



ACADEMIC SENATE MEETING MINUTES

Thursday, September 22, 2011

Present: Reem Asfour, Paul Carmona, Guillermo Colls, Dan Curtis, Greg Differding, Michelle Garcia, Donna Hajj, Lauren Halsted, Nancy Jennings, Jesus Miranda, Brad Monroe, Angela Nesta, Barbara Pescar, Mary Sessom, Patrick Thiss, Michael Wangler

Absent: Mary Asher-Fitzpatrick

Guests: Dave Raney, Computer & Information Science Instructor; Pat Setzer, Curriculum Committee Co-chair; Seth Slater, English Instructor; Mark Zacovic, President

The senate minutes are recorded and published in summary form. Readers of these minutes must understand that recorded comments in these minutes do not represent the official position of the Academic Senate. The Academic Senate expresses its official positions only through votes noted under "Action."

Call to Order

Academic Senate President, Michael Wangler, called the meeting to order at 2:05pm.

I. Approval of Minutes

Michael passed around minutes from the meeting of September 8th for approval. However, he noted that Item 1 on page 2 was crossed off due to an error.

M/S/P (Monroe/Curtis) to endorse the Academic Senate minutes from the meeting of September 8, 2011 as revised. 2 abstentions.

II. President's Report

A. Announcements

A second item was added to the President's Report: **B. Educational Master Plan Update.**

Michael reminded the Senate about a previous meeting conversation regarding the college weather station and announced that a link to the station via the National Weather Service is now on the college home page under "Campus Information." He also mentioned that there is a link on the college home page where student can apply for Fall graduation. Additionally, there will be a community reception for President Mark Zacovic on Wednesday, September 28 at 5:30pm at the Water Conservation Garden, and faculty are encouraged to attend.

The Statewide Academic Senate has announced that nominations are open for 2 faculty seats on the Board of Governors. Nominees should be tenured faculty with leadership experience and a broad understanding of statewide issues.

A memo was shared with the Senate outlining the new Title 5 regulations regarding repeatability. Beginning with the Summer 2012 term, students will be limited to three enrollments per course. Once a student is enrolled in a course beyond the census date, it counts toward their total, including withdrawals. Once the regulations take effect, there is no grandfathering period, so the college will need to ensure that students and faculty are made aware of this significant change.

Michael concluded by stating that the Governor had recently signed a bill that will delay implementation of the proposed student fee increase from \$36/unit to \$46/unit until Summer 2012. This fee increase is set to go into effect if the State falls short of its revenue projections for the year.

B. Education Master Plan Update

Michael provided a progress report on the development of the college and district Educational Master Plan (EMP). Community and student forums were held on September 22, with lively discussions and valuable feedback from both groups. The students were very complimentary of the faculty and staff, indicating that both full-time and part-time faculty were very helpful and supportive both inside and outside of the classroom.

On Friday, September 30 there will be an all-day districtwide EMP retreat to work on identifying priorities and action steps for both colleges, and the district as a whole. The event will take place upstairs in the Student Center, from 8:30 am- 4 pm. The morning will be dedicated to districtwide priorities, and the afternoon will be focused on developing Cuyamaca's priorities. All Senators are encouraged to attend.

III. Vice President's Report

A. SOC Committee Appointments

Nancy Jennings reported on new faculty appointments to committees:

Sabbatical Leave Committee

Susan Haber

District Communication & Public Relations Search Committee

Nancy Jennings

IV. Committee Reports

A. Basic Skills Committee (On Track)

Alicia Munoz, Basic Skills Committee Co-chair, gave a presentation entitled "Basic Skills-Moving the Needle," which included annual course completion rates and overall improvement rates across a 3-year period for Basic Skills Math, English, Reading and ESL. Successful course completion rates increased in all areas for the 3-year period, and overall improvement rates increased in all areas except for Writing. Alicia also highlighted the top 5 Basic Skills Activities funded by the Basic Skills Initiative for 2011-12. These include tutoring for basic skills Math students, tutoring for English, Reading and ESL students, support for the Freshman Year Experience Program, Support for part-time counseling services in DSPS, and support for the evaluation of Basic Skills Math Assessment Data for 2010-11.

The complete list of funded activities for 2011-12 will be sent to all Senators to share with their constituency groups, and will return for action at the next meeting.

B. Enrollment & Student Success Task Force Update

An update was provided on the work of the Enrollment & Student Success Task Force, including recommendations for changing enrollment priorities for new & continuing students.

Michael explained that this Task Force was put together at the end of the Spring 2011 semester, in response to changing enrollment patterns in the district due to the budget cuts. The task force met weekly over the summer, and presented their recommendations to the District Coordinating Educational Council (DCEC) at the beginning of the Fall 2011 semester.

The new enrollment priorities included the following categories:

Group 1: Special Populations (EOPS, DSPS, Active Duty Military, and Veteran Students)

Group 2: Continuing Students with 45-70 degree applicable units at GCCCD

Group 3: First-Time High School students & Other First-Time students who have fully matriculated (*completed assessment, orientation and advising*)

Group 4: Continuing Students with 12 or more GCCCD units but not more than 44.5 degree applicable units at GCCCD

Group 5: Continuing Students with .5-11.5 units at GCCCD; and, Continuing Students with 70.5-90 degree applicable units

Group 6: Open registration for all other students; This includes students with: More than 90 GCCCD units (except Veterans); first-time students who have not fully matriculated by a given date; "readmits" (*students not enrolled for 2 or more semesters*)

The Task Force is now working on a plan for implementation by Fall 2012.

