

# Council of Chairs & Coordinators

**Minutes of the Meeting – Monday, September 10, 2012**

## MEETING ATTENDANCE:

X	Joel Castellaw , Chair		Danny Martinez (Cross Cult)	X	Jenny Vanden Eynden (Math)
X	Tina Young (AOJ)		James Foran (Culinary Arts)	X	Susan Working (Math)
X	Barbara Loveless (American Collegiate Eng)		Joe Orate (Culinary Arts)	X	Evan Wirig (Media Commun)
X	Jamie Gould (ASL)	X	David Mullen (Dance)		Fred Benedetti (Music)
X	Ross Cohen (Astronomy, Physical Sci, Physics)		Nemie Capacia (Dev Math)		Derek Cannon (Music)
X	Israel Cardona (Behav. Sci)	X	Paul Turounet (Digital Arts)	X	Lisa Maloy (Nursing)
X	Shina Alagia (Bio Sci)		Jane Nolan (DSPS)		Christi Vicino (Occp. Therp Asst, Speech Lang Path Asst)
X	Craig Milgrim (Bio Sci)		Carl Fielden (DSPS)		Chris Rice (Orthopedic Technology)
X	Brian Keliher (Bus Admin)	X	Judd Curran (Earth Sci)		Tom Byrne (Orthopedic Technology)
X	Linda Snider (BOT)	X	Oralee Holder (English)	X	Zoe Close (Philosophy, Religion)
X	Liz Barrow (CVT)	X	Chuck Passentino (ESL)	X	Brian Jennings (Polit Econ)
X	Jeff Lehman (Chemistry)		Michael Perez (EOPS)	X	Peggy Wells (Resp Therp)
	Judy George (Chemistry)	X	Laura Sim (Ex Sci/Well)		Angela Feres (SLO)
X	Claudia Flores (CHD Dev, Fam Studies, ED)	X	Jim Symington (Ex Sci Well)		Byron Marshall(Telemetry/EKG)
X	Angie Gish (CHD Dev Center)		Beth Kelley(Ex Sci / Well)	X	Beth Duggan (Theater Arts)
X	Joel Castellaw (Comm)	X	Robert Henry (History)		(Trans Center Direc/Coord)
X	Janet Gelb (CSIS)	X	Priscilla Rogers (Int Bus, Mrkt, Man)	X	Paul Turounet (Visual Art & Humanities)
X	Kristi Kluka (Counseling)	x	Nadra Farina-Hess (Library)	X	Yolanda Guerrero (World Lang)

X = present at meeting

## GUESTS:

- Barbara Blanchard, VP Academic Affairs
- Sheridan DeWolf, Interim Dean Career Tech Ed/Workforce Development
- Michael Golden, Faculty Biology Department, AFT Vice President
- Denise Schulmeyer, Professional Development Coordinator
- Agustin Albarran, Interim Dean English, Social and Behavioral Sciences
- Sue Gonda, Academic Senate President
- Michael Reese, Dean Math, Earth Science, Exercise Science and Wellness
- Chris Hill, Faculty Earth Science

**RECORDER:** Rochelle Weiser

## CALL TO ORDER (11:00)

### I. Chair's Report—Joel

Joel thanked the Chairs and Coordinators for their responses to his call for agenda items. He noted he would continue to seek input, as the meetings are for the Chairs and Coordinators.

Clarification was given on a discussion from the joint Chairs and Coordinators meeting; the hours required for Professional Development are based on teaching load. Joel noted any questions could be directed to Michael Golden, AFT President.

Joel noted the bottom of the agenda, "Items for future meetings" and "Important Dates"; he explained he would utilize this area to keep everyone informed with upcoming topics and important dates. One item mentioned was the Planning Workshop scheduled for Tuesday, September 11, 2012, 3:00-5:00pm LTRC, room 70-126. Joel encouraged all to attend.

In closing, Joel noted he wanted to keep the meetings an informal environment.

