

# Academic Senate Grossmont College

## Minutes of the Meeting – Oct. 6, 2003

**PRESENT:** Beth Smith (President); Bonnie Schmiede (Vice President); Jennifer Carmean, Victoria Howitt (Senate Officers at Large); Jeff Irwin, Jim Wilsterman (Art); Israel Cardona (Behavioral Science); Judith Zander (Business); Rick Kirby (Cardiovascular Technology); Tom Olmstead (Chemistry); Joel Castellaw, Roxanne Tuscany (Communication); Cliff Quinn (CSIS); Kathy Meyer (Dance); Marlene Jansky, Jane Nolan (DSPS); Nelson Paler, Gary Phillips, Kamala Balasubramanian, Marilyn Ivanovici, Julie Cardenas (English); Virginia Berger (ESL); Sylvia Montejano, Michael Perez (EOPS); Jim Symington, Larry Larsen (Exercise Science); Antonio Crespo (Foreign Languages); Carlos Contreras, Mel Amov (History); Zoe Close, William Hoaglin (Humanities); Peg Hovde, Sharon Giles (Math); Evan Wirig, William Snead (Media Communications); Marcelle Karlin (Occupational Therapy); David Milroy (Part-time Representative); Dennis Collins (Physics, Astronomy & Physical Sciences); Shahrokh Shahrokhi (Political Economy); Lorenda Seibold-Phalan (Respiratory Therapy).

**ABSENT:** PJ Ortmeier, Rick Michelson (AOJ); Ron Tatro (Art); Teresa Jacobs, Gregg Robinson (Behavioral Science); Dave Wertlieb, Virginia Dudley, Diane Merlos (Biological Sciences); Illyana McManus (Business Office Technology); Don Ridgeway (Cardiovascular Technology); Cary Willard (Chemistry); Mary Courtney, Cathie Robertson (Child Development); Mary Rider, Lynn Gardner, Peggy Shepard (Counseling); Tom Gamboa (Cross-Cultural Studies); Janet Gelb (CSIS); Joe Orate (Culinary Arts); David Mullen (Dance); Gary Jacobson, Mark Goodman (Earth Sciences); Gay Cox, Karen Caires (Exercise Science); Yolanda Guerrero, Paul Vincent (Foreign Language); Thomas Bell (History); Gene Britt (International Business); Derek Cannon (Music); Nancy Tendall (Nursing); Joan Ahrens (Part-time Representative); Ross Cohen (Physics, Astronomy & Physical Sciences); Hank Jordan, Beth Mallet-Anderson, Craig Everett (Theatre Arts).

**GUESTS:** T Ford, Sue Gonda, M. VanBlaricom, John Oakes, Natalie Ray, Ryan Griffith, Brad Phillips

**RECORDER:** Jennifer Carmean

*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 Items."*

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### I. A. Call to Order:

Beth Smith called the Senate to order at 11:12am.

### B: Approval of the Agenda

The Agenda was approved as presented: M/S/U Nolan/Snead

### C. Approval of the minutes

The minutes were approved as presented: M/S/U Kirby/Wirig

## II. President's Report

A: Feedback on General Campus Forum: A concern was raised regarding the formality of the classroom setting. The next Forum will be held in the Griffin Gate, Oct. 27 at 11:10am.

It was suggested that open-ended questions be used to initiate dialogue, and an effort should be made to communicate to faculty and staff that everyone is welcomed to attend. Please let the senate officers know of future topics. The agenda for the next Forum is:

- I. A follow up to the Budget
- II Enrollment Strategies
- III Planning

B: Travel: Beth gave a summary of the travel procedure. Last year, due to the budget, travel money was reduced. This year the funds were reduced further. \$30,000 is available and has been divided and allocated in the following way: Staff Development (\$10,000), Student Services (\$9,500), and Instruction (\$10,500).

The college savings task force has strict guidelines about the distribution of the travel funds. Please read them. Travel money priorities are for officers of state/national organizations or conference presenters.

Off-Campus Activity forms must be filled out for all travel off campus. The forms go through a process to receive campus approval, as well as, district approval for college-funded (unrestricted) travel that is out of the county. The college has committed to providing substitutes for approved faculty travel no matter how the travel is funded.

C: Faculty participation on committees: Thanks to those who have joined committees. There are still more vacancies. Beth shared a list with committee vacancies and contact information.

D: The Senate Newsletter has been well received. The newsletter may provide different information than information that may be found in the minutes of a senate meeting. Any ideas for articles, topics, for the next newsletter should be sent to Beth Smith.

E: Senate Budget: The Senate has a small budget. Here it is:

Salary for Secretarial position -	\$12,397
Supplies	\$220
Travel	\$1,000
Repairs	\$100

### III. Committee Reports:

Professional Relations Committee – T. Ford/Chair

The charge of the committee is to mediate personal differences of a professional nature that are not handled by UF. The primary purpose of the committee is to facilitate communication. There are five members of the committee, two of the members have received training from the San Diego Mediation Center, and the committee employs the template used by San Diego Mediation Center.

One successful mediation has been done this semester. The committee continues to look for ways to advertise. An ad will be placed in the LOOP. All matters are confidential and other committee members are not privy to information about all mediations currently being handled by the committee.

ICC – Gary Phillips/Chair

This is a large committee. As technology has expanded, their focus has expanded, also. They deal with technology issues campus wide from student labs to the phone system.

The focus this semester will be on distance learning and training teachers interested in teaching on-line.

Henry Eimstead is looking for volunteers to try out a new SPAM filter.

Curriculum Committee--Sue Gonda/Chair

The committee will be reviewing the process for technical review and the role of the Associate Dean of Instruction in the technical review process.

The committee will also be addressing the accreditation team's comments on diversity in regards to the General Education package and students having classes/exposure to diversity.

### **III. Action Items:**

Approval of committee members: M/S/U Wirig/Amov

Jerry Buckley to the District Strategic Planning and Budget Council

Marion de Koning to the College Planning and Budget Council

Malia Serrano to the Strategic Planning Task Force

Peg Hovde, Tina Perez and Michelle Blackman to the Academic Program Review Com.

Mike Matherly as Chair of the Staff Development Committee

Mark Goodman, Jeff Lehman, Joe Braunwarth and Sonia Gaiane to the Staff Dev. Com.

### **IV. Information Items:**

A. Committee memberships. New assignments were listed. A concern was raised that the Campus Art Review Committee have members with Art background. It was confirmed that members do.

B: CalPaSS and the District Curriculum Councils.

Brad Phillips reported that Grossmont has been involved in a Data Sharing Project since 1998. The idea is to look at Grossmont students and see how they are doing as they transfer and how well prepared they are from the High Schools. Grossmont has secured agreements with most institutions in San Diego in order to be able to share data.

Intersegmental Coordinating Councils have been formed in several discipline areas. Faculty request data from Brad's office and look for misaligned courses, content and philosophies. Examples of how this is done were provided by faculty from three areas. Beth Smith gave an example of how the Math department is involved. Ryan Griffith gave an example of how the English department is involved with SDSU and course curriculum and training High School teachers. Natalie Ray gave an example of how the Tech Prep program is involved.

If a faculty member or department is interested in participating, contact Brad Phillips.

C. Honor's Experience: The new coordinator is John Oakes. He is working on Grossmont College becoming part of the statewide Honor's program. The benefits for students are "a leg up" as they transfer and that they receive a higher level of discussion in these classes. It is hoped that the program will grow slowly and build on success over time. In Spring 04, there will be 4 honors sections offered.

The meeting was adjourned at 12:22pm.