V. Action

A. Federal Legislative Program

M/S/U (Differding/Pescar) to endorse the 2011-12 GCCCD Federal Legislative Program. (**Attachment A**)

B. Curriculum Technical Review Sub-Committee

Michael presented the proposal as revised by the Senate Officers Committee (SOC) with a few minor technical changes.

M/S/U (Differding/Colls) to approve the Curriculum Technical Review Sub-committee, as revised. (**Attachment B**)

C. College Committee Additions

M/S/U (Monroe/Carmona) to endorse the following committee additions: Facilities Planning Committee, Research Planning Committee; Technology Planning Committee; Discipline & Grievance Hearing Committee; and Diversity Equity & Inclusion Committee. (**Attachment C**)

D. College Committee Revisions

M/S/U (Carmona/Hajj) to endorse the following committee revisions: Matriculation Committee; Scholarship Committee; and Petitions Review Committee. (**Attachment D**)

E. College Committee Deletions

M/S/U (Differding/Nesta) to endorse the following council & committee deletions: College Facilities Master Plan Council; Innovation & Planning Council; Academic Master Plan Committee; Budget Committee; Instructional Program Review Committee; Student Due Process Committee; Student/Gender Equity Committee; Student Services Master Plan Committee; Student Services Program Review Committee; and Technology Plan Committee. (**Attachment E**)

VI. Information

A. Student Services Staffing Plan

Donna Hajj, Student Services Program Review & Planning Committee (SSPRPC) Co-Chair, presented the 2011-12 Student Services Staffing Plan recommendations for new faculty hires.

These recommendations will be sent out to all Senators to share with their constituency groups, and will return for action at the next meeting.

B. Peer/Manager Faculty Evaluation Form

Michael shared the latest draft of the Peer/Manager Faculty Evaluation Form, including a recommendation from the Grossmont College Academic Senate to weight each of the categories.

Michael opened the Senate floor for discussion and the following comments/concerns were raised:

- The form was too complex, anti-faculty, and was a possible first step towards pay-for-performance.
- The self-evaluation would be more work, and some faculty would take it seriously and some would not.
- The form had too much emphasis on quantitative measures, and not enough qualitative measures.

Michael indicated that he and Sue Gonda were going to take the feedback from both Senates and incorporate them into a new draft of the form. This will return at a future meeting for more discussion.

C. Voluntary Senate Fund

Donna Hajj, Full-time Faculty Officer At-large presented a proposal from SOC for soliciting donations for the 2011-12 Voluntary Senate Fund.

She indicated that last year's matching funds campaign resulted in a higher donation rate than in previous years, and SOC is recommending a similar approach for this year's campaign. Donna shared the proposed donation letter, which includes a \$200 match from the Academic Senate.

M/S/U (Differding/Monroe) to move this item to action.

M/S/U (Hajj/Differding) to approve the donation letter for soliciting funds for the 2011-12 Voluntary Senate Fund. **(Attachment F)**

D. Reception for Newly Tenured Faculty

Michael presented an initial proposal for the Senate to host a reception for newly tenured faculty members during the spring semester of each year. There was general support for Senate sponsorship of this event, and SOC will work on a more detailed proposal to bring back to the Senate at a future meeting.

VII. Announcements/Public Comment

There were no announcements or public comment.

The meeting adjourned at 3:50pm.

Recorded by Joy Tapscott

Attachment A



GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

DRAFT 2011-2012 Federal Legislative Program

Financial Aid and Workforce Preparation

Summary

Federal priorities for the Grossmont-Cuyamaca Community College District focus on access to community college through financial aid and on workforce preparation programs that are key to students and the community. Grossmont and Cuyamaca are part of a vast network of 112 colleges in California and almost 1,200 nationwide that serve as primary gateways to higher education for 44% of the nation's undergraduates and, in the East County, for 30,000 students – a number that has begun to decline as revenue cuts force the reduction of courses and services.

The Grossmont-Cuyamaca Community College District supports:

1. Preserving maximum access to the Pell Grant program for all eligible low-income community college students.
2. Maintaining the Pell Grant maximum award at \$5,550.
3. Reauthorization of the Workforce Investment Act and prioritizing the role of community colleges in delivering education and training.
4. Recognition by local workforce investment boards of community colleges as “preferred partners.”
5. Continued funding of the Carl Perkins Act Streamlined reporting requirements for Federal programs.

Background

Financial Aid

Federal programs provide significant financial aid for community college students, supporting their access to career/technical, general education, and transfer programs. **Pell Grants** are widely recognized as the largest and most important federal higher education program. With the help of Pell Grants to assist with the costs of tuition, books and supplies, and living expenses, approximately 3 million low-income students are able to attend community college each year. The economic downturn has made these grants even more essential, as both the overall number of community college students and those with financial need have surged. The maximum grants, with their increase to \$5,550 in 2010, have been particularly important to San Diego region's residents because of the high cost of living. Efforts to reduce this level would penalize the most financially needy students.

