Santa Monica College Department Chairs Committee

October Meeting Minutes

October 2, 2026
HSS 263
10:00 AM-12:00 PM

I. Call to Order - 10:05AM

II. Land and Labor Acknowledgement

III. Approval of Minutes- June, September

a. Motion to approve minutes as a block

i. 1st Driscoll, B.; 2nd Cruz, R.

ii. Vote: Yes (19); No (0); Abstain (0)

IV. Public Comments - None

V. Announcements

VI. Informational Items

a. Chair Updates (C. DeLoach)

i. Removal of District Report as standing agenda item to preserve time for faculty and Senate-related business and prevent conflation of the purpose of two different Chairs meetings. Open to future agendized items as matter of record.

ii. HR- PT hiring and evaluations

1. Followed up on concerns presented in Senate and Instructional Chairs meetings within HR Leaders meeting. Karen Monzon to review early Canvas access possibility. For now, individual chairs can reach out about granting access while still onboarding.

2. Evaluation list inaccuracy. Continuing to monitor these issues and challenges. Important to document when the department is lacking FT resources to complete all the evaluations necessary, particularly when notified by HR that we are “out of compliance.” HR is not compliant with evaluation list accuracy, which complicates the process and adds time and labor. Challenges

completing required Observations are meaningful, require time, and thoughtful consideration.

3. Observation forms now on Adobe Sign.
4. FA officers who cannot observe people who sit in FA Exec. Confusion about which officers and reasoning. Chairs were not consulted or notified. Further affects or could affect evaluations and load on other FT faculty within department. Follow up with FA leadership about this.

iii. Department AA transitions

1. Challenges/issues, should involve CSE sooner or ideally prior to a grievance. Challenges and sometimes supervisor is not responsive when AA is not doing their job or has not been trained to perform the job.Push for conversation, then HR. Some departments have had multiple AA's in recent years, contributing to challenges and instability. Supervisors also have changed, which leads to documentation and process starting all over again.
2. Access to systems: AAs not having access. Training—whose role is it to train?.Impact on chairs during AA work.
3. FA involvement given additional load and challenge for Chairs (doing the work of AA, monitoring, documenting) and departmental faculty?

iv. SEM Academy updates

1. Keith and Chante are working on a department chair survey.Role of chairs when it comes to scheduling data.

v. ACCJC - Midterm accreditation process beginning

vi. SLO challenges and support needed

1. Challenges and support needed (need to work on/revisit).
2. Utilize Susan Caggiano.

vii. Reminder: October BoT meeting. Monday is the closed meeting.

viii. SMC Peer Observation Instructional Framework (C. DeLoach, V. Arrizon)

1. See Vicenta's email to encourage use to support the evaluation process. Provide feedback to committee.

b. AR 7120 revisions (C. DeLoach, V. Arrizon)

i. Importance of diversity in the process. Prioritization rather than ranking. Development of a handbook / Guide to support the process (faculty & administrators). Tandem with this, there is a timeline that is normalized with what other colleges have. EEO rep is now a voting member. Modifications to the list from Pres would have a rationale.

ii. Committee consensus was to keep "diversified" language despite legal counsel advising its removal. Legal weigh-in at the next mtg.

iii. Added that rubric should be a standard practice.

iv. Clarification that the Pres recommends the hires.

v. Question regarding how sufficient diversity is measured?

VII. **Discussion Items**

a. Nonattendance Policy: Departmental Practices (C. DeLoach)

i. Variance in departmental practices: For example: different practices in lab vs. lecture. Meaning of excessive absences varies across departments and instructors.

ii. Submitting work but not attending class — clearly state policies in syllabus. Some departments have a department policy: Chemistry has something related to lab/lecture. Cosmetology: miss more than 2 classes in a 6-week session, they will need to retake the course. Safety requirements, statewide licensure or regulation requirements guide these policies.

iii. Define substantive participation (which is easier to determine for an on-ground modality) — what that is laid out in the syllabus. Implications for hybrid modality.

iv. Chairs should discuss w/ faculty and make sure it's explicit in the syllabus.

v. Reminders about documenting attendance. Also reaching out to students regarding attendance and being dropped or withdrawn from class.

b. CVC Exchange: Information, Timeline, and Rollout (G. Huff, C. DeLoach, V. Arrizon)

i. Look at California Virtual Campus (cvc.edu).
ii. Questions and concerns. Priority areas: OER, CPL (Credit for Prior Learning), POCR.
iii. Unclear reasoning behind doing this now. How does this fit in the larger landscape? Within the SEM plan?
iv. Part of Strategic Plan — that this should be more visible to chairs. New SEM Plan starting in January.
v. Adding labor to Counseling in particular.
vi. Chairs do not have the ability to opt out. Co-enrolled, required materials, and special populations are excluded.
vii. Concern regarding GE classes with great demand. One chair has been oversizing. Still great unmet need with large waitlists.
viii. Enrollment vs. outreach.
ix. We will know students who are in the exchange — the CVC ID will have limited access to student data.Initial support: library, tutoring.
x. Messaging in Canvas that applies to both groups broadly.
xi. SCFF metrics serve the Home College.
xii. Question regarding access to support: Student Lingo access? Transcription process? Students taking classes at various campuses.
xiii. Benefits students in various ways. Misconduct goes through SMC usual process.
xiv. Assertion that Faculty be more integral in the implementation. Advocated for Gary to be on committee, which is now approved.

c. Accessibility: Understanding Biggest Needs and Challenges (G. Huff)

i. AI ambassador — check in with them.
ii. 30 hours per person — make sure they are being utilized.

iii. DE teams — tools and resources announcement. Resources in Canvas Central. EPI Center also has opportunities.

d. Elevating issues: PDFs. Exploring external software resources.

e. Part-Time outreach. Pull a course for ACCTG 1 / ECON 1 as a blueprint course.

f. Faculty concerns and load=Faculty who are saying they no longer want to teach online.

g. Accreditation — online teaching concerns if this isn't supported.

h. Contact Gary with concerns. Chairs can Obtain a report about access flags for their departments.

VIII. Academic Senate President Report

IX. Repro hours accessibility.

X. Slingshot issues — email Vicenta again in 2 weeks.

XI. Accessibility — ASCCC resolutions:

a. Look at the resolutions.

XII. BoT Closed session on Monday — communication on Tuesday.

XIII. DPAC updates - Past President input in DPAC.

XIV. Dean of IR started yesterday.

a. Commitment to office of IE in the future.

XV. Adjournment

a. Motion to adjourn — 11:59 AM

b. 1st - Elisa, 2nd - Sara