

Council of Chairs & Coordinators

Minutes of the Meeting – Monday, November 8, 2010

MEETING ATTENDANCE:

X	Oralee Holder , Chair	X	Janet Gelb (CSIS)	X	Priscilla Rogers (Int Bus, Mrkt, Man)
	PJ Ortmeier (AOJ) Tina Young	X	Bonnie Schmiege (Counseling)	X	Pat Morrison (Library)
	Helen Liesberg (American Collegiate Eng)		Danny Martinez (Cross Cult)	X	Julie Middlemas (Library)
X	Jennifer Carmean (ASL)		Joe Orate (Culinary Arts)	X	Jenny Vanden Eynden (Math)
X	Ross Cohen (Astronomy, Physical Sci, Physics)		David Mullen (Dance)	X	Susan Working (Math)
X	Israel Cardona (Behav. Sci)	X	Kathy Meyer (Dance)		William Snead (Media Commun)
X	Virginia Dudley (Bio Sci)		Nemie Capacia (Dev Math)		Paul Kurokawa (Music)
X	Craig Milgrim (Bio Sci)	X	Jennifer Bennett (Digital Arts)		Derek Cannon (Music)
X	Brian Keliher (Bus Admin)	X	Jane Nolan (DSPS)	X	Sharon Sykora (Nursing)
X	Linda Snider (BOT)	X	Carl Fielden (DSPS)		Diane Gottschalk (Nursing)
	Mark Presnall (BOT)		Angela Feres (Distance ED)		Christi Vicino (Occp. Therp Asst, Speech Lang Path Asst)
	Andy Biondo (CVT, Ortho Tech)		Tim Cliffe (Earth Sci)	X	June Yang (Philosophy, Religion)
	Nadra Farina-Hess (CATL)	X	Oralee Holder (English)	X	Shahrokh Shahrokhi (Polit Econ)
X	Jeff Lehman (Chemistry)	X	Chuck Passentino (ESL)		Lorenda Seibold-Phalan (Resp Therp)
	Judy George (Chemistry)		Jim Tolbert (EOPS)		Devon Atchison (SLO)
X	Claudia Flores (CHD Dev, Fam Studies, ED)	X	Jim Symington (Ex Sci Well)	X	Beth Duggan (Theater Arts)-Craig Everett for Beth
X	Sheridan DeWolf (CHD Dev, Fam Stud., ED)		Beth Kelley(Ex Sci / Well)		Mary Rider (Trans Center Direc/Coord)
	Angie Gish (CHD Dev Center)	X	Yolanda Guerrero (Foreign Lang)	x	Malia Serrano (Visual Art & Humanities)
x	Roxanne Tuscany (Comm)	X	Robert Henry (History)		

X = present at meeting

GUESTS:

- Barbara Blanchard, VP Academic Affairs
- Chris Hill, President Grossmont Academic Senate
- Tim Flood, Vice President Administrative Services

RECORDER: Rochelle Weiser

CALL TO ORDER (11:05)

I. Chair's Report—Oralee

Oralee began by announcing both Barbara Blanchard and Tim Flood were attending meetings at Cuyamaca but would be joining the meeting as soon as possible. Oralee noted she scheduled Tim at approximately 11:30 and a large portion of the meeting discussion would be regarding the summer roofing projects and summer session information.

Oralee referred to the "brainstorming" handout of questions chairs/coordinators might have regarding the roofing projects and summer session. She noted she had sent this handout over to both Barb and Tim. Prior to Tim and Barb appearing, Oralee suggested reviewing the brainstorming list to see if we wanted to add anything further.

Oralee noted that a summer session start date had not been decided yet. Chris reported that DEC was still recommending a June 13 start date.

