



## Department Chairs & Coordinators Committee Minutes for April 5, 2013

### Attendance

Members: Eve Adler, Garen Baghdasarian, Fariba Bolandhemet, Patricia Burson, Laura Campbell, Vicki Drake, Chris Fria, Gail Fukuhara, Laurie Guglielmo, Janet Harclerode, Lucy Kluckhohn Jones, Jennifer Merlic, Eric Oifer, Jon Rogers, Elaine Roque, Perviz Sawoski, Christine Schultz, Judy Schwartz, Susan Sterr, Toni Trives, Joy Tucker. Guests: Jamey Anderson, Betty Wong (for Alan Emerson)

- I. **The March minutes** were approved without modification.
- II. **Senate Report.** Janet reported that:
  - A resolution for a half day session on GRIT passed at Senate, date TBA.
  - The TLC summer institute will be weeks 7 and 8 of summer session.
  - Leslie, Eve, and Janet attended the statewide Academic Senate Area C meeting; a meeting of our local region in preparation for the upcoming Statewide Plenary meeting scheduled for the third week of April. Key topics discussed at the area C meeting included:
    - a new piece of legislation proposed to change 50% law to 52% and to add counselors to the instructional side of the calculation;
    - a certification process for Distance Ed faculty has been proposed, partially in response to accreditation concerns about DE classes related to the proliferation of for-profits putting out de programs of variable quality. SMC is considering having a certification process for our DE instructors - comments/suggestions? Contact Sal Veas, DE Chair;
    - regional coordination of course offerings among community colleges was proposed;
    - Discussion of the C-ID process moving very slowly because of low participation by CSU's.
- III. **Equivalency to Minimum Qualifications.** Jamey Anderson, chair of the Personnel Policies Committee, reported that this committee is currently reviewing/updating several Administrative Regulations related to the equivalency process. The AR's opened for revision are:
  - AR3211.7 Equivalency Process for Full-Time Faculty Positions, - see part 4
  - AR 3211.8 Equivalency Process in Reassignment,
  - AR 3211.9 Guidelines for Determining Equivalency to Minimum Qualifications for Faculty Positions, and
  - AR 3231 Equivalency Process for Part-Time Faculty PositionsDiscussion occurred regarding the common reasons for using an equivalency, the most frequent being that there is no one in a pool who does meets minimum quals, but not always. Chairs who wish to hire a candidate who does not have min quals may do so, but they must clearly

document the basis for the equivalency in accordance with the guidelines given in AR3211.9. Auditors are most concerned with equivalencies given under the “recognized accomplishments” guideline, so documentation here must be robust and on file with HR. It can be a difficult equivalency to justify unless the recognized accomplishments are very broadly recognized. Chairs provided Jamey with several specific suggestions for changes designed to clarify wording and to match current practice.

**IV. Teaching and Learning Center (TLC) Discussion.** Hannah Lawler and Eve Adler led a discussion of four questions designed to solicit department chair input into the new Teaching and Learning Center. They are meeting with many senate committees to collect feedback on what we want to see in the TLC - in particular, what problems do we see in the classroom that we would like to find solutions for. This will be combined with information gathered in the flex day activity about the TLC. A robust discussion of the following four questions ensued:

- What are some hunches you have about student-related variables (background characteristics, behaviors, etc.) that affect learning and success?
- What are some hunches you have about the skill and content knowledge that students in your program are missing or having difficulty learning?
- What teaching strategies work in your classroom or in your programs?
- What support do you need to facilitate the success of your students?

Note - Eve asked that Chairs watch for detailed information to be sent out at the end of April regarding the first TLC Summer Institute.

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***Remaining 2012-2013 Meeting Dates:***

May 3, 2013

June 7, 2013 (to be held in The Loft)

*All meetings are held on Friday mornings, usually the first Friday of each month, in B-111 (unless otherwise stated) from 10:00-12:00.*

*Send agenda items to [merlic\\_jennifer@smc.edu](mailto:merlic_jennifer@smc.edu).*