

Santa Monica College Department Chairs Committee

Meeting Minutes

December 5, 2025

HSS 263

10:00 AM-12:00 PM

I.Call to Order: 10:05am

II.Land and Labor Acknowledgement

III.Approval of Minutes: Motion to approve minutes made by Kelly Ledwith.
Seconded by Sang Chi. The motion passed unanimously.

IV.Public Comments: None

V.Announcements: None

VI.Updates

- a. Transition from Citrix to Windows App (Y. Karpman):
 - 1. SMC is transitioning to Windows App as it is supported by cloud-based infrastructure, there is lower total cost of ownership (savings of 50K/year in licensing costs), and increased security. The app can be accessed via web interface but the recommended way to access is by downloading the app. For use on an SMC laptop, faculty must create an IT Help ticket to download the app. SMC is planning to completely switch from Citrix to the Windows App by May 2026.

VII. Discussion Items

a. Pilot program (L. Moore):

1. The SMC Foundation is starting a pilot program to support Department Chairs with funding for their departments. The funds can be used for whatever the chair sees as necessary, including food for department meetings, books for department book reads, etc. The amount of funds for each department is based on WTH from Fall 2025.

b. Faculty Hiring and Ranking Process (J. London):

1. Department chairs propose to move forward with a resolution (addressed to current administration/President) regarding the lack of hiring support from administration and referencing the standing list of hires recommended by the most recent hiring ranking committee. The resolution will also include an appendix documenting our current hiring needs (addressed to new president). Should circumstances change and new hires are approved, Department Chairs request the convening of the ranking committee.
2. The deadline for department chairs to create narratives for their current hiring needs is by the first in-person Department Chairs Senate meeting of the new year, Friday, February 6, 2026.

VIII. District Report:

1. When faculty are on leave for college business, request for absence forms are not required.
2. Winter/Spring added sections: 86 new course sections; 37 for Winter and 49 for Spring.
3. There will be a follow up workshop on data informed scheduling in January 2026.

4. Sara Eazel and Dee-Dee Hodges have been working with IT on a new waitlist report that will provide real-time insight on unduplicated head count.

VIII. Adjournment: 12:02pm