

# Council of Chairs & Coordinators

## Minutes of the Meeting – Monday, May 10, 2010

### MEETING ATTENDANCE:

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

X = present at meeting

### GUESTS:

- Chris Hill, Academic Senate President
- Jim Mahler, AFT

**RECORDER:** Rochelle Weiser

### CALL TO ORDER (11:05)

#### I. Adjustments to the Agenda and Minutes from March meeting-Oralee

Oralee made the following adjustments to the day's agenda; move Chris Hill's presentation to the top of the agenda; add Janet Gelb, Blackboard 9 update information.

Oralee then asked if there were any additional items to add to the agenda and asked the Chairs and Coordinators to review the minutes from the April 12 meeting. No changes were made to the meeting minutes.

#### II. Part-Time Faculty Professional Development; SLO assessment workshops for Fall flex week; New Chair orientation for Fall flex week – Chris Hill

Chris began by reviewing the deadline for Part-time faculty to complete their professional development; they have until the fifth week of the semester. Chris noted that some part-time faculty had expressed an interest in extending the deadline to allow more opportunities to complete the professional development; attend seminars or activities later in the semester. Chris asked the Chairs and Coordinators how many were aware of the deadline and how many had experience with Part-time faculty requesting an extension. It was the general consensus of the group that it would be beneficial to Part-time faculty to allow an extension of that deadline. It was clarified that at this time the Part-time faculty have to complete their professional

development within the semester they are teaching, they cannot extend it to the next semester. Discussion followed regarding the responsibility of the Chairs in regards to approving professional development, special projects, and what is considered professional development. It was noted Title 5 dictates what qualifies as professional development and for the Fall flex week the schedule will note which activities qualify. Chris noted that perhaps another conversation would need to take place regarding who (deans or chairs) is responsible to sign off and track professional development; as well a conversation with the union regarding compensation for those duties.

Chris announced that times had been set aside during the Fall flex week on Tuesday, both before and after division department meetings, for SLO assessments. During those time slots help would be available to answer questions and assist the departments with the SLO assessments. Chris also noted that Tuesday morning there would be an SLO assessment workshop available to faculty. Chris encouraged the Chairs to have faculty who are working on SLO assessments to attend the workshop; it will be an opportunity to get materials and help with the process and faculty will receive credit for attending. A discussion followed regarding professional development and division meetings being required; it was noted that none of the flex week activities were required and that for professional development faculty is only required to meet a certain number of hours, not specific activities.

Chris then presented the "Equivalency Education Plan" document. Chris noted this would be sent out to the department deans, and then they would send it out to the chairs and coordinators for use with faculty who need to complete their equivalencies. Chris then reviewed the document. It was noted that the faculty member will have 3 full semesters from the time the document is signed to complete the education process. It was suggested that the discipline chair first meet with the faculty member to help outline the process, and then meet with the faculty member, discipline chair/coordinator, and the department dean to fill out and sign off on the plan. An item of concern was what to do with faculty members who are not going to fill out an "Equivalency Education Plan" and have no intention of completing one. Jim Mahler suggested that a statement be included in the cover letter that states if a faculty member was not interested in or intended to complete the Equivalency that they are no longer eligible to teach in the district; that this process was a "good faith" effort to bring everyone up to the requirements to be in compliance with Title 5. It was noted that GC is extending this opportunity to faculty members who are not in compliance with equivalencies; but according to Title 5 they are currently not eligible to teach.

Chris then presented the idea of a New Chair Orientation during flex week and asked if chairs and coordinators would be interested in the idea. The consensus of the group was they felt this was a good idea. Chris then asked the group to e-mail Oralee or herself suggestions for the orientation.

### **III. CCC Handbook**

Oralee briefly explained that the Chairs and Coordinators has not been updated since 2004 and is in need of revisions. Oralee noted that the handbook was set up as an orientation for new chairs and coordinators; she asked that the group look at the information and determine if the information given is useful or if they would like it revised.

It was then requested that the meeting move to the update on summer compensation from Jim Mahler as summer would be beginning shortly. Oralee noted that if it was the consensus of the group to move to that issue they could do so, but she requested that they review the handbook, as it would be needed for the Fall flex week orientation, and forward information and suggestions to her. It was agreed to move to the Summer compensation update.

