

Council of Chairs & Coordinators

Minutes of the Meeting – Monday, October 10, 2011

MEETING ATTENDANCE:

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|---|-----------------------------------------------|---|---------------------------------|---|----------------------------------------------------------|
| X | Oralee Holder , Chair | X | Kristi Kluka (Counseling) | X | Priscilla Rogers (Int Bus, Mrkt, Man) |
| | PJ Ortmeier (AOJ) Tina Young | | Danny Martinez (Cross Cult) | X | Pat Morrison (Library) |
| X | Barbara Loveless (American Collegiate Eng) | | James Foran (Culinary Arts) | X | Jenny Vanden Eynden (Math) |
| X | Jennifer Carmean (ASL) | X | Joe Orate (Culinary Arts) | X | Susan Working (Math) |
| X | Ross Cohen (Astronomy, Physical Sci, Physics) | X | David Mullen (Dance) | X | Michael Grant (Media Commun) |
| X | Israel Cardona (Behav. Sci) | | Nemie Capacia (Dev Math) | | Paul Kurokawa (Music) |
| X | Virginia Dudley (Bio Sci) | X | Jennifer Bennett (Digital Arts) | | Derek Cannon (Music) |
| X | Craig Milgrim (Bio Sci) | X | Jane Nolan (DSPS) | X | Deb Delaney (Nursing) |
| X | Brian Keliher (Bus Admin) | | Carl Fielden (DSPS) | X | Laurel Vanlandingham (Nursing Asst Direc) |
| | Linda Snider (BOT) | | Angela Feres (Distance ED) | | Christi Vicino (Occp. Therp Asst, Speech Lang Path Asst) |
| | Mark Presnall (BOT) | X | Tim Cliffe (Earth Sci) | X | June Yang (Philosophy, Religion) |
| X | Andy Biondo (CVT) | X | Oralee Holder (English) | X | Brian Jennings (Polit Econ) |
| | Nadra Farina-Hess (CATL) | X | Chuck Passentino (ESL) | X | Lorenda Seibold-Phalan (Resp Therp) |
| X | Jeff Lehman (Chemistry) | | Jim Tolbert (EOPS) | | Devon Atchison (SLO) |
| | Judy George (Chemistry) | X | Laura Sim (Ex Sci/Well) | X | Beth Duggan (Theater Arts) |
| X | Claudia Flores (CHD Dev, Fam Studies, ED) | X | Jim Symington (Ex Sci Well) | | Mary Rider (Trans Center Direc/Coord) |
| X | Angie Gish (CHD Dev Center) | X | Beth Kelley(Ex Sci / Well) | X | Malia Serrano (Visual Art & Humanities) |
| X | Joel Castellaw (Comm) | X | Robert Henry (History) | X | Yolanda Guerrero (World Lang) |
| X | Janet Gelb (CSIS) | | | | |

X = present at meeting

GUESTS:

- Barbara Blanchard, VP Academic Affairs
- Sue Gonda, President Grossmont Academic Senate
- Janet Castanos, Dean English, Social and Behavioral Sciences
- Sheridan DeWolf, Interim Dean Career Tech Ed/Workforce Development
- Carrie Clay, Associate Dean Career and Technical Education
- John Colson, VP Student Services
- Sara Glasgow, Director Student Activities
- Michael Golden, Faculty Biology Department, AFT President
- Michael Gilchrist, Bookstore Manager

RECORDER: Rochelle Weiser

CALL TO ORDER (11:05)

I. Chair’s Report—Oralee

Oralee reported that on the November agenda there would be a discussion regarding the current Chairs and Coordinators Black Board Container and asked the Chairs to consider their use of the site and whether or not they find it helpful. She would like input on options for the site: continue with a closed BB site, move to the Academic Senate website, move to a site on the employee intranet, etc.

- **Library books set for discard**
Oralee announced the library was in the process of removing books from the inventory and that Chairs and Coordinators may want to go through the books related to their departments for either use in a department collection or re-shelving in the library. Patty noted the books were in the

Technical Services area and to contact Theresa Cristobal ext. 7368 to make arrangements to go through the books.

- **Reminder Annual Activity Plan deadline**
Oralee reminded everyone that the Annual Activity Plan deadline is October 28. She noted that the DPM can be accessed at <http://web1.gcccd.edu/emp> on the employee intranet.
- **Julie Middlemas-sabbatical survey**
Julie reported as part of her Sabbatical project she would be doing a survey for the library. The survey would be two parts: 1) Best ways to communicate; 2) a Satisfaction Survey. She asked that everyone take a moment to complete the survey as it will be used in creating a marketing plan for the library. Julie noted the survey should be available in the next two weeks, and an e-mail would come from the District with a link to the survey.
- **50th Celebration**
Oralee reported that planning is underway for a 2-day 50th Anniversary Celebration in April of 2012. She noted the celebration would be planned to include faculty, staff, and students.

