

Council of Chairs & Coordinators

Minutes of the Meeting – Monday, September 14, 2009

MEETING ATTENDANCE:

X	Oralee Holder , Chair		Angie Gish (CHD Dev Center)		Jim Wilsterman (Humanities)
X	PJ Ortmeier (AOJ)	X	Joel Castellaw (Comm)		Priscilla Rogers (Int Bus, Mrkt, Man)
	Helen Liesberg (American Collegiate Eng)	X	Janet Gelb (CSIS)		Julie Middlemas (Library)
X	Jennifer Carmean (ASL)	X	Bonnie Schmiege (Counseling)	X	Jenny Vanden Eynden (Math)
X	Jim Wilsterman (Art)		Danny Martinez (Cross Cult)	X	Susan Working (Math)
x	Ross Cohen (Astronomy, Physical Sci, Physics)		Joe Orate (Culinary Arts)	X	William Snead (Media Commun)
X	Israel Cardona(Behav. Sci)	X	Kathy Meyer (Dance)		Paul Kurokawa (Music)
X	Virginia Dudley (Bio Sci)	X	Shirley Pereira(Dev Math)		Derek Cannon (Music)
X	Craig Milgrim (Bio Sci)		Nemie Capacia (Dev Math)		Debbie Yaddow (Nursing Asst Dir)
X	Brian Keliher (Bus Admin)		Jane Nolan (DSPS)		Sharon Sykora (Nursing)
X	Linda Snider (BOT)		Carl Fielden (DSPS)	X	Diane Gottschalk (Nursing)
	Mark Presnall (BOT)	X	Gary Jacobson (Earth Sci)	X	Christi Vicino (Occp. Therp Asst, Speech Lang Path Asst)
X	Andy Biondo (CVT, Ortho Tech)	X	Oralee Holder (English)	x	Zoe Close (Philosophy, Religion)
X	Pat Morrison (CATL,Library)	X	Chuck Passentino (ESL)	x	Shahrokh Shahrokhi (Polit Econ)
	Jeff Lehman (Chemistry)		Sylvia Montejano (EOPS)	X	Lorenda Seibold-Phalan (Resp Therp)
X	Judy George (Chemistry)	X	Jim Symington (Ex Sci Well)		Tom Olmstead (Science)
X	Claudia Flores (CHD Dev)	X	Laura Burger (Ex Sci / Well)		Devon Atchison (SLO)
X	Sheridan DeWolf (CHD Dev)		Antonio Crespo (Foreign Lang)	X	Craig Everett (Theater Arts)
	Kathryn Ingrum (CHD Dev Center)	x	Sue Gonda (History)	X	Mary Rider (Trans Center Direc/Coord)

X = present at meeting

GUESTS:

- Chris Hill, Academic Senate President
- Brian Nath, Consultant, Information Systems, District Offices
- Henry Eimstad, Sr. Director, Information Systems, District Offices

RECORDER: Rochelle Weiser

ALL TO ORDER (11:05)

Oralee welcomed everyone to the first meeting of the Council of Chairs and Coordinators and introduced herself as the new Chair. Oralee requested everyone pick up the green handout in regards to the CCC Blackboard site and asked Chairs/Coordinators to log-in and answer a few questions with regard to the site. We have had issues in the past with some folks being unable to access the site, and we want to make sure everyone is able to take advantage of the CCC materials, including the CCC Handbook. The Handbook has not been revised since 2004, so we may want to update that this semester or next once everyone has had the opportunity to review its contents.

I. **Beginning of the semester issues- Tina Pitt, Vice President Academic Affairs/Chris Hill, Academic Senate President**

Tina's Report:

- Tina let the members know if items are sent to her in paper form, and she has questions, she will return the questions to them in paper form in their GC mailbox, so please be checking on-campus mailboxes, not simply voicemail or e-mail. Since not everyone has time to check mailboxes more than once a week, for items that are time sensitive, Tina indicated her office would try to send an e-mail requesting that Chairs/Coordinators check their mailboxes.

- Tina announced there would be Fall semester training sessions for IFAS (used for department budgets, recording, and purchasing). Anyone interested in such training should e-mail her. Oralee will forward to faculty the specific dates for the training sessions once they are established.
- Tina let the Chairs and Coordinators know that GC is setting up an inventory system for Certificates of Proficiency and to be sure to let their Deans know what Certificates are offered.
- Tina announced that Supervised Tutoring has changed due to new legislation; GC will no longer receive appropriation monies for Supervised Tutoring in some areas outside the Basic Skills arena. GC can now only offer 1 supervised tutoring class (with multiple sections), and it must related to basic skills; reading, writing arithmetic, and ESL. Tina closed by noting this is very new legislation, and GC as well as other community colleges in our region will be figuring out a strategy for making it work while still serving our students.

