

Council of Chairs & Coordinators

Minutes of the Meeting – Monday, February 8, 2010

MEETING ATTENDANCE:

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

X = present at meeting

GUESTS:

- Chris Hill, Academic Senate President
- Sue Gonda, Acting Dean-English, Social and Behavioral Sciences
- Janet Castanos, Acting VP Academic Affairs
- Ernie Erwin, Grossmont College Foundation

RECORDER: Rochelle Weiser

CALL TO ORDER (11:45)

Oralee reviewed the minutes from the November 9, 2009 meeting, noting that many important issues (such as adjunct reemployment rights, etc.) were covered, and the minutes could be valuable for Chairs and Coordinators to keep on file.

I. The Osher Scholarship- Ernie Erwin

Oralee introduced Ernie Erwin from the Grossmont College Foundation. Ernie reviewed the Osher Scholarship which provides assistance to students who meet the following criteria: they have completed 24 units or are currently enrolled in 6 units, they are making progress, and they qualify for the Board of Directors fee waiver. Ernie explained that the GC Foundation has a goal to raise \$548,000.00; it currently has raised \$200,000.00. Based on the original gift, they were able to fund 13 \$1000.00 scholarships. Ernie reported that if the Foundation is able to meet its fund raising goal, then donors will match the amount and the Foundation will be able to fund 41 \$1000.00 scholarships forever. Ernie reported that there are 1000 faculty, staff, and employees at Grossmont College, and if each person gave \$10.00 per month we could potentially fund one scholarship per month! Ernie noted that he has 11 fully funded scholarships, 6 in the works, and 17 months to fund the remaining. Ernie requested that Chairs and Coordinators take the handout regarding the Osher Scholarship donation program back to their departments and allow him to meet with their departments and staff in the next 45 days. Oralee noted that at the Scholarship breakfast on Saturday it was great to see the recipients of the Osher Scholarships and

their excitement. Ernie noted that the reason the Osher fund is at the forefront at the moment is that if he does not raise the \$548,000.00 by June 2011, then he no longer has the opportunity for the 50% match in funds. Ernie thanked the Chairs and Coordinators for their time.

Oralee noted that the English Department was reviewing if they could support funding an Osher Scholarship in the Department. She suggested that Chairs and Coordinators could perhaps start conversations in their Departments and Divisions about the possibility of doing the same.

II. Equivalencies Update-Chris Hill

Chris began by reporting that they had been working for 2 years on developing Equivalencies that are equal on both campuses, that most have been completed, with only a few outstanding. Those Chairs with Equivalency documents which have not been completed will be contacted shortly by either Mike Wangler or Chris. Chris reported that for those that have their plans in place, the next step will be to review the faculty members whose personnel files indicate that they have been teaching based on an Equivalency.

Chairs and Coordinators will be receiving from their Division Deans a list of the faculty whose files must be reviewed. Chris explained that if names appear that should not be on the list, the review process still needs to be completed and signed off as personnel files need to be updated to show faculty members are in compliance. Due to the fact that the files are personnel files, they cannot be removed from the District offices during the review process. Therefore, blocks of time will be set up to review files at the District offices. Once the Chairs and Coordinators have reviewed the files, then Deans and Vice Presidents will review them and sign off on them. If a faculty member is not in compliance with the new Equivalencies, the current proposal will allow them 18 months to complete the process for meeting the new requirements. This will occur through a Plan of Action; Chairs and Coordinators will sit down with the faculty member to create a Plan of Action that outlines what the faculty member will do, what courses will be taken, etc....to be in compliance with the Equivalency. A concern was raised regarding faculty who had taught for many years at Grossmont and may not be in compliance; how does this affect their re-employment preference? Chris noted that if a faculty member does not meet Equivalencies, then they are out of compliance and cannot continue to teach in the District (unless they bring their qualifications into compliance with the new Equivalency standards). Chris noted that Jim Mahler, of AFT, felt that GC is being very generous in allowing faculty members 18 months to complete Equivalencies.

Chris clarified that the Equivalencies should have been signed off by both Cuyamaca and Grossmont unless a department did not have a counterpart at the other college.

It was discussed who should be the point of contact for the faculty member—the Department Chair or Dean? Chris noted they would talk to the Deans and decide who should be the contact. Chris noted she would like Chairs and Coordinators to hold off on the Equivalency Plan of Action portion until the Equivalencies Task Force has an opportunity to finalize the details regarding the creation and implementation of the plans.

Chris then asked the Chairs and Coordinators their preference for times to review personnel files in the District offices, and it was decided afternoons after 2:00pm and Fridays would work best.

Chris noted that if anyone had any more questions or concerns to e-mail her.

III. Brainstorming possible issues to address this Spring

Oralee began by noting that some of the Blackboard issues have been resolved, and she has forwarded the concerns from the last meeting to Henry Eimstad. She noted that one item that is available on Blackboard is the Chairs and Coordinators Handbook. She reported it has not been reviewed in several years (since 2004) and is in need of updating. Some of the specific areas mentioned which needed to be revised within the document (or placed there for the first time, such as the SLO information, were):

- The Planning Process (describing the timeline of the new processes)
- The SLO Process
- Online Courses (and various strategies for teaching and evaluating the courses)

Oralee suggested the formation of a Task Force to look over the handbook to make revisions and updates. She asked that all Chairs and Coordinators take a look at it, and anyone interested in working on this

project to please contact her. Oralee noted that Tina Pitt, former VP Academic Affairs, was going to compile Handbooks from other area colleges for reference and/or modeling, and perhaps Janet, current VP Academic Affairs, could see if they were available (or could assign that task to an administrative assistant).

Closing Moments

Oralee noted that due to time constraints they would be unable to continue the “brainstorming” session about possible issues for discussion in the remaining Spring CCC meeting and to please e-mail her with more ideas. Some quick items mentioned were:

- Summer compensation for Chairs and Coordinators and creating an application process;
- Possible review of responsibilities of Chairs and Coordinators;
- Enrollment issues;
- Add codes in relation to start dates; and
- Consistent policy regarding class cancelations.

The CCC meeting adjourned at 12:25pm.

Next CCC meeting is scheduled for March 8, 2010 room 524