II. **Curriculum Committee Website-Jeff Waller, Committee Co-Chair**

Jeff reported that the new Curriculum Committee website was up and running at <http://www.grossmont.edu/Curriculum/>. Jeff noted the site contained a step-by-step process for curriculum changes, information on prerequisite enforcement, a forms depot, and information on distance education and SB 1440. Jeff encouraged everyone to visit the site and become familiar with it.

Jeff announced the deadline for submitting Prerequisite Enforcement Forms for courses having no changes to the prerequisites as November 2, 2011. For courses needing changes the deadline is the end of February 2012. He noted for a change in prerequisite the following items would need to be submitted: a Prerequisite Enforcement form, a Curriculum Change form, and a revised Course Outline. Jeff noted that departments who haven't done their own clearances before might want to begin discussions regarding a process. Jeff also noted that multiple courses for which the prerequisites are the same could be submitted on the same form, but if the prereqs. are different, then separate forms need to be submitted. Some questions from CCC members:

- Is it possible to get the forms in a Mac "friendly version"? Jeff noted he would work on it.
- What do departments do when prerequisites do not align between the campuses and there is a difference of opinion? Jeff noted the prerequisites need to align, and DCEC is working on setting up forums/meetings where departments can come together and work on the differences.

III. **Tim Flood, VP of Administrative Services and Michael Gilchrist, Bookstore Manager**

- **Book Order Form Electronic workbook**
Michael presented the electronic version of the bookstore book order form. He noted that the form has 6 tabs: Website order and E-mail order—with instructions on how to complete each; the Spring 2012 list—which will be updated as orders come in and when it is sent out again it will be current; Fall 2011 Books and Spring 2011 Books—both contain an alphabetical listing of instructors and books used; Rental Books List—contains an alphabetical list of instructors and the rental books they used and would now be available for re-use (this saves students a considerable amount of money). Michael noted that the bookstore needs orders to be submitted by November 1, 2011 in order to have the books available to students for spring semester. It was agreed the form would be sent to the Chairs and Coordinators, and they could maintain control over distribution to their faculty.
- **Occupancy requirements: single door max, fire code regulations**
Tim began by explaining that discussions have occurred regarding several instructional class rooms on campus, the current class occupancy maximums in relation to the fire code, and class rooms with only a single door. Tim explained that per fire code the maximum occupancy for a room with a single door is 49. Tim then reviewed a handout list of the classrooms that would be affected and the number of lost seats. Tim also noted that GC is waiting on the State Chancellor's office to determine the square foot per student that would be included in the Education Code; Tim and his

office are working to ensure GC falls within all the guidelines. Concern was raised regarding the reduction in class size as it relates to workload issues and pay for instructors, making the reductions a contract item. Tim noted that AFT was aware of the situation, and it would need to be discussed. Clarification was also sought regarding whether the 49 person occupancy included the instructor; the answer from Tim was "yes." So, in actuality, for the designated rooms with one door, the STUDENT occupancy is 48; the instructor makes it 49. In closing, Tim stressed the importance of being in compliance with the fire codes and hoped to implement the changes for spring 2012.

- **Shake Out**

Tim reported the Shake Out would occur on October 20 at 10:20am and that this would be the first time GC participated in an actual evacuation process out of the classrooms, offices, and buildings. Tim recommended that students and faculty take personal items with them, noted that administration hopes to have the evacuation complete in 20minutes, and noted that students could not be prevented from leaving campus if they chose to do so.

IV. College Hour-Sara Glasgow, Director Student Activities and John Colson, VP Student Services

Oralee noted that at various committee meetings, workshops, and leadership retreats over the that year or so the idea of resurrecting the "College Hour" has been discussed. She noted that in previous years "College Hour" was time (usually 1 hour. 15 mins) set aside during the day when no courses were held so that other activities for the students, faculty, and staff could take place (such as professional development activities, club meetings/rallies for students, various activities in the main quad, etc.). Sara noted that the ASGC and campus clubs had been discussing the idea as well. She presented a spreadsheet of the California Colleges and noted several in the GC area that do have a College Hour. She reported she would be doing more research on the topic and contacting the various schools to find out the dates/times, what activities were offered most often, and the overall success/participation of the program. Some items of concern were mentioned by CCC members:

- Need to discuss the reasons GC abandoned College Hour in the first place;
- Consideration needs to be made for the time slot for a College Hour; many students use the noon hour to take courses while on lunch-break from work;
- Be sure students are included in the conversation; is it something they would like? (Sara reminded us that the idea has emerged from ASGC, particularly as a way to increase student participation in campus clubs and organizations);
- Explore the idea of a 2-day a week College Hour (as seen on some campuses).

All agreed they would like to continue the discussion and gather more information.

The CCC meeting adjourned at 12:25pm. Next meeting: November 14, 2011 11:00am room 36-325