

Santa Monica College Department Chairs Committee

Meeting Minutes | September 4, 2026 | 10:00 AM – 12:00 PM | HSS 263

I. Call to Order

The meeting was called to order at 10:06 AM.

II. Approval of Minutes

- May 2026 Minutes: Approved unanimously with a typo correction. (Motion: Gary Huff, Second: Keith Graziadei)
- June 2026 Minutes: Tabled until the October meeting.

III. Public Comments

- None.

IV. Announcements

- Online Teaching & Learning Committee: Angie Misaghi is the new chair and is looking for new members. Interested faculty should contact her at Misaghi_Angelina@smc.edu. (Reported by Gary Huff)
- English Department: Bridgette Robinson will be transitioning into the role of Assistant Chair. (Reported by Elisa Meyer)
- Ethnic Studies Program: Justice Isaacs will serve as the new program lead. (Reported by Sang Chi)

V. CoC and Senate Updates (Vicenta Arrizon)

- Academic Year Goals: The Executive Senate is currently drafting its 2026–27 goals, which will be shared at the October Senate Chairs meeting.
- Communication: Moving forward, all faculty members will receive agendas and minutes for Academic Senate meetings.
- Slingshot / OER Issues:

- o The Slingshot platform continues to have unresolved issues and requires a better user interface for both students and faculty.
- o Faculty require succinct onboarding information, video tutorials, or screenshots to help students navigate the system (current FAQs are insufficient).
- o Action/Next Steps: If critical changes are not made by Slingshot, the Academic Senate will draft a resolution recommending non-renewal of the contract.

VI. Information Items

- SMC Foundation Dept. Funds: Chante DeLoach will collaborate with Lizzy Moore on the reimbursement process. Internal miscommunication regarding the usage reporting mechanism is being addressed.
- Campus Safety & Communication: Chante DeLoach raised concerns to leadership regarding inconsistent emergency notifications during a police incident over the weekend. Additionally, department safety walkthroughs still need to be completed.

VII. Discussion Items

- Part-Time Hiring & Equivalencies: (Led by C. DeLoach)
 - o Chairs expressed that administration should trust departmental expertise regarding equivalency requirements.
 - o The current hiring timeline is too slow, impacting new faculty's ability to prepare classes and set up Canvas shells.
 - o Proposed Solution: Streamline hiring/equivalency workflows between Chairs, Academic Affairs (AA), and HR via an electronic process. Elisa Meyer noted she requests login access for new hires as soon as minimum qualifications are met.
- Accessibility Ambassadors and Coaching: (Led by G. Huff) Tabled until the October meeting.
- Role of Senators: (Led by V. Arrizon, C. DeLoach)
 - o Discussion on the wide variance in how departments engage with their senators and how information is shared. The committee discussed strategies to increase overall faculty involvement in the Senate.
- Waitlist & Enrollment Management: (Led by J. Beardsley, T. Acosta, C. DeLoach, V. Arrizon)

o Key Questions Explored:

1. Can waitlists remain open past Day 1?
2. Can waitlists be merged for cross-listed courses?
3. Should the "see instructor" note be removed from the online class schedule?

VIII. District Report

· Enrollment Metrics (VP Tania Acosta):

- o Credit Enrollment: Up 2%
- o Non-Resident Enrollment: Up 17%
- o Noncredit Enrollment: Down 6%
- o F1 (International) Enrollment: Down 12%

· Program Rollouts: VP Jason Beardsley will evaluate the rollout performance of the SMC Accessibility Ambassadors.

IX. Adjournment

The meeting adjourned at 12:03 PM. Approved unanimously. (Motion: Sara Nieves-Lucas,