Chris's Report:

Chris presented the current (revised) Add Code Processing and the background of how it is supposed to work. Since there have been many concerns raised by faculty about how the Add process functioned during the first two weeks of this semester, Chris fielded questions, comments, and concerns from the Chairs and Coordinators. The following issues were mentioned:

- instructors would like final control over adding students to a class rather than having the classes reopen for enrollment online;
- for classes that meet on Saturdays, there is no Saturday add code and students are not able to access blackboard and start class;
- for hybrid or online classes, the registration process can be very time-consuming; students can miss the first day of class waiting to register;
- there was apparently a problem with Web Advisor allowing students to use one add code to add multiple sections (Henry Eimstad indicated this loophole was being closed for Spring);
- there was concern that Web Advisor and the GC Schedule do not contain the same information with regard to adding classes.

Chris requested that Chairs and Coordinators contact her with any additional concerns not addressed because of today's time constraints. She would like as much information as possible to be able to work on the problems.

II. Rehire Preference Report: Brian Nath, District Information Systems

Brian presented a demonstration on how to access Rehire Preference information in order to generate a report for an individual department. He demonstrated where to locate the report and how to fill out the parameters to create a report of names. Brian noted that in 1997 there was a change in the contract which made the preference go from 4 semesters to 8 in order for adjuncts to achieve reemployment rights for rehire. There was some discussion regarding how adjuncts might lose or forfeit their rehire preference status, and Oralee indicated she would bring in information so that we could revisit this issue at the next meeting.

III. Issues from the Counseling Department: Bonnie Schmiede, Chair Counseling Department and Mary Rider, Transfer Center Director and Coordinator

Bonnie's Report:

Bonnie presented an update on the reductions the Counseling Department is grappling with during this economic downturn. The Matriculation budget could be cut 40%-65%; Donne Leigh and Jim Fenningham have retired; there are currently no adjunct counselors; and Brad Tiffany, Dean of Admissions and Records, has retired as has Kats Gustafson. GC will be hiring a Dean of Technology and Resources to replace the two Dean positions. Bonnie then reported how Counseling was still able to serve students, including eliminating most drop-in appointments for new students in favor of group workshops—30 students to 1 counselor, addressing the large influx of veterans by offering appointments, as legally required by veterans' affairs, etc. She reported Counseling was able to assist all students who needed services. Bonnie noted that after the hectic start of the semester, the Counseling office is now experiencing a slow period. She suggested instructors encourage students to make appointments to be seen now.

Mary's Report:

Mary presented the 2010 Transfer Guarantee for San Diego State University. SDSU has tightened the restrictions for Transfer Guarantee, and students need to be aware of the guidelines and need to have a signed TAG. The Transfer Center will be offering workshops on transfer readiness for students. Mary will e-mail all Chairs and Coordinators the handouts from today so that instructors will have the information for students.

IV. Final Exams for Online courses (hardcopy requirement)

This item will return for discussion for the October 12, 2009 meeting.

V. 2010-2011 Planning Process: Chris Hill, Academic Senate President and Shirley Pereira, Co-Chair Planning and Resources Committee

Chris began by giving an overview of the current planning process, how the Planning and Resources Committee is looking to make current processes more relevant and meaningful to Grossmont College in relation to the 6 year Strategic Plan. The next 6 year Strategic Plan draft will be coming before the Academic Senate for review in the coming months. Currently departments are asked to do an Annual Action Plan, which is reviewed during the Planning and Budgeting process for GC.

Chris introduced a 6 year Department/Unit Plan document. The Planning and Resources Committee Task Force created the document for departments to use in their planning processes for creating both the Annual Action Plan and Program Review reports. Chairs and Coordinators asked to be given at least two department meetings to review the Unit Plan and complete it. Shirley commented that the Planning and Resources Committee would like to see departments complete the plans before the end of the semester so the Academic Review Committee can evaluate them and make recommendations to Planning and Resources for the next year's tentative budget. Chris would like to see the departments complete the 6 year Department/Unit Plan and then complete the Annual Action Plan, thereby utilizing the 6 year Unit Plan to guide the Annual Action Plan. It was decided that departments would complete the 6 year Unit Plan 2 months from today. Chris then reviewed the document and highlighted some of the goals and questions departments are being asked to address. Chris let the Chairs and Coordinators know if anyone needed training in the Action Plan software to please contact her.

VI. Final moments:

Janet Gelb noted the following in regards to Blackboard accounts; due to a problem in the system, both personal cell phone and home numbers may be on individual's homepage (and thus available to students), so please contact Computer Information Systems to have that glitch corrected.

Next CCC meeting is scheduled for Monday, October 12, 2009, 11:00-12:15, Room 325A

Meeting Adjourned at 12:20pm