Attachment A

For the 2009-10 school year, more than 6,500 GCCCD students received a Pell Grant, a 78 percent increase from 2007-08. The average income of Pell Grant Recipients classified as independent students (not living with a parent or guardian and reliant on their own income) is \$13,413. The average income of dependent students is \$25,685. The majority of independent and dependent students are employed either part- or full-time. Need-based grants provide essential support for students who come from the lowest-income households.

The Grossmont-Cuyamaca Community College District supports:

- 1. Preserving maximum access to the Pell Grant program for all eligible low-income community college students..*
- 2. Maintaining the Pell Grant maximum award level at \$5,500.*

Workforce Preparation

The Grossmont-Cuyamaca Community College District plays a major role in helping the economy recover and is committed to increased attainment by our students of high quality degrees and certificates to meet the need for an increasingly skilled and knowledgeable workforce.

The Bureau of Labor Statistics projects that occupations which require an associate degree will grow the fastest of any occupations from 2008-2018, at about 19 percent. Middle-skill jobs represent 49 percent of the jobs in California, including health care workers, police, and firefighters. Middle-skill jobs are also essential to the energy efficiency, wind, solar, and bio-fuels industry.

A Grossmont College student in the cardiovascular technician program has been selected to work on a NASA-sponsored research program studying space medicine in zero gravity.

Federal career/technical policies and funding support preparation for specific occupations and industries.

Cuyamaca College has been at the forefront of green jobs training, housing the Environmental Training Center, working on the Border Area Development and Growth of Environmental Responsibility (BADGER) Project for the Environmental Protection Agency, and developing new solar energy training programs.

Grossmont College's forensic program has been praised as being one of the best in the nation.

Many of the federally supported workforce programs carry with them onerous reporting requirements which are in need of streamlining. In addition, public institutions of higher education, whose programs are monitored for quality through accreditation, state licensure and other state and federal programs, should be deemed automatically eligible to provide services to WIA participants.

Attachment A

The Grossmont-Cuyamaca Community College District supports:

1. *Streamlined reporting requirements for Federal programs.*

The **Carl D. Perkins Career and Technical Education Act** is one of the largest and most established sources of federal institutional support for community college career/technical programs, helping improve all aspects of cutting edge educational programs. The Perkins Act gives postsecondary institutions the flexibility to identify local priorities and use the basic State Grants to fund innovation in career/technical education programs.

Community colleges use these funds for a variety of purposes, including training first responders and other public safety officers; helping students meet challenging academic, vocational, and technical standards; improving curricula; purchasing equipment; integrating career/technical and academic instruction; and fostering better links between colleges and the business community.

The Grossmont-Cuyamaca Community College District received \$1.6 million in federal Perkins funds in 2009-10, using those monies for supplies, equipment and training in a variety of program. Expenditures included simulation supplies for the health professions; fingerprinting and crime scene processing equipment for administration of justice programs; irrigation supplies and equipment leases for the ornamental horticulture program; and engine performance and repair equipment for the automotive program. Funds are also used for some staffing, including tutors and student aides. The District's Tech-Prep program works closely with East County high schools to align curriculum and support seamless progression from high school through community college career/technical workforce preparation.

The Grossmont-Cuyamaca Community College District supports:

1. *Continued funding of the Carl Perkins Act, including the Tech Prep Program*

A source of support for unemployed and underemployed adults is the **Workforce Investment Act (WIA)**, which has been due for re-authorization since 2004. The WIA governs the federal workforce development system administered by the United States Department of Labor and the adult education program administered by the United States Department of Education. Both are vital to community colleges. The WIA should be reauthorized in 2011. The role of community colleges in delivering education and training programs and services should be prioritized. Job training and adult basic education must be better integrated and emphasize the attainment of postsecondary credentials.

The Grossmont-Cuyamaca Community College District supports:

1. *Reauthorization of the Workforce Investment Act, prioritizing the role of community colleges in delivering education and training*
2. *Recognition by local workforce investment boards of community colleges as "preferred partners"*

Attachment B

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Pat Setzer, Curriculum Committee Co-Chair				Date 08/25/2011	
Name of Committee Technical Review Sub-Committee [Sub-Committee of the Curriculum, General Education and Academic Policies and Procedures Committee]					
	Council	X	Committee		Task Force
Action Requested:		X	Add	Delete	Change*
Charge of Council/Committee: Under the direction of the Curriculum, General Education and Academic Policies and Procedures Committee, the Technical Review Sub-Committee will review course, certificate and degree additions, deletions and modifications, and matters of academic procedures as appropriate to ensure that (a) all required components of proposals are present; and (b) all necessary forms have been submitted. Sub-Committee members will work directly with faculty originator(s) as needed. The Technical Review Sub-Committee will maintain the Curriculum Handbook and related curriculum forms. The Technical Review Sub-Committee reports to the Curriculum Committee.					
Meeting Schedule: 2 nd and 4 th Tuesdays, 2:00 p.m. – 4:00 p.m.					
Chair: Faculty Co-Chair; Curriculum, General Education and Academic Policies and Procedures Committee					
Composition: <i>(Example: Faculty Representative)</i> Faculty Co-Chair; Curriculum, General Education and Academic Policies and Procedures Committee Supervisor, Office of Instruction Dean, Instruction Articulation Officer (2) Faculty Representatives from Curriculum Committee (rotation on biannual basis)					

If change is requested, attach current structure and list proposed changes.

