

Council of Chairs & Coordinators

February 11, 2008

Meeting Notes

PRESENT: Amy Obegi, Chris Hill, Christi Vicino, Craig Everett, Diane Mayne-Stafford, Evan Wirig, Helen Liesberg, Israel Cardona, Janet Gelb, Jeff Lehman, Jennifer Carmean, Jenny Vanden Eynden, Jim Symington, Jim Wilsterman, Joel Castellaw, Linda Snider, Mary Rider, Oralee Holder, Pat Bennett, Patty Morrison, Paul Vincent, PJ Ortmeier, Priscilla Rogers, Rick Kirby, Ross Cohen, Sheridan De Wolf, Sue Gonda, Susan Working, Virginia Dudley, Zoe Close

GUEST: Jim Fenningham

RECORDER: Andrea Whitney

ANNOUNCEMENTS – Patty welcomed new members Brian Keliher (Business Administration), Jeff Lehman (Chemistry), and Helen Liesberg (American Collegiate English Program).

I. VP of Academic Affairs – Involvement in CCC meetings

The group discussed the merits of the VP of Academic Affairs as a regular at CCC meetings. The group finally decided:

- There will be a standing monthly meeting between Chair of CCC and VP to keep the VP informed
- VP can always be a guest at her/his request or request of CCC
- The CCC meeting is considered open unless otherwise requested by CCC.

II. EMP – How is it going?

Several members expressed their concern for the overwhelming amount of work that is involved in completing this year's new EMP. Chris explained that in the future the process will be electronic but, being new, it is still evolving. Chris advised the group that the 19th of February is the last day to submit EMPs if we want to have that information affect the next budget cycle. Shirley asked the group if at least one activity could be on the new form and then the rest could be put on the electronic form this time. Chris will send a link to everyone to the previous electronic form.

III. Equivalency Determination Process- Chris Hill

Chris will send everyone a copy of *Minimum Qualifications for Faculty and Administrators in California Community Colleges*. She noted that we are out of compliance. Chris asked for some feedback on the following: What do we want to recommend to the Senate in terms of how to go about this? The current process they are proposing is to sit down with your department to determine what criteria is important to meet the equivalencies. Document them and get them on file. Do you want both colleges to sign off on them or option B which is just one college to sign off? Chris lastly noted this issue must be dealt with ASAP and she will send the information to everyone electronically.

IV. Prerequisite Enforcement – Jim Fenningham

A handout was distributed: "Grossmont Courses with Prerequisites Not Enforced." The handout describes the District policy on prerequisites. Jim stated that District policy stresses that prerequisite enforcement should be done as part of the registration process and prior to students enrolling in a class. He also stated this procedure has kind of died out over the past few years and is asking that we revive it. Jim then distributed a second handout: "Database of Prerequisite Enforcement". The courses on the list are not being checked for prerequisites at registration. Jim asked the group to take a look at the handout and see if your department is on the list. If so, please contact Jim at extension 7627 to rectify this situation.

V. Summer Hours – Tina Pitt

This item will be postponed to the next meeting due to time constraints.

VI. Americans with Disabilities Act – Tina Pitt

This item will be postponed to the next meeting due to time constraints.

The next CCC meeting is scheduled for Monday March 10, 2008, Room 524.
Meeting adjourned at 12:25 pm.

PM:aw