

**MINUTES OF THE ACADEMIC SENATE**  
**Grossmont College**  
**Monday, August 29, 2016 Griffin Gate, 11:00 – 12:20**

**Attendance:** Tate Hurvitz, Jeff Lehman, Beth Kelley, Pearl Lopez, Cary Willard, David Milroy, Jessica Woods, Tina Young, Michael Stewart, Jennifer Carmean, Brian Carter, Gregg Robinson, Isreal Cardona-Gerena, Michele Perchez, Brian Keliher, Terry Reilly, Linda Snider, Liz Barrow, Diana Vance, Angie Gish, Robin Sepulveda, Denise Schulmeyer, Janet Gelb, Clifton Quin, Maria Denise Aceves, Sue Gonda, Shirley Pereira, Susan Working, Ray Funk, Nemie Capacia, Evan Wirig, Jeannett Calo, Derek Cannon, Domenia Oliveri, Lisa Maloy, Christi Vincino, Amanda Robbins, Zoe Close, Scott McGann, Patrice Braswell, Mark Goodman, Judd Curran, Oralee Holder, Barbara Loveless, Randy Abshier, Schorsch Kaffenberger, Priscilla Rodgers, Jessica Owens, Julie Middlemas, Beth Duggan, Brian Rickel, Marion DeKoning, Claire Liu, Vagina Young

**Guests:** Joyce Fries, Dave Dillion, Aaron Starck

**Recorder:** Jacqui Valdivia

**I. Call to Order 11:01 am**

A. Public Comment

Tate Introduced Judd Curran as the new Chair of Chairs Committee.

He also thanked and recognized Evan Wirig for his service and leadership on the CCC Committee

B. Motion to Amend the Agenda

1. Accreditation report added to agenda

M/S Evan Wirig/Oralee Holder

Motion Passed

2. Program Review moved to the beginning of the meeting

M/S Shirley Pereira/ Nemie Capacia

Motion Passed

C. Motion to Approve the Agenda

M/S Evan Wirig/ Terry Reilly

Motion Passed

D. Approval of Minutes

M/S Gregg Robinson/Sue Gonda

Motion Passed.

**II. Committees**

**Accreditation Midterm Report-Aaron Starck - Interim Sr Dean of CPIE.** We are accredited through Accrediting Commission for Community and Junior Colleges (ACCJC) and the Western Association of Schools and Colleges (WASC). We are in our 6 year cycle of our accreditation. In 2013 we did a self-study, in 2014 had a visitation and a follow up report, we are now doing our midterm reporting and we do annual updates. We have already successfully submitted our follow up report.

Accreditation has four fundamental standards:

1. Mission, academic quality and Institutional effectiveness and Integrity.  
Sub parts include the mission itself, Academic Quality which we did receive a recommendation that our college needs to identify benchmarks and target data based off of data analysis. We have responded and been approved on this recommendation.
2. Student learning program and support programs  
Sub parts include instructional programs, library and learning support services and student support services. We received a recommendation in support services to maintain consistency and provide information on all major policies. These revisions have been made and successfully reported. We received a recommendation in our governing board effectiveness of producing outcomes which was addressed in our current SLOs.
3. Campus Resources  
Human resources, physical resources, technology resources, and financial resources. We received a recommendation in human resources to assess the stability of the workforce. The district produced a strategic plan, which was submitted and has been approved.
4. Leadership and Governance Structure  
Decision-making roles and processes, CEO, and governing board.  
We received a recommendation in governing board regularly evaluate its policies and practices. We are evaluating our board policies and practices over a six year cycle which was submitted and approved.  
We received a recommendation to evaluate and clarify what the district's role is what is the college's role. A mapping process was done identifying the roles of each organization. It was submitted and approved.

We have successfully met all the recommendation that we got in 2014. Now we are working on our identified areas of recommendation from our self-study.

#### Actionable Improvement Items:

1. Reviewed and revise our mission statement. We will proceed to revisit now that some of our other objectives have been formulated (ATD, strategic plan).
2. We will continue to make sure that all multi-media and website presentations, and online services meet our accessibility standards and do use the universal design, workshops were held to help to make sure staff and faculty docs met universal design. Assess levels of effectiveness for online services for DE students. We have made many modifications to help support distance education learning.
3. Work on staffing processes and stability. Many processes have been put in place including in the CPIE office, Title V grant, and administrative support..
4. LTRC is working on full time dean, processes are being put in place to supervise this area. We are creating an outreach program through Achieving the Dream..
5. Tech support and tech needs and improvements have been put in place including GradGuru that pushes out information to student cell phones, transcripts can be ordered online and paid for online, CBIS for international student needs, Telliresponse where students can ask questions online, Blackboard pay.
6. Long-term post-employment benefits are being put in place. Irreversible trust. Finalizing documentation and language of all these plans and scheduled to go to the board in September 2016 and will be submitted to ACCJC in October 2016.

