

## **Council of Chairs & Coordinators Meeting Notes: May 11, 2009**

**PRESENT:** Antonio Crespo, Brian Keliher, Chris Hill, Chuck Passentino, Craig Everett, Craig Milgrim, Gary Jacobson, Israel Cardona, Jane Nolan, Janet Gelb, Jeff Lehman, Jennifer Carmean, Jenny VandenEynden, Jim Symington, Jim Wilsterman, Joel Castellaw, Laura Burger, Linda Snider, Oralee Holder, P.J. Ortmeier, Patty Morrison, Priscilla Rogers, Rick Kirby, Ross Cohen, Sharon Sykora, Sheridan De Wolf, Sue Gonda, Susan Working, Virginia Dudley, Zoe Close.

**RECORDER:** Rochelle Weiser

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

Janet presented a draft of the *Recommendations for additional categories for add-ons to the release time for Chairs and Coordinators* that will be presented to the United Faculty. She noted that 1) this document does not cover summer, only fall/spring add-ons, and 2) the hope is that UF will ask for additional funding since existing funding is always precarious.

Janet would like feedback on the draft by Wednesday of this week as the UF Steering Committee will meet Monday and the final draft will be presented then.

*A motion was made by Laura Burger to approve the draft, second Oralee Holder; motion passed unanimously.*

Note that summer pay for this coming summer is not guaranteed; much depends on the budget.

### **II. SLO's and process to create Course Outline addenda - Craig Milgrim**

Craig opened the discussion with the question; "Who is responsible for the Course Outline Addenda?" It is not required to be completed by the Chairs; they can assign it to be done by another faculty member in their department. Some of the items brought up were; it creates more work for the chairs, no one is being compensated for it, is it really necessary to create SLO's for course being deleted (follow-up with Devin Atchinson for deleted courses). Chris Hill stated that an effort is under way to smooth out the coordination and handling of SLO's.

### **III. Faculty Staffing Committee- Jim Fenningham**

Jim presented the Scoring Matrix that the Faculty Staffing Committee uses when addressing staffing needs. Jim asked if the categories are still valid, noting the addition of *History of New Positions*, *Persistence of Requests*, the deletion of Master Plan - and then asking for CCC's input on this. Jim also explained that the matrix is only one tool that is used in the decision process, because the committee also looks at the department's whole activity proposal and all submitted material. Some of the items discussed: full time vs. part time staffing in a department and the ratios created by this in relationship to department growth (which the committee takes into account), replacement of faculty- having a mass retirement creates a large replacement (should not factor into request for new position), should a department continue to request every year even when not filled after a long period (yes, as the committee looks at it as an ongoing need over time).

### **IV. Absence phone line and e-mail communication-Tina Pitt**

The administration of Grossmont College would like to formalize a policy that the main form of communication will be e-mail. All staff would then expect that most information will be distributed via GCCCD e-mail. All agreed this would be fine and made the following suggestions; e-mail box sizes would need to be increased, training may be needed on cleaning out mailboxes and keeping e-mails simple so they don't use a lot of "space." If this policy is adopted, a series of sanctions could ensue for those who refuse to follow it.

Meeting adjourned at 12:20 p.m.

Next meeting fall 2009