Attachment C

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Julianna Barnes, Vice President, Student Services		Date: August 23, 2011	
Name of Committee Research Planning Committee			
	Council	X	Committee
Action Requested:	X	Add	Delete
Change*			
Charge of Council/Committee:			
<p>The college Research Planning Committee (RPC) works to build and implement a culture of evidence and inquiry in which data are used to inform decision-making, to improve student learning and achievement, and to enhance institutional effectiveness through the process of continuous quality improvement. The RPC is an integral part of Cuyamaca’s integrated planning process, and as such, is responsible for developing the college’s annual research agenda. Each fall semester, the RPC will review and rank research requests submitted to the 3 Program Review & Planning Committees, and based on these rankings, produce a report outlining the recommended college research agenda for the following year. The RPC reports to the Institutional Effectiveness & Resource Council (IERC), and serves as a liaison to the districtwide Institutional Research & Planning Committee, and the District Office of Research, Planning & Institutional Effectiveness. The RPC is also responsible for developing, assessing, and revising committee goals on an annual basis, and reporting the results to the IERC each spring semester.</p>			
Meeting Schedule: TBD			
Chair: <i>(Example: Vice President, Instruction)</i>			
Administrative Co-Chair: Selected From the Committee Membership and Appointed By the College President Faculty Co-Chair: Selected From and Elected By Faculty Committee Membership			
Composition: <i>(Example: Faculty Representative)</i>			
Three (3) Administrators Three (3) At-Large Faculty Members Two (2) At-Large Classified Staff Members One (1) Student Representative One (1) Research Analyst from the District Office of Research, Planning & Institutional Effectiveness			

Attachment C

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Arleen Satele, Vice President, Administrative Services				Date: August 23, 2011	
Name of Committee Facilities Planning Committee					
	Council	X	Committee		Task Force
Action Requested:		X	Add	Delete	Change*
Charge of Council/Committee: The college Facilities Planning Committee (FPC) works to build and implement an integrated facilities planning model for the college that enhances the teaching & learning environment to improve student success. The FPC is an integral part of Cuyamaca's integrated planning process, and as such, is responsible for developing the college's annual facilities plan. Each fall semester, the FPC will review and rank facilities requests submitted to the 3 Program Review & Planning Committees, and based on these rankings, produce a report outlining the recommended college facilities priorities for the following year. The FPC is also responsible for developing, monitoring, and revising the College Facilities Master Plan, and making recommendations for implementation. The FPC reports to the Institutional Effectiveness & Resource Council (IERC), and serves as a liaison to the District Facilities Planning Office. The FPC is also responsible for developing, assessing, and revising committee goals on an annual basis, and reporting the results to the IERC each spring semester.					
Meeting Schedule: 1 st & 3 rd Tuesdays, 2-3:30 pm					
Chair: <i>(Example: Vice President, Instruction)</i> Administrative Co-Chair: Vice President, Administrative Services Faculty Co-Chair: Selected From and Elected By Faculty Committee Membership					
Composition: <i>(Example: Faculty Representative)</i> Vice President, Administrative Services College Facilities Director Three (3) At-Large Faculty Members Two (2) At-Large Classified Staff Members One (1) Student Representative					

Attachment C

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Connie Elder, Dean, Technology & Learning Resources				Date: August 23, 2011	
Name of Committee Technology Planning Committee					
	Council	X	Committee		Task Force
Action Requested:	X	Add	Delete	Change*	
Charge of Council/Committee: The college Technology Planning Committee (TPC) works to build and implement an integrated technology planning model for the college that enhances the teaching & learning environment to improve student success. The TPC is an integral part of Cuyamaca’s integrated planning process, and as such, is responsible for developing the college’s annual technology plan. Each fall semester, the TPC will review and rank technology requests submitted to the 3 Program Review & Planning Committees, and based on these rankings, produce a report outlining the recommended college technology priorities for the following year. The TPC reports to the Institutional Effectiveness & Resource Council (IERC), and serves as a liaison to the Instructional Technology Council, and the District Information Systems Office. The TPC is also responsible for developing, assessing, and revising committee goals on an annual basis, and reporting the results to the IERC each spring semester.					
Meeting Schedule: TBD					
Chair: <i>(Example: Vice President, Instruction)</i> Administrative Co-Chair: Dean, Technology & Learning Resources Faculty Co-Chair: Selected From and Elected By Faculty Committee Membership					
Composition: <i>(Example: Faculty Representative)</i> Dean, Technology & Learning Resources One (1) Administrator from Student Services, One (1) Administrator from Administrative Services Two (2) Instructional Faculty Members, One (1) Student Services Faculty Member Two (2) Classified Staff Members One (1) Student Representative					

