

# Academic Senate Grossmont College

Monday, May 18, 2009  
11:00am – 12:20pm in Griffin Gate

## I. CALL TO ORDER

- A. Public Comment – *Each speaker will be given a maximum of 4 minutes to address the senate about a non-agendized item or items, with a maximum of 15 minutes allowed for public comment. The senate may vote to extend public comment at any meeting. Please contact the senate secretary before the meeting when wishing to speak at public comment. The senate welcomes all speakers to participate in the discussion on agendized items.*
- B. Approval of Agenda
- C. Approval of Minutes from May 4, 2009

## II. PRESIDENT'S REPORT

- A. Announcements 5 minutes
- B. Threat Assessment – John Colson 5 minutes
- C. Absence Report Process – Tina Pitt 5 minutes
- D. Budget Update – Tim Flood 10 minutes

## III. COMMITTEE REPORTS

- A. Faculty Professional Development – Martin Larter 5 minutes
- B. Curriculum – Sue Gonda 5 minutes

## IV. ACTION ITEMS

- A. Approval of TTLC chair selection – Patty Morrison 5 minutes
- B. BP 2430 – Delegation of Authority to the District Chancellor and the College Presidents (Attachment #1) 10 minutes
- C. Accreditation Follow-up Report 15 minutes  
(<http://www.grossmont.edu/intranet/accreditation0409/default.htm>)
- D. Textbook Task Force proposal (Attachment #2) 5 minutes

## V. INFORMATION ITEMS\*

NONE

\*The Academic Senate may move information items to action upon a 2/3 vote.

# Academic Senate Grossmont College

**Minutes of the Meeting – May 4, 2009**

## MEETING ATTENDANCE:

x	Chris Hill (President)	x	Janet Gelb (CSIS)	x	Sue Gonda (History-Sen Officer)
x	P.J. Ortmeier (AOJ)	x	Diane Mayne-Stafford (CSIS)	x	Devon Atchison (History-Sen Officer)
	Lance Parr (AOJ)	x	Ronald Norman (CSIS)		Angela Feres (History )
x	Tina Young (AOJ)	x	Donne Leigh (Counseling)	x	Priscilla Rogers (Inter Bus)
x	Jennifer Carmean (ASL)		Mary Rider (Counseling)		Patty Morrison (Library)
x	Jamie Gould (ASL)		Bonnie Schmiede (Counseling)		Jenny VandenEynden (Math)
	Jim Wilsterman (Art)		Tom Gamboa (Cross Cult Stud)		Susan Working (Math)
	Steve Garcia (Art)		Joe Orate (Culinary Arts)	x	Ray Funk (Math)
	Jennifer Bennett (Art)		James Foran (Culinary Arts)	x	Arturo Millan (Math)
x	Israel Cardona (Behav Sci)	x	David Mullen (Dance) - Spring		Shirley Pereira (Math)
x	Gregg Robinson (Behav Sci)	x	Jane Nolan (DSPS)		Evan Wirig (Media Comm)
x	Rebekah Wanic (Behav Sci)	x	Carl Fielden (DSPS)		William Sneed (Media Comm)
	Richard Unis (Behav Sci)	x	Gary Jacobson (Earth Sci)		Derek Cannon (Music)
x	Virginia Dudley (Biol Sci)		Jerry Mason (Earth Sci)		Paul Kurokawa (Music)
	Allison Shearer (Biol Sci)		Oralee Holder (English)		Steve Baker (Music)
x	Michele Perchez (Biol Sci)		Adelle Schmitt (English)	x	Joy Zozuk (Nursing)
x	Brian Keliher (Bus Admin)	x	Joan Ahrens (English)	x	Christine Vicino (Occ Therapy)
	Nate Scharff (Bus Admin)	x	Stephanie Mood (English)	x	David Milroy (Part-time Rep)
	Linda Snider (BOT)	x	Sue Jensen (English)		Lee Johnson (Part-time Rep)
	Barb Gillespie (BOT)		Chuck Passentino (ESL)	x	Zoe Close (Phil/Hum/Rel Studies)
x	Rick Kirby (CVT)		Barbara Loveless (ESL)		Bill Hoaglin (Phil/Hum/Rel Studies)
x	Don Ridgway (CVT)		Nancy Herzfeld-Pipkin (ESL)	x	Ross Cohen (Physics)
x	Jeff Lehman (Chemistry-Sen Off)		Sylvia Montejano (EOPS)	x	Stephanie Plante (Physics, Astr. Ph Sc)
x	Martin Larter (Chemistry)	x	Pearl Lopez (EOPS)	x	Joe Braunworth (Polit Economy)
	Cary Willard (Chemistry)	x	Laura Burger (Exer Sci/Well-Sen Officer)	x	Scott McGann (Polit Economy)
x	Sheridan DeWolf (Child Dev)		Jim Symington (Exer Sci/Well)	x	Lorenda Seibold-Phalan (Resp Ther)
x	Mary Courtney (Child Dev)		Randy Abshier (Exer Sci/Well)		Barry Winn (Resp Ther)
x	Joel Castellaw (Comm)		Dan Clauss (Exer Sci/Well)	x	Craig Everett (Theatre Arts)
x	Jill Carleton (Comm)		Karen Caires (Exer Sci/Well)		
x	Victoria Howitt (Comm)		Antonio Crespo (Foreign Lang)		