The following questions were added to the summer schedule section:

- a. what will be the summer session start date?; will the summer session have a 4/10 schedule?; when will the 4/10 schedule start? Discussion occurred regarding the summer session start date in relation to local

high school graduations; why does Grossmont begin prior to high school graduation? Chris noted that about 6% (less than 500 students) come from the high schools for summer session; the majority of the students are currently enrolled or returning from out of town schools to attend summer session and due to these factors DEC is still recommending a June 13 start date.

b. Though Chairs and Coordinators are duplicating the FTES they used last year (in a 6 week session), do we anticipate additional sections might be added at a later date? Oralee noted that with the roofing projects and room availability, the number of courses being added could be limited and perhaps limited to online offerings (if ANY additions were authorized—still only a remote possibility).

c. Discussion occurred regarding Summer Compensation for Chairs; Oralee noted Jim Mahler, AFT representative, would be meeting with Labor Management in December to discuss whether compensation would be comparable to last year.

d. Oralee then reviewed the roofing projects section. Oralee referred to the email that included a chart of the areas affected by the roofing projects (which chairs should have received through their Division Council meetings). Faculty noted that some Chairs had not received this email; Oralee would ask Tim about sending this out electronically directly to CCC members. Oralee noted that the office spaces in the 500 building would be affected by the roofing project; she then reviewed the bulleted items on the handout regarding the roofing projects. Discussion occurred regarding moving classes from the 500 area and whether or not some classes could be shifted to the evenings to avoid the construction noise. It was noted it was to be a summer project to be completed by Professional Development Week in the Fall. At this time Tim Flood joined the meeting to begin his presentation and further the discussion on the roofing projects.

II. Update on Distance Education- Janet Gelb

Janet began by reporting the committee meets the second and fourth Wednesday of the month from 10:00am-11:00am. Janet reported that the committee is working with CATL on various training programs for Black Board and Office 2010. Janet noted that GC hopes to have Office 2010 launched campus wide by Fall 2011. She reported the various projects the committee is currently working on; the development of a website that will have information regarding teaching online courses; creating a “Best Practices for Online Teaching” document; training sessions for both Blackboard and Illuminate. Janet noted that there will be a huge push for Office 2010 training to help bring all faculty and staff up to date on the new format. It was noted that all computers, including classroom and lab computers, would have Office 2010 installed. Discussion occurred regarding re-assigned time for the Distance Education Coordinator; Chris observed that the position was dissolved in favor of a subcommittee (of the TTLC), the Distance Education Sub-Committee, but at this time there was no reassigned time for the chair of the committee. It was noted that if there was to be any reassigned time linked to the Sub-committee, then a request would need to be presented to the Reassigned Time Committee.

III. Summer Session Information and Campus Summer Roofing Projects- Tim Flood and Barb Blanchard

Tim began by noting the Deans had received the email, which included the areas affected by the roofing project; he would forward a copy to Oralee for distribution to the Chairs and Coordinators. Barb commented that she thought the summer session start date would be decided at the next Governing Board meeting.

Tim began by reviewing the schedule for the campus roofing projects; the summer projects would update scheduled roof maintenance. Tim then reviewed the buildings on campus that would be affected by construction; 42, 50, 36, 31, 21, 26 and part of the LTRC. Tim noted GC is currently in the planning stage, as a contractor has not been chosen, but construction is set to begin right after graduation. Tim then reviewed the areas that will have limited access and the areas that will have no access; the 50 building will have four classrooms (570, 571, 562, 500) closed, as well as the faculty offices there will be closed. Tim noted that the closure would be approximately 2-4 weeks depending on the size of the construction crews.

Tim then reviewed the labs that would be affected in the 50 building and possible options, including temporarily moving them. Tim noted for the faculty not working the summer, it would be recommended to cover their belongings in the offices with visqueen; for those working, it would be recommended to move essential items and cover the rest. He reported some faculty would possibly share office space and possibly utilize the adjunct faculty offices. Tim noted that he did have a list of the faculty affected and

would begin to meet with them. Oralee reiterated that only essential items needed by the faculty would need to be removed. Tim then reviewed the walkway areas that will be affected by various construction projects during the summer.

Tim noted once the roofing contract was awarded he would be able to provide a better timeline for the construction project. It was noted that construction would be taking place all around campus and would likely be 7:00-3:30 or 7:00-5:00, depending on the company size. Oralee noted that evening classes may be an option for some in order to avoid the noise; Tim noted that decision would be left to the Chairs and Deans to decide, but could be a viable option. Discussion occurred regarding some of the specific areas affected by the construction. Tim noted that the roofing project was part of a regular maintenance schedule for the campus. Tim noted at this time he could not give a definitive answer on the length of the projects or working times of the crews, but would know more once the contract is awarded. Tim noted he would try to send out a Facilities Update on the upcoming projects. It was noted most of the noise would be during the removal of the shingles, but he did not expect jack hammering and wall removal noise like what occurred during the room remodels. Tim then reviewed the sidewalk projects that are to be done as well. In closing Oralee noted Tim would be sending out a larger facilities update report that would encompass the projects for the year.

