

# Council of Chairs & Coordinators

**Minutes of the Meeting – Monday, February 13, 2012**

**MEETING ATTENDANCE:**

X	Oralee Holder , Chair	X	Kristi Kluka (Counseling)	X	Priscilla Rogers (Int Bus, Mrkt, Man)
X	PJ Ortmeier (AOJ) Tina Young		Danny Martinez (Cross Cult)	X	Pat Morrison (Library)
	Barbara Loveless (American Collegiate Eng)		James Foran (Culinary Arts)	X	Jenny Vanden Eynden (Math)
X	Jennifer Carmean (ASL)		Joe Orate (Culinary Arts)	X	Susan Working (Math)
X	Ross Cohen (Astronomy, Physical Sci, Physics)		David Mullen (Dance)		Michael Grant (Media Commun)
	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)		Jane Nolan (DSPS)		Deb Delaney (Nursing)
X	Brian Keliher (Bus Admin)		Carl Fielden (DSPS)	X	Laurel Vanlandingham (Nursing Asst Direc)
X	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	Zoe Close (Philosophy, Religion)
X	Andy Biondo (CVT)	X	Oralee Holder (English)	X	Brian Jennings (Polit Econ)
	Nadra Farina-Hess (CATL)	X	Chuck Passentino (ESL)		Lorenda Seibold-Phalan (Resp Therp)
X	Jeff Lehman (Chemistry)	X	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)	X	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	Denise Schulmeyer (Professional Development Coordinator)

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
- Michael Golden, Faculty Biology Department, AFT President
- Michael Reese, Dean Math, Natural Science, Exercise Science and Wellness
- Agustin Albarran, Associate Dean Student Affairs
- Michael Copenhaver, Director of Financial Aid

**RECORDER:** Rochelle Weiser

**CALL TO ORDER (11:05)**

**I. Chair’s Report—Oralee**

- **Uber CCC meeting summary**  
Oralee reported the AFT Liaison meeting would be tomorrow, February 14, at 3:00pm in Griffin Gate. She encouraged department chairs to have a full time and a part-time faculty member present at the meeting. It was noted that the proposed “Millionaires Tax” would be discussed at the meeting and ways in which faculty can support the measure; the tax measure could increase revenue for the community colleges. Oralee also reported that the AFT Guild website, <http://aftguild.org/>, has a Part-Time faculty database available. The section currently offers an opportunity for Part-Time faculty to input their information regarding their availability and area of expertise for community college teaching, and chairs/coordinators can access that information should they have need for instructors. Oralee encouraged chairs to share the information with

Part-Time faculty. Another item discussed at the Uber meeting was “chair burnout.” Oralee asked if the chairs would be interested in having 5-10 minutes of the CCC meetings to discuss coping strategies and opportunities for members to share their strategies and ideas. All agreed this would be helpful. Oralee noted that she had provided a handout article from *The Department Chair*, a quarterly newsletter that is published for Department Chairs; the article addresses the need for department leaders to delegate and offers suggestions for how that might be done without appearing to boss colleagues around. She noted it as the first contribution to the coping strategies discussion and highlighted the comment “when delegating, remember to focus on **the desired outcome** rather than on the methods used; faculty are capable professionals too.” She also provided the indices for the past two issues of *The Department Chair* and encouraged people to contact her if they would be interested in having any of the articles duplicated for review.

Oralee noted the next Uber meeting would take place in May and she would be soliciting for Agenda items.

- **Calculating Personal Necessity Leave**

Oralee reported that there was also discussion during the Uber CCC meeting about a situation where a full-time faculty member was charged for a Personal Necessity Leave day due to it falling on a day when the course affected was the instructor’s overload class. Oralee asked if the chairs would be interested in having a discussion/overview of the PNL formula and process. Some discussion occurred regarding the practice being unfair to full-time faculty; most felt they should be able to use their PNL without being penalized. Michael Golden commented he would follow-up with Jim Mahler on this issue.

- **Professional Development forms-revisions for Fall 2012**

Oralee reminded everyone that in Fall 2011, CCC and Barb Blanchard agree that the signature line for department Chairs/Coordinators would be removed from the regular Professional Development form (but not from the Special Project form). Because not all leaders on campus were aware of this agreement, the actual change to the form will not go into effect until Fall 2012.

Oralee asked the chairs if they would like a task force to be formed to look at any other changes to be made to the form and to create a process for the filing of the forms. She noted that Cuyamaca has an online process (but Barb Blanchard and Denise Schulmeyer indicated that Cuyamaca’s process probably will not work for us). Some chairs felt they didn’t need to have input on the forms, now that the Professional Development Coordinator position has been created, others felt they would still like to review the forms even though they are no longer required to sign them, and others noted they remain the point of contact for faculty to turn the forms into; it was agreed to form a task force to review the form and review the process for future discussion at CCC (Denise Schulmeyer and the Faculty PD Co-Chairs Mark Goodman and Clifton Quinn will be the task force.)