Any questions about accreditation can be directed to CPIE. Any GradGuru questions can be directed to Courtney Williams.

#### **Program Review – Nate Scharff**

Every program was reviewed over the last 6 years. Currently PR is in an internal review looking at processes and documents how they can be improved. PR has received feedback from faculty and departments on the process and the handbook.

The update today is that PR will be coming back on to Academic Senate on October 17 to present the new process. Bonnie Riply is our data liaison and will put together all the reports and explains all the data to the writers. We plan to have Deans be more evolved in the process going forward. Many technical processes have been put in place to help with collaboration. The Handbook has been streamlined and there are brief explanations for each of the Program Review Questions. The plan now is to return to AS on October 17, and present the new process and handbook.

PR will resume the departmental review process in the spring. ALC will be first, and we will be looking for new departments to keep the process going. We also need new reps

per Tate Hurvitz email for The PRC will do 8 departments, 4 each semester. Full calendar will be available for the review for the AS meeting in October.

### III. **President's Report (Tate Hurvitz)** **Grossmont Colleges Strategic Plan**

The Grossmont College's Strategic Plan includes many projects. So in order to improve the decision making and cohesiveness of effort across so many projects, we will look at the three key elements of each project through:

1. **Outreach**- *High-quality, organized, comprehensive outreach connects high schools, businesses and the community at large to Grossmont College. Outreach extends from the first connection with a potential student to enrollment in a class.*
2. **Engagement** -*A culture of participation among students includes peer and faculty mentors, student leaders, the use of engagement activities in the classroom, and additional activities outside the classroom to attract and keep students connected to the College.*
3. **Retention** - *A committed, high-standards approach to keeping students in classes and on track for success in achieving their goals at Grossmont College.*

A fourth goal in the strategic plan that is less talked about but still has worth remembering:

4. **Institutional Capacity** - *The ability of the institution to effectively use its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness.*

Achieving the Dream we made three major commitments, one in each of the key elements.

1. We hired an Outreach Coordinator to Improve Community and High School Outreach and Coordinate Campus-Wide Calendar of Events for Students, Families and the Community.
2. We created an Engagement Center to create and promote structured opportunities for students to engage one another and develop campus leadership.
3. Creating a retention specialist position and Early Alert to coordinate with instructors to identify and support students (through meeting and referring) who are struggling and need assistance.

Title V: Via Rapida!

Although not usually discussed in terms of the three key elements, they still fit into these categories:

1. Outreach: Specialized outreach in high schools and in the community. Additional hired support for community based outreach programs. This is in progress of working on hiring an outreach specialist.
  2. *Engagement*: Orientation to college with emphasis on affective needs and building social connections. Peer mentors. Intentional “funneling” to engagement opportunities, ie. Puente, Umoja, Learning Communities, Community Service Learning.
  3. Retention: Accelerated coursework opportunities in Basic Skills sequences, Multiple measures for assessment in English, Math and ESL placement
- ECEA (East County Educational Alliance)

A district wide partnership with the Grossmont Union High School District is committed to finding more ways to bring students to our system and more prepared for college.

1. Outreach: Official partnership with GUHSD including: classroom visits each year, starting in 9th grade, organized meetings with high school counselors, Higher Edge Promise Scholarship. Which includes free tuition from The college and a Chromebook from their high school.
2. Engagement: College campus visits, Student Ambassadors Program, Parent nights
3. Retention: Dual enrollment college readiness course in 11th grade. Summer Bootcamp before first year at GCCCD.