X = present at meeting

## GUESTS:

- Beth Smith-Math Faculty, South Representative, ASCCC
- Marsha Raybourn-Supervisor, Instructional Operations
- Tina Pitt-Vice President, Academic Affairs
- John Colson-Vice President, Student Services
- Jerry Buckley-Dean, Math/Natural Sciences/Exercise Science
- Sherry Titus-Student Services, Palomar College
- Janet Castanos-Dean, Hum/Social & Behavioral Science/International Programs/English
- Jim Mahler – President, American Federation of Teachers - Local 1931

**RECORDER:** Rochelle Weiser

### I. CALL TO ORDER (11:10)

#### A. Public Comment

Sue Gonda commented that in the fall instructors will have the option to include plus (+) or minus (-) in their grading, and will want to include that information in their course syllabi.

#### B. Approval of Agenda

A motion was made to approve the day's agenda.  
M/S/U Fielden/Atchison

### **C. Approval of Minutes from April 20, 2009**

Chris entertained a motion to approve the minutes from the April 20, 2009 meeting. Chris then let the Senate know a correction needed to be made to the minutes regarding BP/AP 4021. During the April 20<sup>th</sup> meeting, a non-senate member made the original motion for approval of the BP/AP. In order to correct the error and ensure a proper vote, a motion was made to suspend the rules in order to reconsider BP/AP 4021.

M/S/U Robinson/Gonda

A motion was then made to approve BP/AP 4021 with the listed changes from the April 20 meeting.

M/S/U Nolan/Gonda

A motion made to approve corrected minutes.

M/S/U Holder/Burger

## **II. PRESIDENT'S REPORT**

### **A. Announcements**

Chris began by welcoming everyone. She updated the Senate on the ongoing review process of equivalencies stating that she had contacted members to set up times to meet and review the equivalencies that remained to be completed. Chris presented the tentative Blackboard schedule for update and maintenance for summer, including the development of new containers for summer session, changes that are coming to e-mail, and an upgrade to the Service Pack 5 which should take care of some of the problems being experienced by users. Chris will send a copy of the final schedule to the Chairs and Coordinators of each department to send out to their faculty members and asked that any questions be sent to her.

### **B. Summer Institutes**

Chris announced the Student Success Steering Committee's first annual Summer Institute will be held June 8-June 11, 2009. Chris also noted that many of the topics being covered were a result of suggestions from the faculty survey. Sue Jensen gave some of the highlights of the upcoming Institute including writing strategies and text book navigation, and noted many of the senators are involved in teaching the topics. A stipend of \$35.00 is available to faculty and lunch will be served. Sue encouraged all to attend and to pass along the information to their departments as it should be a great event.

## **III. COMMITTEE REPORTS**

### **A. Technology for Teaching and Learning – Diane Mayne-Stafford**

Chris introduced Diane Mayne-Stafford, faculty chair of the Technology for Teaching and Learning Committee (TTLC). Diane stated her presentation was going to be informational as well as a Committee report, as she wanted members to be aware of what the committee does because they have vacancies to be filled. Diane began by giving a brief history of the TTLC and how it evolved. Diane then presented the charge of the committee which is to communicate faculty concerns to District Services and Grossmont's Information Systems (IS) Departments, to respond to IS suggestions with a faculty viewpoint, and to communicate faculty needs. Diane also stated TTLC worked with Distance Education (DE), which is a sub-committee of TTLC, to create the DE Plan for 2006-2009, which is coming up for review. TTLC also works to be able to make recommendations to the Academic Senate for resolutions that deal with technical issues.