## II. Discussion items for today:

- **Curriculum dates and priorities-Jeff Waller**  
Jeff reviewed the Curriculum website, <http://www.grossmont.edu/Curriculum/default.asp>, and new information included there; a tab for deadlines, <http://www.grossmont.edu/Curriculum/Deadlines.asp>. Jeff noted that the committee would update this as dates and information change throughout the semester. The committee has outlined the following items as priorities; Transfer Degrees; Course Outlines-any that are 10 years or older need to be updated; Prerequisites-cleaning up any issues and or problems. He reported that the GE Subcommittee would be meeting soon and would be reviewing the following items; the Quantitative Reasoning component of the GE package; as well as reviewing the GE package as a whole. It was noted that it is not necessary to align with CC on the GE package, but it could be considered.
- **Planning documents and deadlines-Chris Hill**  
Chris encouraged everyone to attend the Planning Workshop September 11, 2012 as it would be more in depth than her report today. Chris reviewed the planning website, <http://www.grossmont.edu/planning/>, and the information available. Chris reviewed the Annual Program Review Update document and explained it would be one ongoing document that would capture a department's information from the planning process. She explained the workshop would cover how to work with the document.
- **Spring Schedule: questions & reminders-Barbara Blanchard**  
Barb reported that Spring page proofs were due Wednesday, September 12. She noted that FTS goals have not changed at this point, but is asking for a list of courses to possibly be cut if an additional 5% reduction is needed; this will be determined by the passage or failure of Proposition 30. She also asked the Chairs to be prepared for a possible 10% "add back" of courses if the measure passes. She noted that the timeline will be very short, approximately November 7-Thanksgiving, and asked that everyone be prepared. Along with the proof sheets Barb asked that a prioritized list of the courses identified as possible cuts (due to the possible 5% reduction) be submitted to the Division Deans. It was noted that several divisions were over on FTS and depending on the final word from the District and the Governing Board more cuts may need to happen in order to meet the goals from the State. The Enrollment Strategies Committee would be meeting October 1 and it was recommended that any departments that were having concerns or issues with viability of programs due to reductions notify their committee representatives. The Enrollment Strategies meeting is open for anyone to attend. Joel noted that the faculty, administration and classified staff will continue working together to serve as many students as possible.
- **Professional Development News-Denise Schulmeyer**  
Denise reported that the Institutional Review Committee (IRC) had approved \$25,000.00 for discipline specific professional development. She noted that the application and approval process were under development. She noted the following items had been determined; individuals could receive \$500.00 or the cost of attendance; will be required to do a write up to be shared with the campus and reimbursements would not be made until this step was completed. Denise encouraged everyone share the information on the funds availability. Kudos were extended to Barb Blanchard for her work on making this happen.
- **Charge of the CCC- Joel**  
Joel presented the draft of the Charge of the Council of Chairs and Coordinators. He noted Oralee had updated the charge to reflect the current work of the CCC and wanted to formally present it to the Council for approval.

A motion was made to approve the draft.  
Wirig/Flores M/S/U

- **Prerequisite enforcement-open discussion**  
Much discussion occurred regarding the prerequisite enforcement process. Some items mentioned were;

- Comments from Foreign Language-Chair received no formal confirmation, too many e-mails involved; possible to have a form-CC has a form? Create a better process between the Chair and the prerequisite enforcement officer.
- Clarification regarding "Recency Law"-is there any limit on how long ago a course was taken; issues regarding verifying course meets prereq criteria; catalog descriptions no longer available or course no longer offered.
- CTE/Workforce Development; How is work experience considered?
- Do students receive notification they've been cleared?
- Improve web advisor information to students; if blocked from class refer to the prerequisite webpage.

Thanks were extended to the counseling staff, Kristi Kluka, Laura Murphy and Barb Blanchard for the hard work put into making the process move forward.

**The CCC meeting adjourned at 12:20pm. Next meeting: October 8, 2012 11:00am room 36-325**