

## **MINUTES OF THE ACADEMIC SENATE**

### **Grossmont College**

**Monday, October 17, 2016 Griffin Gate, 11:00 – 12:20**

**Attendance:** Tate Hurvitz, Pearl Lopez, David Milroy, Ken Ard, Terry Reilly, Alan Silva, Jessica Woods, Tina Young, Jennifer Carmean, Brodney Fitzgerald, Gregg Robinson, Lara Braff, Michele Perchez, Brian Keliher, Cary Willard, Diana Vance, Angie Gish, Denise Schulmeyer, Roxanne Tuscany, Janet Gelb, Clifton Quinn, Renee Tuller, Sue Gonda, Mark Goodman, Judd Curran, Oralee Holder, Helen Liesberg, Randy Abshier, Schorsch Kaffenberger, Pricilla Rogers, Jessica Owens, Julie Middlemas, Shirley Pereira, Susan Working, Dominica Oliveri, Lisa Maloy, Christi Vincino, Amanda Robbins, Zoe Close, Scott McGann, Peggy Wells, Beth Duggan, Brian Rickel, Paul Vincent

**Guests:** Javier Ayala, Lida Rafia,

**Recorder:** Jacqui Valdivia

#### I. **Call to Order 11:03 am**

##### A. **Public Comment**

None

##### B. **Motion to approve the Agenda**

M/S David Milroy/ Terry Reilly

Motion Passed

##### c. **Approval of Minutes from October 3, 2016**

M/S Susan Working/Shirley Pereira

Motion Passed.

#### I. **Informational Items**

##### A. **Facilities Master Plan Refresh**

The Facilities Master plan has been updated and has some clarification on the existing information about the vision and goals of the offsite workforce center.

The building is planned to do the following:

- Create and educational hub
- Attract strategic partners
- Create sustainable buildings
- Host diverse groups
- Maximize collaboration between education, government and employers
- Expand career tech education.

Please see PDF Presentation for all information.

## **B. Online Class Max Resolution**

Upon the recommendation of our Distance Ed Committee, we have a draft of a resolution about online class maxes (see attached). If a class max is already below this number the class size will not be increased. Only classes with over 35 will be reduced. This is a draft, and AS is still hearing pros and cons of this resolution.

A concern was raised that this could hurt enrollment if we have to create an extra class for 15 students this would cost the college more to create the second class.

Please look at questions surrounding the online class max and this will be discussed in AS in two weeks.

## **II. President's Report (Tate Hurvitz)**

### **A. Enrollment Update**

Enrollment numbers are in and we are up .1% from Fall to Fall. This is not the 6% growth we were hoping for. What this means for Grossmont is that our growth need for spring (if we are to make up for fall) is now 12%. We do not expect to make our goal, but we will still try to make progress to that goal as much as possible.

Chairs were asked to add many sections to the fall schedule and they filled very well. This helped us in the movement to break back into positive enrollment territory. We will continue to look at ways to increase our FTES. That is not just by scheduling classes, that includes promotion, retention, and outreach. Adding more nights and weekend programs for working adults is a newer population that we have not pursued. This will require a lot of effort and energy but are very important for us.

As we move forward, we will need to organize ourselves around a core set of plans for promotion, retention and outreach. We have already begun creating plans for promotion, retention and outreach and now need to move together and organize a single plan that optimizes all of these goal. As opportunity's to contribute to this work arise we will need effort from everyone including faculty, administration, staff and students.

## **B. Campus Conversations**

Judd Curran has organized a meeting with the Chairs and Coordinators and the President's Cabinet. This is being organized for open conversations about what's happening; where are our concerns and where do we see opportunities. This dialogue is a chance to create open communication and moving forward with a productive, collaborative and coordinated effort.

## **C. Alliance Retreat**

There was a 5 hour Alliance Retreat held last week at Cuyamaca College. There were many key elements that were talked about, including alignment with English, ESL and Math, and Dual Enrollment as part of our promise program with GUHSD. There was a lot of discussion on offering a counseling course and what that course would look like. There were open conversations about priorities and owning those priorities. We will not take existing courses and repurpose them for this. We will take a collaborative effort to create classes that meets the needs of students, faculty and staff both college and high school. We will be building from the ground up. We are still working on whether classes will be offered in the interim or if we will wait for the courses to be built.

## **D. Fall Preview**

The Fall preview is coming up on October 29, 2016. The event is a new version of an open house event. Heriberto Vasquez has been working on outreach in our community and is asking for participation in this event. This is the beginning of a coordinated and sustained effort in outreach. Several different departments have already signed up, and we want to let other departments know the opportunity is still open to do a booth or a presentation. This is an event that will continue to happen in the future. In the future Heriberto plans to do this during the week and not on a weekend as there is concern for high school scheduling difficulties.

## **E. Single Plan for Categoricals**

Did not have time for this topic

### III. COMMITTEES

#### A. Program Review – Nate Scharaff and Bonnie Ripley

This is an update on the process and the handbook of program review. We currently have two departments that are going through the pilot process. The handbook is done and in the hands of Tate Hurvitz. The final polishes should be done this week.

From the survey that was sent out, we have made changes to support your requests. Some of the main concerns were that departments need more time, more support, and more money. Also make the actual review less examinatory and make it more meaningful. The net goal of PR is to shine a light on the good work that departments do and share best practices.

The procedure changes are we will start planning two semesters out instead of one. One semester out will be when departments receive their schedule and reassign time, and they will write their PR. Then the review semester is when the committee reviews your document. This takes approximately two weeks and then PR will come back with questions to the department about the document. The department will then research those questions and then amend their document. Then the department meets with the PR committee and they want to hear the recommendation that you have and any needs of the department. PR in turn gives recommendations and commendations. The semester after your PR you will meet with the VPAA and they will follow up with your recommendations and how the department has worked with those recommendations.

The process changes start with the handbook which is the main interface of this whole process. The book has been cut down from 12 to 9 sections. The handbook is much more streamlined in process. Bonnie Ripley is one of the most valuable changes in the process as she is the data liaison. She will compile and prepare the data and drops it directly into the department's document she then explains the data to the department. She will be giving the data in summaries and graphs that help interpret what is going on in the department. The dean will check in with the writers during the process, and the writing will be a collaborative effort with a cloud drive set up to delegate out the work, so that the writer is not doing all the writing. The new process will be reassigned time equivalent to teaching a 3 unit course.

A question was raised about the bigger departments getting more time to write as

they have more classes to review. This is not a decision that PR makes. This is a contractual matter..

Going forward PR is going to be tied more and more into processes that are included in college planning and budget requests. As the cycle continues the annual reviews will be put together and provide a summary making the 6-year PR much easier to write - but they will also be more connected to decisions regarding hiring and departmental budget needs.

**Meeting adjourned at 12:22 pm.**

**Next Meeting:** October 31, 2016