Following her report, Chris announced that Diane would be stepping down at the end of the academic year, presented her with a certificate of Achievement & Recognition, and thanked her for her service as the Chair of the TTLC and as Distance Education Coordinator.

#### **IV. ACTION ITEMS**

##### **A. Approval of Academic Rank**

Chris presented the list of applicants for Academic Rank (2008-2009 academic year) **Assistant Professor**: Martin Larter, Tina Young, Devon Atchison, Todd Myers, Lisa Ledri-Aguilar. **Associate Professor**: Sudakshina Alagia, Judy Dirbas George, Karen Caires. **Professor**: Paul Vincent, Oralee Holder, Janice Bellinghiere, Beth Duggan, Patricia Morrison, Carlos A. Contreras, Diane Mayne-Stafford, Joseph Braunwarth, Gwentyth Mapes, Joel Castellaw, Mary Courtney, Renee Tuller. There was a question on whether the academic rank process involved evaluations. Chris responded that a dean's signature on the form verified that a candidate for academic rank received satisfactory scores (3.5 or higher) on their last two evaluations.

M/S/U Everett/Dudley

##### **B. Resolution on Inclusion of Student Learning Outcomes(SLOs) as Addenda on Course Outlines**

Chris presented the resolution "Inclusion of Student Learning Outcomes (SLOs) as Addenda on Course Outlines". Chris presented two additional resolves that had been forwarded by a faculty member. After reading through the original resolution and the additional resolves, she entertained a motion to pass the original resolution including the additional two resolves and opened discussion. Several issues were discussed including the benefit of having the SLOs added as addenda to the course outlines as a good way to communicate the SLOs to new faculty. There were several questions including whether there is minimum timeline for the SLOs to be added to the outline (answer: the initial set will be completed over this summer, but updates are up to the departments), whether Cuyamaca does this (answer: yes), whether this was being required (answer: the Accrediting Commission for Community and Junior Colleges (ACCJC) wants the SLOs with the course outlines and syllabi).

A friendly amendment was introduced to change the second resolved into a whereas statement. The motion failed.

M/S/F Milroy/ Carmean

Another friendly amendment was entertained to make the first resolved part of the first whereas. The motion passed.

M/S/P Gonda/Burger

A motion was made to approve the amended resolution with the additional two paragraphs, one as part of the first whereas and the second paragraph as the second resolved. The motion passed.

M/S/P DeWolf/Atchison

##### **C. State Senate Resolution to Establish Four Part-Time Area Representative Executive Committee Seats**

Chris introduced the resolution as brought forward by the Part-time Issues Committee (PTIC). David Milroy spoke on behalf of the resolution stating that there is a concern that on the Academic Senate for California Community Colleges (ASCCC) Executive Committee there is not part-time faculty representation. There were several questions on where the funds would come from to cover the cost of four (4) more representatives on the Executive Committee, how the term lengths would work, and

how the re-employment criteria listed in the resolution would be determined. Beth Smith, ASCCC South Representative, stated that a similar resolution had been brought forward by faculty of color who had similar concerns regarding lack of diverse representation. As a result of that similar resolution, the ASCCC voted to establish focus groups to identify pertinent issues that are currently not being handled and what representation is missing, as well as to develop area caucuses to elect possibly one representative to bring issues forward to the ASCCC. In addition, the caucuses would conduct research to collect data in support of their issues. It was suggested that possibly the PTIC could research some of the issues not being represented and bring forth data to support the resolution in order for the Academic Senate to vote on this item. David indicated that he would take the resolution back to the PTIC for further discussion of the issues raised.

**V. INFORMATION ITEMS**

**A. Approval of TTLC chair selection**

**B. BP2430 – Delegation of Authority to the District Chancellor and the College Presidents**

Chris asked members to please review this item as it is related to Grossmont’s accreditation follow-up report and needs to be voted on at the next meeting.

**C. Accreditation Follow-up Report**

Chris told the members that she would be sending a copy of the accreditation follow-up report via email for feedback and a vote will occur at the next meeting.

**D. Textbook Task Force proposal**

Chris asked members to review this item as she would like to entertain a vote on this item at the next meeting.

