

## **Council of Chairs & Coordinators Meeting Notes: April 13, 2009**

**PRESENT:** Antonio Crespo, Brian Keliher, Chris Hill, Chuck Passentino, Craig Everett, Craig Milgrim, Donne Leigh, Evan Wirig, Gary Jacobson, Israel Cardona, Janet Gelb, Jeff Lehman, Jennifer Carmean, Jenny VandenEynden, Jim Symington, Jim Wilsterman, Joe Braunwarth, Linda Snider, Lorenda Seibold-Phalan, Mary Courtney, Oralee Holder, P.J. Ortmeier, Patty Morrison, Priscilla Rogers, Rick Kirby, Ross Cohen, Sharon Sykora, Sheridan De Wolf, Susan Working, Sylvia Montejano, Virginia Dudley.

**RECORDER:** Rochelle Weiser

### **I. Process/Progression of prerequisite clearance-Chris Hill**

Chris asked the Chairs: does each department have in place a process to handle prerequisite clearances? Response was most departments do have a process in place and the process varies somewhat from department to department. There was discussion on the different processes and some problems encountered. Chris asked Chairs to send their prerequisite process to their Dean, Vice President and Chris Hill - and to be sure to list their information for any alternate contacts, should the Chair not be available to help the student.

### **II. BlackBoard update-Chris Rodgers and Chris Hill**

Chris Hill introduced Chris Rogers, our BlackBoard instructor: [Chris.rodgers@gcccd.edu](mailto:Chris.rodgers@gcccd.edu), 619-644-7385. Chris R also gave the contact information for Information Systems (ISOPS) [ISOPS@gcccd.edu](mailto:ISOPS@gcccd.edu), 619-644-7547 (for "back-end Bb help). Chris H gave a presentation explaining some of the issues with BlackBoard and the status of the issues, while Chris R. answered any questions he could. Chris H will work on a handout that gives more information regarding specific issues as needed.

### **III. Drop for Non-payment-John Colson**

John gave an overview of Student Receivables and how much is still outstanding to Grossmont College from students – even as much as a year after the student's debt was incurred. John then announced that beginning with the Summer Session, students who are enrolled but have not paid their enrollment fees will be dropped from class for outstanding fees — approximately two weeks prior to the start of the semester. Students, faculty, and staff will be notified via e-mail of this new approach that we are testing.

### **IV. Reassigned time – Janet Gelb**

Janet presented a draft of the *Chair/Coordinator Add-ons for Extra duties*. Janet asked everyone to look over the draft and please contact her with any additional time or duties not paid for. She also requested information be submitted to her by the end of April. Patty and Janet will then work with their counterparts at Cuyamaca, re-present the 2 colleges' results at the next Grossmont CCC meeting, and then forward the CCC approved document to United Faculty for its consideration.

### **V. Summer Pay-Tina Pitt**

Tina requested that each Department Chair please send her: **A)** the number of summer hours needed or **B)** State same as last year, so she can estimate how much money she will need to budget for chair summer pay. Tina requested this be sent to her in the next two days as she will be gone Wednesday through Friday of this week.

Meeting adjourned at 12:10 p.m.

Next meeting May 11, 2009