#### Enrollment Management

Most of the progress on this committee is being spread out though other committees but here are the things currently working on:

1. Outreach: District/College Marketing Campaigns (online, mail, email, social media, buses, radio), “Stop out” campaign, Website redesign
2. Engagement: GradGuru is an app on the phone that pushes information to the students to give deadlines and other information. For additional information on GradGuru talk to Courtney Miller. Student Focus Groups we are intending to more of these focus groups to get student perspective and understanding them.
3. Retention: Effective scheduling for multiple student populations/needs several departments are encouraging new night and weekend classes

A yearlong major action steps document has been created. This document shows the task at hand, who is in charge of the task, and what key element it falls under. This is a living document and is constantly changing. Mostly it gives an overview so new things can be added.

#### Our Outreach

Things accomplished:

- Creating and Hiring a new Outreach Coordinator

- Identified location for Office and created org chart modification
- Coordinated College/District Campaign (We're Here for You")
- Finalized terms of ECEA Promise Program
- Classroom visits to every 9th grade class in GUHSD
- Stop-out mailers
- Identification and training of student ambassadors
- New partnerships with community organizations
- Pilot dual enrollment offerings with GUHSD

Things we plan on accomplishing this year:

- Review and revise College Website
- Create comprehensive, annual outreach event calendar
- Offer full matriculation services in the high schools
- Promise Program fundraising efforts
- Student ambassadors at high school and community events
- Drop for non-payment outreach (will not be dropped from class but will not be able to enroll in the next semester till paid.
- Development of nights and weekend programs
- Expanded dual enrollment offerings with GUHSD

Our Engagement Snapshot

Things accomplished:

- Revamped Community Service Learning Program
- Creation of new Engagement Coordinator position
- Expanded student access to counseling (mini-sessions)

Things we plan on accomplishing this year:

- Review and revise College Website
- Engagement Center on Campus
- Expansion of CSL
- New "One Theme" topic and expansion effort
- Analysis and creation of new visual rhetoric on campus
- Expanded professional development offerings
- Hiring and training of 20-40 peer mentors for pilot program
- Completion of Title V FYE implementation plan
- Expanded student use of "GradGuru;"
- Student Workshop Series

Our Retention Snapshot

Things accomplished:

- Creation of two, new "Student Success Specialist" positions
- Development of a new, faculty professional development campaign ("We're all in")
- Pilot of English Acceleration
- Creation and beta testing of annual information cycle for "Grad-Guru"

Things we plan on accomplishing this year:

- Review and revise College Website
- Expansion of English Acceleration
- Pilot of Math Acceleration
- OER adoption campaign (with faculty release time) Requesting an activity proposal to put together the resources they may need. We could possibly get grants in the future if successful.
- Hiring Student Success Specialists
- Student focus groups
- Expanded Professional Development opportunities
- Development of multiple assessment measures.

How are staying on top of this? The proposed answer at the moment is a student success committee made up of faculty, staff, and administrators. They will update and report what is happening by inter related work. This will help to ensure the work is coordinated, reduces overlapping. They will be reporting directly to planning and resource council with formal recommendations.

Follow up on student safety on campus. Tate will follow up with the committee.

An issue was brought up about submitting activity proposals. The standing issues with institutional review committee that evaluates these proposals is they are submitted in late fall, and not hearing back and don't know what has been funded. Is this part of the Strategic plan to revamp this process as it seems to be a big part of the plan's success? At this moment, this has not been established in this plan, but Lorenze Legaspi is proposing to revisit where funding is coming from and where we need funding to go.

Question: Was the Institutional effectiveness council committee like this new proposed committee? Could this committee be repurposed?

## **Information**

### Enrollment Update

Most recently our enrollment is up close to 3% from fall to fall. Our new base requires we grow 6%. With several semesters of non-growth this is a good growth. We added 60 sections to the schedule this fall rather quickly. The classes are currently filling above or at 80%. A credit to the Chairs and Deans, who really are targeting the needs of the students effectively. Chairs felt like the decreased demand on the 80% fill rate was an improvement.

Census is what we are waiting for. Our headcount is currently 18908 unduplicated.

We are working on Saturday and Evening classes. At this point has mixed reviews. In

future would be to work on classes that would help build towards certificate/degree programs. This is in discussions.

Drop for non-payment. We did not drop students for non-payment. This was a district wide decision. Money is still due and students will be blocked from enrolling in the spring. Faculty can work in subtle ways to help them get their payment done.

Question: Can course descriptions be put on web advisor? Resistance was met, but they have now an agreement. We have approval to move forward and more broadly. Manual labor will be hired for this endeavor. We will start with independent courses.

**Meeting adjourned at 12:21 pm.**

**Next Meeting:** September 19, 2016