

Department Chairs & Coordinators Minutes for December 7, 2012

Attendance

Members: Vini Angel, Fariba Bolandhemet, Suzanne Borghei, Laura Campbell, Ron Davis, Vicki Drake, Alan Emerson, Lisa Farwell, Laurie Guglielmo, Janet Harclerode, Larry Jones, Lucy Kluckhohn Jones, Nathalie Laille, Jennifer Merlic, Wendy Parise, Toni Randall, Elaine Roque, Sandra Rowe, Perviz Sawoksi, Christine Schultz, Judy Schwartz, Eleanor Singleton, Susan Sterr, Toni Trives, Joy Tucker. *Guests:* Steve Hunt

Announcements

- From Gloria Lopez: Health Services requires photo ID from everyone requesting services. (It was also noted that faculty going to Health Services for TB tests must remember to bring their notification letter from HR with them.)
- Please remember to respond to Judith Douglas' recent email message to all chairs asking for names of anyone you know who is planning to retire this year, even if they are still just thinking about it. She needs their name, position, and the names of people who know them well to contact in preparation for the recognition event in June.
- The Personnel Policies committee is in need of one more faculty member for the spring 2013 semester. Contact Janet Harclerode or Jamey Anderson (PP Committee Chair) if you are interested. A chair or former chair would be ideal. The committee meets twice monthly on Thursdays from 1:15-2:30.

Agenda Items

- I. The November Minutes were approved without modification.
- II. Senate Report – Janet Harclerode
 - Note that AR 4320 is currently under revision by the Student Affairs Committee. This AR deals with dropping students from classes for absence and/or nonparticipation. It is being updated to include a policy for online classes, and wording for both on-ground and on-line policies has changed and includes references to policies stated on faculty syllabi. Faculty are therefore strongly encouraged to include their policy on drops for non-attendance or non-participation in their syllabi.
 - The Model Syllabus will be revised/updated by the Professional Ethics and Responsibilities Committee (PERC) this spring semester. To provide input, please contact Janet Harclerode or Teri Bernstein (PERC Chair).
- III. Student Success Committee Update – Laura Campbell
 - Laura provided a [handout summarizing the activities of the Student Success Committee](#) over the past few years.
 - Several of these activities have now been institutionalized based on measurable evidence of their effectiveness. These activities include:
 - Supplemental Instruction (SI) – started in math and English, now expanded into STEM disciplines. Eventual goal is to make SI available in all gateway classes.

- Writing Center – offering drop in assistance with writing for *any* registered SMC student. Note that the writing center also provides ESL assistants. (It was also commented that the ESL department website allows any ESL student to sign up for tutoring/writing assistance as well.)
- Counseling Visitations – counselors visit pre-transfer level, 1st semester classes and provide students with information on counseling resources.
- Professional Development for faculty including:
 - Technology Workshops for faculty – as we have seen announced via email from Keith Graziadei.
 - Reading Apprenticeship – a 6-week online course for faculty to help you teach your students how to approach reading their textbooks effectively. One-day workshops are also available. Highly recommended by the English faculty who have participated. (See <http://ra.3csn.org/ra-professional-development/online-course-reading-apprenticeship-for-community-college-instructors/> or, for math faculty: <http://ra.3csn.org/2012/11/02/reading-apprenticeship-in-math-metacognition-saves-time/> for more information)

- On-Course

The committee is now interested in bringing the best of what math and English faculty have found in professional development opportunities to the rest of the campus.

- Accelerated basic skills English classes – Laura presented very encouraging [data on student success and retention rates in the new accelerated courses for C and B level English](#).
- The committee encourages questions/requests from other members of the campus community. Please contact Laura Campbell.

IV. Chairs & Coordinators Committee Scope & Functions

Jenny presented feedback received at the Senate meeting on the proposed revisions to this committee's scope and functions document. The Faculty Association leadership expressed concern about the inclusion of faculty evaluations among the list of topics which the chairs committee handles. Discussion ensued over the various aspects of evaluation, some of which are contractual and others are implementation and/or professional development. Consensus was reached to simplify the statement to eliminate the controversial term altogether. The new revision received 22 yes votes, 0 no votes, and 0 abstentions. The marked-up and clean versions of the document now read as follows:

Chairs and Program Coordinators Committee

~~(Revised April 18, 2006; 44-0)~~

Revised December 7, 2012 (committee vote 22:0:0)

Membership: Faculty Only.

Structure/Scope:

The Committee is comprised of all department chairs, **faculty leaders, coordinators,** and **other** faculty program leaders. In order to act in both its decision-making and liaison capacities, the Committee meets ~~twice-monthly~~. ~~It meets once as the Chairs and Coordinators Committee to share information and reach collective decisions. It meets again as the Instructional Chairs to receive information from the Administration and to offer its input on college-wide matters.~~

Functions:

A. **Addresses** ~~Deals with any and all~~ matters that affect academic and managerial **organizational** aspects of the departments and special programs. Such issues include, but are not limited to, ~~part-time and full-time faculty hiring policies, outcomes assessment and analysis, Student Learning Outcomes, student success and retention, faculty evaluations, institutional planning, and the scheduling of classes.~~

B. ~~Shares information with both~~ **Facilitates the flow of information between the departments and programs,** the Academic Senate, and the Administration.

C. **The Chair of the Committee serves as a resource liaison to the District Planning and Advisory Council (DPAC).**

OR, the clean version:

**Chairs and Program Coordinators Committee
Revised December 7, 2012 (committee vote 22:0:0)**

Membership: Faculty Only.

Structure/Scope:

The Committee is comprised of all department chairs, faculty leaders, coordinators, and other faculty program leaders. In order to act in both its decision-making and liaison capacities, the Committee meets monthly.

Functions:

A. Addresses matters that affect academic and organizational aspects of the departments and special programs.

B. Facilitates the flow of information between the departments and programs, the Academic Senate, and the Administration.

C. The Chair of the Committee serves as a resource liaison to the District Planning and Advisory Council (DPAC).

V. College Report

- Jeff Shimizu relayed thank-you's to the chairs from both the Board members and from Dr. Tsang for the hard work done so quickly to prepare the winter schedule of classes.
- UCLA extension will again rent space from SMC to offer 12 winter classes, all of which will be held at the Bundy campus.
- Jeff announced that the District has decided to purchase a full license to TurnItIn.com and will bring this recommendation to the next Board meeting (January). Usage by faculty in the trial semester this fall was low, but those who used it were very positive about the experience so usage is expected to increase with time and with the system's integration into eCompanion. Chairs and the Senate were asked to help promote its usage among faculty.
- Georgia asked that chairs please use the enrollment tallies available in ISIS as well as the online HTML versions of the winter and spring schedules to proofread the schedules. Check to be sure all faculty assignments have been entered correctly, hours are correct, etc. She is concerned that there may be errors given the shortened timeline we had for schedule development this semester.

The meeting adjourned at 11:32 a.m. The next meeting will be held on March 8, 2013. Please send agenda items to merlic_jennifer@smc.edu. Note that a winter session meeting *may* be called if a need arises.

Remaining 2012-2013 Meeting Dates:

January 4, 2013 (tentative, will meet only if needed)

February 1, 2013 (tentative, will meet only if needed; to be held in The Loft)

March 8, 2013 (2nd Friday)

April 5, 2013

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.