### **IV. Updates**

#### **1) Summer Compensation-Jim Mahler**

Jim began by noting he had met with the Chancellor last Wednesday and emphasized that summer was coming and that there needed to be an agreement in writing regarding summer compensation. Jim noted he explained to the Chancellor he would be meeting with the Chairs and Coordinators the following week and would like to have an answer for them; he reported that the Chancellor said a decision was imminent. Jim noted that he had let the Chancellor know that it would not be fair practice to ask the Chairs and Coordinators to work during the summer if not compensated; she agreed that she understood this and reiterated that a decision was imminent. Jim suggested that if this could not be resolved that the Chairs and Coordinators not work during

the summer and refer the work to the deans. A discussion followed regarding the importance of following through with this and the difficulty in dealing with various situations. It was noted that the money for summer compensation is in the budget and it does not seem to be an issue to pay summer compensation, but AFT would like the plan for compensation in writing. It was noted Cuyamaca is not included in this discussion as they have never received summer compensation. A discussion followed regarding faculty members who will be teaching during the summer; Jim recommended if the summer compensation is not resolved that the faculty stick to their teaching duties and refer chair/coordinator duties to the deans. It was agreed that faculty would need to show solidarity on this issue.

## **2) FAQ on Adjunct Reemployment Rights**

Jim presented the draft of *FAQ Regarding Adjunct Faculty Re-employment Preference Rights*. He then reviewed the following items; regarding question number 4-the IS reports are not reflecting the correct requirement of .20 LED, Jim is working with IS to correct this. This led to a discussion regarding the reports and some irregularities that have been found. Regarding question number 5; there is no clear language regarding this (in the contract), the practice seems to be based on how many times the course has been taught and the IS report reflects this and not how long the faculty member has been teaching at GC; Jim will need to meet with IS to correct this. In regards to question 6; Jim noted to please scratch out (*through Fall 2011*) as faculty would have 3 full semesters to complete their Equivalency Plans. It was then discussed that perhaps Chairs and Coordinators could have a discussion with IS regarding the various reports and what results and information is needed on the reports. It was clarified that when a faculty member does not accept a position they do lose their preference; also it does need to be reported so the faculty member can be removed from the list. In closing Jim noted that if the Chairs and Coordinators had any more items for the FAQ to please contact him.

## **V. Program Review-Faculty Survey Questions/Responses-Sheridan DeWolf**

Sheridan began by noting that the committee has almost completed the Program Review Handbook. She noted the various committee meetings it had gone through and explained how it will fit into the Annual Review process. Sheridan reviewed the process and department cycle for Program Review. She then explained that process for Program Review is for the departments to do their own mini accreditation of their program and evaluate how it is working. She then explained that another tool for doing this will be the Faculty Survey. Sheridan then reviewed the rough draft of the survey. Some items suggested for the survey were; asking the faculty *are you interested in being involved* and *have you had the opportunity to be involved*. Sheridan stressed that the survey is not mandatory, it is a pilot program and customizable to the discipline. It was noted that the committee would like input sent to Steve Davis by May 17. Some concerns where; whether or not this survey could be used to evaluate Chairs and Coordinators. Sheridan noted that the committee is not asking to put the data collected from the faculty survey in the Program Review; it is a tool to be used by the departments. It was suggested that perhaps the survey could be given by an anonymous source, not administered by the district, to keep the information strictly for the departments use. It was suggested to use "Survey Monkey" for this. Sheridan again stressed that the intent of the survey is for the departments to use for self evaluation.

## **VI. Miscellaneous Issues**

- **Janet Castanos- Fall 2010/Spring 2011 print schedules-Chairs and Coordinators intent regarding ads**

Janet was unable to be at the meeting due to other meeting commitments

## **VII. End of Semester Joint Grossmont-Cuyamaca-AFT meeting, 9:00-12:00 June 1<sup>st</sup>**

Unable to cover this topic due to time constraints

## **VIII. Closing Moments**

Oralee asked the Chairs and Coordinators to please review the Handbook. She noted that the Handbook does include a "master" calendar and she would like the Chairs and Coordinators to take a look at it and

evaluate if it is helpful to them or not and what they would like to have to help guide them. She requested feedback on these items. Oralee also noted she would send the whole handbook out for review.

Janet Gelb announced the Blackboard 8 would be updated on June 3 at 10:00pm and would be down for at least 72 hours. She noted that the Blackboard 9 is a totally different version and she recommended faculty members attend the Blackboard 9 training CATL was offering.

**The CCC meeting adjourned at 12:20pm.**

**Joint GC-CC-AFT CCC meeting: June 1, 9:00-12:00pm.**