes were attached to the agenda.

**II. ACTION ITEMS**

**A. No action items at this meeting**

### III. INFORMATION ITEMS

#### A. PE9 Procedural Addition

With the changes to the PE9 Procedures, the Senate Officers wanted to ensure that faculty appoint faculty to serve on Search and Interview Committees. Therefore, they developed the following procedure to implement changes:

*Faculty appointments to a Search and Interview Committee when the direct report is an administrator*

*If the direct report for a full time faculty position will be an administrator and there is the absence of a department chair, the senate officers assume the responsibility to identify a department that has job duties and responsibilities that closely parallel those duties and responsibilities within the official full time faculty job description. The senate officers will consult with identified department chairperson or coordinator to determine if that department is willing to assume the responsibility of appointing faculty members to the Search and Interview Committee. Assuming the department chairperson/coordinator is in agreement that said department job duties and responsibilities closely parallel those within his/her department, then that department chairperson/coordinator assumes the responsibility to appoint faculty members to the Search and Interview Committee.*

Cathy will work with Mel Amov and Dave Wertlieb to make the necessary changes to reflect concerns and will bring a revised motion back for action at the next Academic Senate meeting.

#### B. Catalog Review Senate Resolution

##### **Presented by Sheridan DeWolf and Cary Willard**

Sheridan explained that the Title III Catalog Review Task Force was formed to review the current Grossmont College Catalog Review Process. The committee has developed the following resolution, which Sheridan and Cary presented as an information item:

*Grossmont College Catalog Review Process Resolution  
Draft 031402*

*Whereas the ability of students to transfer, to meet career objectives and to be certified for general education is jeopardized when course outlines are not current, and*

*Whereas more and more universities and colleges will not articulate a course with an outline over five years old, and*

*Whereas course outlines from Grossmont College are shared with other institutions for consideration for possible course articulation, and*

*Whereas Title 5 requires the revision of course outlines every five years, and*

*Whereas the official course outline serves as a guide for adjunct and other faculty in determining what is critical to a course, and*

*Whereas the college catalog should reflect courses that are current and that are being offered in the curriculum, and*

*Whereas it is the professional responsibility of faculty to ensure the academic integrity of coursework at Grossmont College,*

*Let it be resolved that the Grossmont College Academic Senate supports the catalog review process and delegates the Title III Catalog Review Task Force with creating procedures to meet Title 5 mandates.*

*Let it further be resolved that the Academic Senate recognizes that the chairs and coordinators, Program Review Committee, Curriculum Committee, and instructional administration will all play critical roles in implementing this process.*

Sheridan, Cary and Cathy will make the necessary changes as per suggestions on the resolution, and it will be presented for action at the next Academic Senate meeting.

#### **IV. COMMITTEE REPORTS**

##### **A. Academic Rank Committee**

**Presented by Gary Phillips**

The Academic Rank Committee developed the following procedure for awarding emeritus status:

## **Honoring Emeritus Professors**

1. *Retired Full Professors must be nominated by 3 faculty or staff members in order to obtain Emeritus status.*
2. *Committee Chair reviews the application and personally carries it to Dean and Personnel for verification and signatures.*
3. *Academic Rank Committee members then review the application and Emeritus worksheet and sign approval.*
4. *Chair notifies Academic Senate President and College President about the approval to move application forward.*
5. *Academic Senate President will notify the Committee Chair when the Senate approves the nomination.*
6. *Committee Chair sends forward the approved application to the College President.*
7. *College President notifies Risk Management that an Emeritus Plaque is needed, arranges for the Emeritus Professor to be present to the Governing Board, and publishes announcement in Campus Scene or other publications.*

Suggestions for changes were noted.

The meeting adjourned at 12:23 p.m.