Attachment C

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Danene Brown, Dean, Division II		Date: August 23, 2011	
Name of Committee Diversity, Equity & Inclusion Committee			
	Council	X	Committee
		Task Force	
Action Requested:	X	Add	Delete
Change*			
Charge of Council/Committee:			
<p>The charge of the college Diversity Equity and Inclusion Committee (DEIC) is to build a culture of inclusivity that promotes a global consciousness at Cuyamaca College and its community. Our objective is to provide a welcoming environment that fosters cultural competence, equity and respect for all employees and students.</p> <p>The committee is responsible for assessing progress and disseminating information regarding diversity and equity; recommending meaningful strategies for improvement; overseeing the implementation of the charge college-wide; and ensuring compliance with relevant laws and regulations.</p> <p>The committee is also responsible for overseeing the development, implementation, and evaluation of all college-wide diversity/equity plans in accordance with Title 5, other federal and state regulations, and GCCCD Diversity Vision and Mission statements (http://www.gcccd.edu/hr/diversity/es-diversity-vision-test.asp).</p> <p>The college Diversity Equity and Inclusion Committee promotes acceptance of people of diverse age, ancestry, color, disability, ethnicity, perspective, national origin, religion, gender, sexual orientation, education and socioeconomic status. The goal of the college Diversity, Equity and Inclusion Committee is to create a welcoming and inclusive educational environment conducive to student success, where all feel safe, valued and respected.</p> <p>The college Diversity Equity and Inclusion Committee is overseen by the Institutional Effectiveness and Resource Council (IERC) and the District-wide Diversity Equity and Inclusion Council, and makes regular reports to the Academic Senate, the Classified Senate and the Administrative Council.</p>			
Meeting Schedule: 3 rd Thursday, 2-3:30 pm			
Chair: <i>(Example: Vice President, Instruction)</i>			

Attachment C

Administrative Co-Chair: A College Vice-President, Appointed by the College President

Faculty Co-Chair: Selected From and Elected By Faculty Committee Membership

Classified Co-Chair: Selected From Classified Committee Membership and Appointed By the Classified Senate

Composition: *(Example: Faculty Representative)*

2 Classified Staff

3 Full-time Faculty

1 Part-time Faculty

2 Administrators

1 ASGCC Representative

Additional resource people as needed

If change is requested, attach current structure and list proposed changes.

Attachment C

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Julianna Barnes, Vice President, Student Services				Date: August 23, 2011			
Name of Committee Student Discipline and Grievance Hearing Committee							
	Council	X	Committee		Task Force		
Action Requested:	X	Add	Delete	Change*			
Charge of Council/Committee:							
<p>The purpose of the Student Discipline and Grievance Hearing Committee is to conduct official discipline or grievance hearings. If students cannot reach an informal resolution or do not accept administrative sanctions due to the alleged student code of conduct violations, a formal hearing may be conducted through this committee. If there is a formal hearing, two students, two faculty members, and one administrator will hear the case. (All of them will be selected from the panel of committee members.) All steps will be taken to ensure that there will be no conflict of interest among any of the members of the committee and the student.</p>							
Meeting Schedule: As-needed							
Chair: <i>(Example: Vice President, Instruction)</i>							
Associate Dean, Student Affairs							
Composition**: <i>(Example: Faculty Representative)</i>							
<p>Five Administrative Representatives (Selected by the College President) Five Faculty Representatives (Appointed by the Academic Senate) Five Students (Recommended by the ASGCC)</p>							
<p><i>**Fifteen members make up the entire panel, but if there is a need to convene the committee to review a request or hear a case, there would be two students, two faculty members, and one administrator selected from this panel.</i></p>							

If change is requested, attach current structure and list proposed changes.

Attachment D

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Julianna Barnes, Vice President, Student Services				Date: August 23, 2011	
Name of Committee Matriculation and Student Success Committee					
	Council	<input checked="" type="checkbox"/>	Committee		Task Force
Action Requested:		<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input checked="" type="checkbox"/>	Change*
Charge of Council/Committee: <p>Matriculation is a process that enhances student access to college and promotes and sustains the efforts of students to be successful in their educational endeavors. The goals of matriculation are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the components of the matriculation process: admissions, orientation, assessment and testing, counseling, and student follow-up.</p> <p>As such, the charge of the Matriculation and Student Success Committee is to review the college matriculation plan and to make recommendations regarding matriculation policies, procedures, and activities to increase student access and success. This Committee makes these recommendations to the Student Services Council and Institutional Effectiveness and Resource Council.</p>					
Meeting Schedule: Twice per semester					
Chair: <i>(Example: Vice President, Instruction)</i> Administrative Co-Chair: Dean, Counseling and Enrollment Services Faculty Co-Chair: Selected From and Elected By Faculty Committee Membership					
Composition: <i>(Example: Faculty Representative)</i> Vice President, Student Services Supervisor, Admissions & Records Supervisor, Counseling & Assessment Specialist, Assessment DSPS Test Proctor Director, Financial Aid One Instructional Dean Five (5) Faculty representatives (Counseling, Math, English, ESL, Career Technical Education) Articulation Officer One Student Representative					

If change is requested, attach current structure and list proposed changes.