Oralee summarized what the chairs do know about the upcoming summer semester: the start date has yet to be determined and the chairs will duplicate the FTE from last summer. The question emerged about whether the chairs are expected to offer the same courses as last summer or can they change the offerings? Barb noted they would like the chairs to review the course offerings for courses that are well received; perhaps offer something different from the previous summer, if it is a course that fills well; and to keep in mind what is best serving the students' needs. Barb noted that GC administration would like instructors to offer courses that fit into the 6 week format for summer session; if they wish to offer 8 week courses, Barb would like a justification submitted for the course, including courses that had previous justifications submitted as she is new to the college and would like to review them. Chris reiterated that the Board would be meeting regarding both the start date and whether or not there would be a 4/10 schedule. Marsha Raybourn reported that work on the summer schedule would occur over the winter break and that chairs would have until November 20 to turn in the course offerings.

Oralee noted upcoming dates for the Chairs and Coordinators— the Spring meeting dates : 2/14, 3/14, 4/11, 5/9; Joint Grossmont-Cuyamaca Chairs and Coordinators meeting—at the AFT offices Tuesday during Flexweek; AFT/Joint Cuyamaca/Grossmont Academic Senate Meeting—Thursday during Flexweek to be held at Cuyamaca; Division/Department meetings—Wednesday during Flexweek; Convocation—Tuesday during Flexweek.

IV. Community Service Learning-Nancy Herzfeld-Pipkin, Maria Pak, Virginia Berger

Nancy began by reviewing the Community Service Learning program at GC. It originated several years ago but then fell to the wayside, but now the Basic Skills program is looking to see how Community Service Learning could be incorporated into an on-campus program. Nancy noted that most think of Basic Skills as reading, math, English, and ESL, but now the Community Service Learning Program is being used in other areas—Psychology being one. Nancy noted they would be giving an overview of the program and would like the Chairs and Coordinators to take the ideas back to their departments for discussion. The CL Task Force would like to give departments a secondary presentation on how to implement a program in specific departments.

Nancy explained the process for Community Learning is not only a learning process but also a reflection process on the work done. Nancy explained that in most instances Community Service Learning takes place off the campus, but with this program, it will happen on campus. Nancy noted they had many examples of student success with the program, but due to time constraints would not go into those in detail, but anyone interested could contact her for more data on the success. Nancy explained that instructors could incorporate the program into their course by offering it as an additional assignment or as extra credit and the Task Force is available to show instructors how to do this. Nancy noted that the students would be putting in 15-20 hours of volunteer service, and then putting together reflections on the work they did.

Maria then presented the program she utilized in her class focused on tutoring. She gave students in her Psychology 150 class the option of tutoring students in Psychology 120, and then both students would reflect on what was learned in the sessions. Nancy noted that the student volunteers who are working the

in the classrooms (group settings or 1 on 1) are getting community service credit, classroom credit, gaining experience and producing papers (reflections on the project) at the end of the semester and are achieving at the highest levels. It was noted that this program is completely different and separate from the 1 unit of campus community service that is available. Maria then reviewed the process of incorporating the program into a department and into the classroom. She then reported on the benefits of the program to students and faculty; one on one training for students and 3 hour training for the instructor. Maria then reviewed the reflections that were produced by her students. They examined the items that were learned in the tutoring sessions and how the sessions were useful and meaningful to what they had learned in class. Nancy noted that the program would be adapted to the different departments; math would not necessarily produce a written reflection, but perhaps create handouts that were helpful to students. It was noted that students do have to meet on campus, but where on campus is their choice.

Discussion occurred regarding requirements for student tutors. Maria required students to maintain an A or B in her class. Due to time constraints, the presentation was cut short, but in closing Nancy noted they would put the day's presentation on the Task Force Wiki page and reiterated that they would like to give the second half of the presentation to the departments at a later date.

The CCC meeting adjourned at 12:20pm. Next meeting: February 14, 2011 Room 331.