- **CCC Website**

Oralee reported that currently the CCC agendas and minutes are posted via a Blackboard container; this limits access to the information to those assigned to the container. She noted that with Accreditation right around the corner, the information should be accessible to site team members and any who would like to review it. The previous Chair of Chairs Patty Morrison noted that she would encourage moving the information to a user friendly site. A motion was made to use the CCC website already in existence under the Faculty/Staff section of the GC site to provide Agendas, Minutes, CCC materials, CCC Handbook, etc. to any interested person.

**M/S/U** Milgrim/VandenEynden

Oralee and Rochelle will work on the CCC site, noting in particular the Academic Senate’s easy presentation of Agendas and Minutes.

## **II. GC Complaint Process—Agustin Albarran and Michael Copenhaver**

Michael explained that recent Federal Mandates require that colleges have a formal complaint process; any faculty, staff, student or community member should have the ability to access and file a formal complaint. Michael reviewed the draft document “Grossmont College Complaint Procedure”. Agustin explained that the old process would remain in place; complaint to instructor, then to the department chair, to the dean’s office, then to the VPAA; then if unable to resolve an issue the formal complaint process would be initiated. The formal process will allow the college to

track the complaint, follow the process and how it was handled, especially in cases that reach the State level. Agustin previewed the complaint process webpage; it would be available once all constituency groups have been informed of the new process. Agustin and Barb Blanchard clarified the web page does not replace the student's grievance process and that once a complaint or grievance reaches the VP level, then it would begin the formal complaint process. Agustin asked if anyone had any more questions to please contact himself or Michael Copenhagen.

### **III. Scheduling/Section reductions for Fall 2012 and Curriculum Course Inventory—Barb Blanchard and Jeff Waller**

Barb began by noting that she would be giving a brief preview of what the Chairs should consider when planning the Fall 2012 schedule. She noted more detailed information regarding the budget and the planning process would be discussed at the Strategic Budget and Planning Committee meeting later that day, 2:30pm in Griffin Gate, and encouraged anyone interested to attend. Barb reported that the current "best case" scenario the District is looking at is to schedule exactly to cap; this would call for an approximate 6% reduction in FTEF (full-time equivalent faculty) a -45.82 reduction from where the schedule is now. Barb also explained that in the "worst case" scenario, if the various tax packages do not pass this November, then GC will need to plan for an 11% reduction, or approximately -85.43 FTEF. Barb explained the fall line sheets would be available March 1<sup>st</sup> and asked that Chairs keep in mind multiple scenarios when planning; she suggested it might make sense to create a couple of scenarios, one involving a 12% reduction of FTEF offered in Fall 2011 and the other involving a 6% reduction in FTEF (remembering that, as we did last year, we are planning for the entire 2012-2013 academic year, attempting to equalize the Fall and Spring offerings as much as is possible). Barb noted the final decision about target numbers and section reduction scenarios will come from the District and would be discussed at the DSBPC meeting. Barb also noted that Enrollment Strategies would meet after the line sheets are available to further discuss course reductions. **Be sure to read the cover letter carefully when line sheets are distributed on March 1<sup>st</sup>.**

Jeff Waller reported on the Curriculum/Course Inventory update he sent to Chairs and Coordinators. He noted that several course outlines are due to be updated and asked the chairs to be aware of course outlines from their departments that are in need of revision. Jeff noted that as part of the Accreditation, course outlines are to be updated every 5 years. Jeff reported that the Curriculum Committee's goal is to have all the courses that need to be updated, updated by Fall of 2013. Barb noted she would be willing to provide an updated list to Chairs and Coordinators each Fall to be used for the planning process. Jeff asked that departments please contact himself or Marsha Raybourn regarding changes so they can plan for the number they will need to handle.

### **IV. Prerequisite Enforcement Procedures for Fall 2012-Sue Gonda**

Sue reported that Student Services will now have a Part-Time person available to handle "hard blocks" with special circumstances, such as courses completed out of state, at other colleges, etc. Students will be informed of the process at the time they register, and there is a webpage under student services/assessment <http://www.grossmont.edu/assessment/prerequisite.asp> that explains the process required to clear prerequisites. Some discussion occurred regarding the forms used to create the clearance process; it was noted that about 30% of courses with prerequisites did not turn in the forms and if the forms were not turned in, it was assumed the Department would be doing the clearance process. Discussion was cut short due to meeting time being over and students arriving for class. [Note from Oralee: Following the meeting, I e-mailed CCC members a copy of the Prerequisite Enforcement form, which allowed chairs/coordinators who wished to handle their department's prerequisite clearance process to indicate what items they might be evaluating—such as high school courses, work experience, or "other" (transcripts, catalog descriptions, etc. might have been designated).]

### **V. Possible Problems with Web Advisor not reflecting open seats once the semester has begun-Laura Sim**

Unable to cover this item due to time constraints; we'll address this at the March meeting.

**The CCC meeting adjourned at 12:15pm. Next meeting: March 12, 2012 11:00am room 55-524**