Attachment D

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Julianna Barnes, Vice President, Student Services				Date: August 23, 2011	
Name of Committee Scholarship Committee					
	Council	<input checked="" type="checkbox"/>	Committee		Task Force
Action Requested:		<input type="checkbox"/>	Add	<input type="checkbox"/>	Delete
		<input checked="" type="checkbox"/>	Change*		
Charge of Council/Committee: The charge of the Scholarship Committee is to assist in the overall coordination of the college's scholarship program. This includes selection of scholarship recipients, increasing availability and visibility of scholarships on campus, and representing the college at various community scholarship functions. Committee members are also involved in the planning and coordination of the Cuyamaca College Scholarship Ceremony. The committee makes recommendations to the Student Services Council related to the overall enhancement of the scholarship program.					
Meeting Schedule: Once a semester or as-needed.					
Chair: <i>(Example: Vice President, Instruction)</i> Director, Financial Aid					
Composition: <i>(Example: Faculty Representative)</i> Director, Financial Aid Supervisor, Financial Aid Scholarship Specialist Associate Dean, Student Affairs Faculty Representative, Student Services Faculty Representative, Instruction Classified Representative Associated Student Representative					

If change is requested, attach current structure and list proposed changes.

Attachment D

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Julianna Barnes, Vice President, Student Services				Date: August 23, 2011	
Name of Committee Petition Review Committee					
	Council	X	Committee		Task Force
Action Requested:		Add	Delete	X	Change*
Charge of Council/Committee: The Petition Review Committee is a due process committee responsible for reviewing and recommending resolutions of student petitions for degree requirements, probation, disqualification, readmission, and academic renewal, and late class additions.					
Meeting Schedule: Wednesdays 1:30- 3:30 p.m., or as-needed					
Chair: <i>(Example: Vice President, Instruction)</i> Dean, Counseling and Enrollment Services					
Composition: <i>(Example: Faculty Representative)</i> Admissions and Records Supervisor Evaluations Advisor Faculty – Instruction Faculty – Student Services Special Programs representative Associated Student Representative					

If change is requested, attach current structure and list proposed changes.

Attachment E

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Michael Wangler				Date 8/23/11			
Name of Committee College Facilities Master Plan Council							
<input checked="" type="checkbox"/>	Council	<input type="checkbox"/>	Committee		<input type="checkbox"/>	Task Force	
Action Requested:		<input type="checkbox"/>	Add	<input checked="" type="checkbox"/>	Delete	<input type="checkbox"/>	Change*
<p>Charge of Committee/Council: The council serves in an advisory capacity to the President on all matters related to the development, modification and implementation of the College Facilities Master Plan. The body reviews Design Standards for the college and the implementation criteria for specific projects as needed. The planning process is designed to provide opportunities for involvement of all campus members in this on-going effort.</p>							
<p>Meeting Schedule: 4th Friday of the month at 2:00 -4:00 p.m.</p>							
<p>Chair: <i>(Example: Vice President, Instruction)</i> College President</p>							
<p>Composition: <i>(Example: Faculty Representative)</i> President Vice President, Instruction Vice President, Student Services Administrative Services Dean President, Academic Senate Representative, Classified Senate, Cuyamaca College Representative, Associated Students 5 Faculty (4 at large faculty and a minimum of one faculty drawn from Student Services). 2 Administrators selected by President Ex Officio: District representatives and professional consultants as needed</p>							

If change is requested, attach current structure and list proposed changes.

Attachment E

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Michael Wangler		Date 8/23/11	
Name of Committee Innovation & Planning Council			
	Council		Task Force
Action Requested:	Add	<input checked="" type="checkbox"/> Delete	Change*
<p>Charge of Committee/Council: Philosophy: Leadership through vision is the foundation for the planning and policy-making process at Cuyamaca College. The college engages all its members to ensure broad-based participation in campus decision-making. This process assures that the college remains dynamic, futuristic and effective in meeting the educational needs of its community.</p> <p>The Innovation and Planning Council is the recognized shared governance structure for the college. The Council will evolve, amend and guide the planning and policy-making process for the college and serve as the college’s shared governance liaison to the District’s shared governance processes.</p> <p>The college's planning process provides a focus to mobilize and allocate its human, fiscal, technical and physical resources. The college’s initiatives, both long-term and short-term, are defined, implemented, continuously reviewed, assessed, and updated to respond to the ever-changing needs of the student population and the demands of the external and internal environments. An Annual Implementation Plan is developed by the Council using the Strategic Plan.</p> <p>The college's policy-making process provides a constituency review of all campus policies and committee structures.</p>			
<p>Meeting Schedule: Second and Fourth Tuesdays, 3:00 – 4:30pm</p>			
<p>Chair: <i>(Example: Vice President, Instruction)</i> College President</p>			

Attachment E

Composition: *(Example: Faculty Representative)*

The Innovation and Planning Council is composed of members from all the constituencies at the college. The shared governance membership is configured to ensure continuity and broad-based representation. The planning and policy making-process is designed to afford opportunities for involvement of all campus members during various stages of its development.