Next meeting is scheduled for May 18, 2009.

Meeting Adjourned at 12:20pm

CH: rw

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.”

Attachment #1

NEW POLICY

BP 7113

Delegation of Authority to the College Presidents

Reference:

*Education Code Sections 70902(d), 72400;*  
*Accreditation **Standard IV.B.1.j***

Adoption Date:

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The Chancellor shall delegate to each college president the executive authority and responsibility to lead, direct, and supervise the college, and administer programs and operations in compliance with ~~various rules, regulations, policies,~~ and legal requirements and policies.

The president has full decision-making authority to execute the duties and responsibilities outlined in the official job description and within the purview of the operation of the college, including implementation and administration of District and college policies, ~~practices, and procedures,~~ and practices.

The president may delegate any powers and duties entrusted to him or her by the Chancellor, but will be specifically accountable to the Chancellor for the execution of such delegated powers.

HOW CAN FACULTY KEEP TEXTBOOK COSTS DOWN?  
ACADEMIC SENATE ADOPTED GUIDELINES  
SPRING 2009

Faculty should consider all means to control and reduce textbook and course material costs that do not compromise academic freedom or educational quality.

*Faculty guidelines:*

1. **Adopt or revise departmental purchasing guidelines.** Consider adopting or revising your departmental purchasing guidelines to incorporate the principles outlined below.
2. **Disseminate information about how students can keep textbook costs down.** The ASGC flyer “How Can Students Keep Textbook Costs Down?” can be distributed in class or included in class syllabus or webpage.
3. **Submit textbook orders early.** This lowers the cost by giving the bookstore time to purchase more used books from students and increases used book availability. It allows students to shop alternate sources for the best price.
4. **Consider department-wide textbook adoptions.** Department-wide textbook adoptions allow the bookstore to purchase more used books. In addition, the same book can be used by students who retake a class.
5. **Consider price before adopting a book.** Is there a lower cost book alternative? Consider the price of instructor based ancillary materials and if they are necessary. Using ancillary materials eliminates the used book buyback and used book option.
6. **Order unbundled books when possible.** Extra CD-ROMs and workbooks may seem like a good deal, but in fact, it drives up the price by requiring a new purchase each time eliminating the used book and buy back cost savings for students. The bookstore can only buy back textbooks with all the bundled items intact and unused.
7. **Create your own textbook study guides and support materials.** Requiring students to purchase bundled workbooks, study guides and CD-ROMS with textbooks drives costs up and prevents students from reselling their books. Creating your own study guides and support materials eliminates this additional cost. Explore resources such as grants and release time to create the materials.
8. **Stay with the same edition for as long as possible.** Adopting a new edition eliminates the used book availability and bookstore buybacks for a semester.
9. **Allow your students to use older editions.** If you must order the new edition, consider letting your students use older editions when available. Post the older edition information in the syllabus.

- 10. Consider open learning content instead of a traditional textbook.** Consider the offerings at California Community Colleges Open Content [CCCOER](#), Rice University's [Connexions](#), California State University's [MERLO](#), and other repositories of extremely low cost and free content.
- 11. Require a library copy from publisher representative.** Work with the library regarding maintaining reserve and reference copies of textbooks. Consider adopting books only if publisher will provide two or more desk copies.
- 12. Designate as required only those textbooks and materials that will be used.** Designate others as optional. Consider that some student resources will not fund optional textbooks and materials, i.e., EOPS/CalWORKs. If more than one textbook or material is required, clearly outline in syllabus when each will be used.
- 13. Check with the publisher or bookstore for a paperless e-text version.** E-text versions are often and initially cheaper. However, consider that E-text books eliminate the buy back and used book option for students.
- 14. Provide textbook ISBN number.** Display textbook ISBN number on syllabus and/or course webpage. This allows the student to shop around for the best price.
- 15. Consider providing information to students about campus sources for textbook assistance.** Provide contact information for financial aid, EOPS/CARE, CalWORKs and New Horizons on your syllabus and/or course webpage.
- 16. Recognize that selling instructor complimentary editions drives textbook costs up.** Faculty sales of review or complimentary instructor copies impact costs, since most publishers "give away" millions of dollars in books each year, a cost then passed on to students. Many feel it is unethical for individual faculty members to use these giveaways to increase personal income.