

**Council of Chairs & Coordinators**  
**September 10, 2007**  
**Meeting Notes**

**PRESENT:** Pat Bennett, Joe Braunwarth, Laura Burger, Israel Cardona, Jennifer Carmean, Joel Castellaw, Zoe Close, Ross Cohen, Sheridan DeWolf, Virginia Dudley, Janet Gelb, Sue Gonda, Chris Hill, Oralee Holder, Rick Kirby, Donne Leigh, Sylvia Montejano, Pat Morrison, Jane Nolan, Amy Obegi, PJ Ortmeier, Priscilla Rogers, Lorenda Seibold-Phalan, Linda Snider, Jim Symington, Jenny VandenEynden, Christi Vicino, Paul Vincent, Jim Wilsterman, Susan Working

**GUEST:** Tina Pitt

**RECORDER:** Tasa Campos

**I. New Faculty Orientation Program – Tina Pitt & Chris Hill**

Chris Hill and Tina Pitt gave a report presenting the updates and changes being made to the New Faculty Orientation Program. The program is held one Friday a month, 2:00pm – 4:00pm for two hours. The first half of the session is a show and tell information session and the second half consists of teaching and learning. It was requested chairs and coordinators avoid scheduling new faculty on Friday afternoons in order for them to attend the sessions. A new faculty is requested to attend the program for two semesters.

**II. Parking Update – Tim Flood**

Tim Flood gave an electronic report on the upcoming parking situation and parking structure. He discussed the following:

- Parking locations considered.
- Parking Structure Rendering.
- Parking Structure Foot Print.
- Parking Structure Construction – Phase I
  - Timeline 10/07 – 12/07
  - Estimated parking loss – 400 spaces
  - Estimated parking available – 600 spaces
  - Impact on campus
  - Staff parking in Lot 5 relocation
- Parking Structure Construction – Phase II
  - Timeline 3/08 – 12/08
  - Estimated parking loss – 812
  - Estimated parking available – 218
  - All staff and full time faculty will be relocated off of campus
  - Shuttles will be provided
  - Security in off campus lots
  - Special parking will be designated for part time faculty
- Storm Water Treatment Installation
- Utility Infrastructure Corrections

There was a brief question and answer time. Chris Hill stressed the importance of informing faculty in all departments of the upcoming changes. Tim was thanked for his presentation.

**III. Maintaining/Increasing Enrollment (In light of parking situation) – Diane Mayne-Stafford/PJ Ortmeier**

Diane Mayne-Stafford and PJ Ortmeier discussed information on Online and Hybrid Classes as alternative instructional delivery models during the upcoming parking situation. The following was discussed:

- If interested in doing online classes please plan ahead and get started now.
- Getting started help –
  - Contact Marsha Raybourn to get form and return form to Curriculum Committee
  - Get for this semester if interested in teaching next semester
- Training required –
  - ED 214
  - Blackboard training ongoing in CATL
  - Frontpage training ongoing in CATL
  - Various classes offered during professional and flex week

- Mentor needed but none available at this time
- No infrastructure in place to support online courses
- No 24 hour help line
- No District Education Coordinator
- College needs to invest in an infrastructure

Diane also shared the ICC Distance Education group would be meeting the fourth Monday of each Month at 11:00am in the District Ed Room in the LRC. More information regarding these meetings will be sent out by email.

#### **IV. Middle College High School – Cathy Zemlick**

Cathy Zemlick, Teacher/Program Director and Stephanie Contos, Counselor, of the Grossmont Middle College High School gave a presentation on the program. They distributed a brochure and newsletter. She stated the program is required to provide a progress report to the student's parents every nine weeks. Therefore, at 8 weeks into the semester faculty, who have these students in their courses, will receive a Progress Report in their mailboxes to complete and return to the program as soon as possible. If you have any questions or suggestions regarding this program or the progress report process, please contact Cathy Zemlick at (619) 644-7524.

#### **V. Efficiency Study**

The group discussed the Efficiency Study being done in the Grossmont College Counseling Department.

#### **VI. Additional Meetings Needed -**

These additional items were not discussed at today's meeting due to lack of time.

#### **VII. Other**

\*\*\*\*The next Council of Chairs & Coordinators meeting is October 8, 2007

PM:tmc