Permanent Members

President
Vice President, Instruction
Vice President, Student Development and Services
Vice President, Administrative Services
Executive Dean, Institutional Advancement
President, Academic Senate
Vice President, Academic Senate
Vice President, Classified Senate, Cuyamaca College
Vice President, Faculty Union Representative, Cuyamaca College
Representative, CSEA
President, Associated Students

Permanent Membership/Rotating Members

- Three faculty selected by the Academic Senate
- One member selected by the Administrative Council
- One classified staff selected by the Classified Senate VP for Cuyamaca College
- One student representative selected by the Associated Students

If change is requested, attach current structure and list proposed changes.

Attachment E

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Michael Wangler				Date 8/23/11	
Name of Committee ACADEMIC MASTER PLAN COMMITTEE					
	Council	<input checked="" type="checkbox"/>	Committee		Task Force
Action Requested:		<input type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete		<input type="checkbox"/> Change*
Charge of Committee/Council: This committee serves as the planning committee for all academic areas. This committee uses the directions of the college Strategic Plan to make recommendations to the Innovation and Planning, Academic Senate, and Vice President of Instruction on faculty hiring priorities and development and review of academic programs, including non-credit and services. The recommendations of Program Review and Curriculum Committees are to be considered by this committee.					
Meeting Schedule: First and third Thursday, 2:00 - 3:30 p.m.					
Chair: <i>(Example: Vice President, Instruction)</i> Faculty Member Vice President, Instruction					
Composition: <i>(Example: Faculty Representative)</i> Administrators selected by President (3) Faculty (6) Adjunct Faculty (1) Faculty representing Student Services (1)					

If change is requested, attach current structure and list proposed changes.

Attachment E

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Michael Wangler				Date 8/23/11	
Name of Committee BUDGET COMMITTEE					
	Council	<input checked="" type="checkbox"/>	Committee		Task Force
Action Requested:		<input type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete		<input type="checkbox"/> Change*
Charge of Council/Committee: This committee acts as an advisory body to the college President on process, procedures, and development of the college budget.					
Meeting Schedule: First and third Tuesday, 2:00 – 3:30 p.m.					
Chair: <i>(Example: Vice President, Instruction)</i> College President					
Composition: <i>(Example: Faculty Representative)</i> College President Vice President, Administrative Services Academic Senate President Faculty Representative (2) Classified Representative (2) Student Senate Treasurer Faculty Union Representative Vice President, Cuyamaca College CSEA Representative					

If change is requested, attach current structure and list proposed changes.

Attachment E

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Michael Wangler				Date 8/23/11	
Name of Committee INSTRUCTIONAL PROGRAM REVIEW COMMITTEE					
	Council	<input checked="" type="checkbox"/>	Committee		Task Force
Action Requested:		<input type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete	<input type="checkbox"/> Change*	
Charge of Council/Committee: This committee evaluates college instructional programs based on approved criteria, program learning outcomes and assessment, and recommended expansion, maintenance, reduction, deletion or other action to improve and strengthen the educational program of the college. These recommendations are made to the college President, Academic Senate, and Vice President of Instruction. The results of the committee's work are forwarded to the Academic Master Plan Committee and presented to the Governing Board.					
Meeting Schedule: First Wednesday 2:00 to 4:00 p.m. in fall and Wednesday 2:00-4:00 almost every week in spring, as needed.					
Chair: <i>(Example: Vice President, Instruction)</i> Faculty Dean of Instruction *					
Composition: <i>(Example: Faculty Representative)</i> Dean of Instruction Math/Science/Engineering Faculty Representative Liberal Arts Faculty Representative Student Services Faculty Representative Business and Vocational Education Representative At-Large Faculty Representative Associated Student Representative Ex Officio: Master Class Scheduler (non voting)					

If change is requested, attach current structure and list proposed changes.

Attachment E

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Michael Wangler				Date 8/23/11	
Name of Committee STUDENT DUE PROCESS COMMITTEE					
	Council	<input checked="" type="checkbox"/>	Committee		Task Force
Action Requested:		<input type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete		<input type="checkbox"/> Change*
Charge of Council/Committee: This committee reviews student due process grievances and recommends solutions.					
Meeting Schedule: As needed.					
Chair: <i>(Example: Vice President, Instruction)</i> Appointed Administrator*					
Composition: <i>(Example: Faculty Representative)</i> Appointed Administrator Associated Student Representative (1) Faculty Representative (1)					
* Appointed by the Vice President of Student Development and Services					

If change is requested, attach current structure and list proposed changes.

Attachment E

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Michael Wangler				Date 8/23/11	
Name of Committee STUDENT/GENDER EQUITY COMMITTEE					
	Council	X	Committee		Task Force
Action Requested:		Add	X Delete		Change*
Charge of Council/Committee: This committee will develop a Student Equity plan in conjunction with the District Student/Gender Equity Plan. It will report to the Innovation & Planning Council on student and gender equity matters and assist in the implementation of activities where appropriate. Committee members will also serve as representatives to the District Student and Gender Equity Committee.					
Meeting Schedule: One meeting per month					
Chair: <i>(Example: Vice President, Instruction)</i> Vice President of Student Development & Services Faculty Co-Chair					
Composition: <i>(Example: Faculty Representative)</i> Vice President of Student Development & Services Assistant Dean, Student Affairs Dean, Counseling & Matriculation Cuyamaca College Instructional Dean* Manager, Institutional Research & Planning Academic Senate representatives (2) College representatives (2)* ASCC representative * Appointed by the college President.					

If change is requested, attach current structure and list proposed changes.

Attachment E

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Michael Wangler				Date 8/23/11	
Name of Committee STUDENT SERVICES MASTER PLAN					
	Council	<input checked="" type="checkbox"/>	Committee		Task Force
Action Requested:		<input type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete		<input type="checkbox"/> Change*
Charge of Council/Committee: Using the eCollege's Strategic Plan and the Student Service Program Review report as a starting point, this committee will develop a comprehensive Student Services Master Plan as a recommendation to IPC. This plan will be aligned with other college plans and include the following departments: 1) Counseling; 2) Career Center; 3) Transfer Center; 4) CalWORKs; 5) Financial aid; 6) EOPS; 7) DSPS; 8) Admissions and Records; 9) Student Affairs; and 10) Intercollegiate Athletics.					
Meeting Schedule: Monthly. To be determined.					
Chair: <i>(Example: Vice President, Instruction)</i> Faculty Member Vice President of Student Development & Services					
Composition: <i>(Example: Faculty Representative)</i> Vice President of Student Development & Services Administrators selected by President (2) Four Faculty representatives (2 from Student Services, 1 from Instruction, 1 adjunct faculty) Student representatives (2) Classified Senate Representative					

If change is requested, attach current structure and list proposed changes.

Attachment E

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Michael Wangler				Date 8/23/11	
Name of Committee STUDENT SERVICES PROGRAM REVIEW COMMITTEE					
	Council	<input checked="" type="checkbox"/>	Committee		Task Force
Action Requested:		Add	<input checked="" type="checkbox"/>	Delete	Change*
Charge of Council/Committee: This committee evaluates Student Services programs based on approved criteria and recommends expansion, maintenance, reduction, deletion or other action to improve and strengthen Student Services programs at the college. These recommendations are made to the Innovation & Planning Council and the Academic Senate.					
Meeting Schedule: As needed					
Chair: <i>(Example: Vice President, Instruction)</i> Faculty Student Services Administrator(s)*					
* The Chair(s) is appointed by the Vice President of Student Development and Services ** At least one representative from Student Services					

If change is requested, attach current structure and list proposed changes.

Attachment E

COMMITTEE/COUNCIL REQUEST

Person Submitting Request Michael Wangler				Date 8/23/11	
Name of Committee TECHNOLOGY PLAN COMMITTEE					
	Council	<input checked="" type="checkbox"/>	Committee		Task Force
Action Requested:		Add	<input checked="" type="checkbox"/>	Delete	Change*
<p>Charge of Council/Committee: This committee is responsible for the following:</p> <ul style="list-style-type: none"> • Organize, review and evaluate the college Technology Plan (submitted annually) from the instructional discipline, departments and vocational areas. • Prioritize requests for technology within those plans according to clearly-established criteria, and with reference to pertinent and concurrent recommendations for the Academic Master Plan Committee. • Identify institutional trends and make recommendations concerning the college-wide acquisition and upgrading of instructional technology, including faculty office computers. • Submit its recommendations to the Academic Senate and ITC in the form of the annual College Technology Plan and an annual allocation plan for faculty office computers. • When necessary, evaluate and recommend adjustment in the implementation of the Technology Plan. 					
<p>Meeting Schedule: Meeting dates determined by Subcommittee members. Committee workgroups meet as needed.</p>					
<p>Chair: <i>(Example: Vice President, Instruction)</i> Faculty Associate Dean, LRC</p>					
<p>Composition: <i>(Example: Faculty Representative)</i> Administrator (1) Instructional Faculty Representatives (5) LRC Faculty Representative (1) Ex Officio: Instructional Technology Supervisor Network Specialist IS Representative (when requested)</p>					

If change is requested, attach current structure and list proposed changes.

Attachment F



• A C A D E M I C • S E N A T E •

September 22, 2011

Dear Faculty Colleagues,

It is that time of year where we once again ask you to donate to our Academic Senate Voluntary Fund. Over the years, the Academic Senate Voluntary Fund has been used to fund various activities on campus including our Faculty Emeritus/Honor Court celebrations, the Teaching Excellence & Outstanding Faculty Awards, and co-sponsoring the much anticipated post-commencement reception. This year, we also plan to host a reception to honor faculty who have earned tenure in recent years. In order to support this effort, we need your generous contribution! Once again, we will hold a drawing for a one pound box of See's Candy. For every \$10.00 donation, your name will be entered into the pool. We will announce the winner of our drawing at the December 8, 2011 Academic Senate meeting. In addition, individual members of the Academic Senate have agreed to match total donations up to the first \$200.

Place your CASH donation along with the bottom portion of this letter in my mailbox.

Full time faculty suggested donation: \$20.00

Part time faculty suggested donation: \$ 10.00

Sincerely,

Donna Hajj
Academic Senate Officer At Large

Name: _____

Phone or Extension: _____

Donation Amount:

\$10.00 \$20.00 \$30.00 \$1000.00 Other \$_____