



**Department Chairs & Coordinators Minutes
Friday, December 6, 2013**

Attendance: Eve Adler, Vini Angel, Garen Baghdasarian, Fariba Bolandhemet, Suzanne Borghei, Patricia Burson, Vicki Drake, Alan Emerson, Lisa Farwell, Chris Fria, Laurie Guglielmo, Nancy Grass Hemmert, Lucy Kluckhohn Jones, Nathalie Laille, Ford Lowcock, Jennifer Merlic, Eric Oifer, Wendy Parise, John Rogers, Elaine Roque, Sandra Rowe, Perviz Sawoski, Christine Schultz, Toni Trives, Joy Tucker. Guests: Moya Mazorow, Jamey Anderson, Taynara Costa-Moura, Alex Abramoff

- I. The [November Minutes](#) were approved with one correction to the attendance.

- II. Public Comments:
Alex Abramoff, representing Student Trustee Jesse Ramirez, announced that the Associated Students passed a resolution regarding improving diversity amongst SMC faculty so that it more closely mirrors the diversity of the student body. [The text of the resolutions is available via this link.](#)

- III. Senate Report – Eve Adler
 - The Crisis Prevention Team has noted an increase in discipline issues coming forward that might be best addressed earlier by faculty, so they are preparing a document on classroom management tips. Watch for it in spring.
 - The recent common core state standards meeting addressed issues of recent changes in high school student preparation. They are encouraging discussion between high school and college faculty to coordinate on how best to help new HS grads adjust to the college culture (office hours, etc – focus on GRIT!)
 - Data from SMC’s survey following the CA Shakeout are now available. It was noted that only 4% PT faculty and about 64% of FT faculty knew who their building monitor was. Nearly all staff knew. Online training will be coming. It was also noted that more speakers are needed to reach all outdoor areas with emergency information. New speakers have been installed and are being tested now.
 - At the recent Statewide Academic Senate Fall Plenary, Dr. Martha Kanter, former U.S. Undersecretary of Education (and former president of DeAnza College) presented on the federal

government's initiative to develop a new rating system for colleges to help deal with problems faced by recent college graduates including large debts and low prospects for employment. The rating system has been proposed to help students and their families in choosing the best colleges for them.

- The full time faculty ranking process for 2015-2016 hires will run according to the following timeline:
 - Fri, Dec 13: Ranking Committee Meets to determine ranking criteria, criteria to be sent to chairs following the meeting
 - Mon, Feb 24: Chairs' preliminary requests due to Jeff/Eve, including position title and proposed teaching assignment
 - Mon, Mar 17: Academic Affairs provides data to chairs based on preliminary requests
 - Mon, Mar 31: Chair's requests due to Jeff/Eve
 - Fri, Apr 11: Notebooks available to committee members
 - Apr 14-18: Spring Break
 - Fri, Apr 25: Ranking Meeting

The ranking committee will consist of 6 administrators and the following 12 faculty: Eve Adler (co-chair, nonvoting), Jamey Anderson, Jason Beardsley, Teri Bernstein, Jose Cue, Frank Dawson, Guido Del Piccolo, Janet Harclerode, Leslie Kawaguchi, Jennifer Merlic, Eric Oifer, Mark Trujillo, Sal Veas.

- The sabbatical committee has selected four recipients for sabbaticals in 2014-2015: Diana Engelmann (English, Spring 2015), Oriana Kim-Rajab (Life Sciences, Fall 2014), Makoto Nishikawa (Modern Languages and Cultures, Fall 2014) Lisette Rabinow-Palley (Counseling, Spring 2014). The committee will solicit additional applications in the spring for spring 2015 sabbaticals. Our contract guarantees a minimum of 8 sabbaticals per year, so chairs are asked to please **encourage faculty to apply!** The committee received only 6 applications this fall. Discussion ensued about how to encourage more applications. It was pointed out that attending the workshops held by the Sabbaticals committee is very valuable in strengthening proposals. Those who have applied unsuccessfully in the past are encouraged to attend these workshops, talk with previous sabbaticals recipients, and apply again.

IV. Identification of sustainability-related sections – Eric Oifer, EAC

The Environmental Affairs Committee is working with Academic Affairs to begin "flagging" sections of classes in the Schedule of Classes that have an environmental focus. Discussion ensued on how best to gather that information. It was recommended that the EAC solicit this information from faculty and notify chairs regarding which sections have been identified for flagging. There was also concern expressed for the number and length of special section messages in the catalog. Chairs suggest that Academic Affairs consider the feasibility of developing and using small icons for use in the schedule to replace text for some of the messages. EAC hopes to track of how many sections

are flagged as environmental each semester.

V. Program Review Annual Report Training

Jamey Anderson, Chair of the Program Review Committee, presented an overview/training of the new program review questions to help answer questions and clarify expectations for the annual program review reports that are due from all departments this April. The Program Review committee has worked with the Institutional Effectiveness Committee to compile a training document available at: <http://www.smc.edu/progrevguide> .

The guide lists all the questions asked in the the new program review format for both annual and six year reports. Each question is followed by a description of what type of information is expected, along with examples. Note that the questions will be moving to an online tool provided by the CurricUNET company later this academic year. Chairs may submit their reviews for this year in Word, but are encouraged to save those documents so they may cut/paste into the electronic format for next year. Those interested in trying the electronic format this year may do so and should contact Jamey for more information.

Jamey also provided a PowerPoint presentation about the Program Review process available at: http://www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Program-Review/ProgramReview_2013-14/ProgRevGuide_Presentation.pptx

PDF versions of the current Program Review questions are available from the committee website at <http://www.smc.edu/ACG/AcademicSenate/AScommittees/Pages/Program-Review.aspx> . For Word versions of the questions, please contact Jamey.

VI. Taynara Costa-Moura, President of the SMC Associated Students, is conducting a survey of SMC faculty to determine which instructors make their syllabi available to students prior to enrollment (*not* behind a password as in eCompanion, for example). She wants to see if early availability of the syllabus helps to reduce student drop rates early in the semester. She will be contacting chairs via email to with a link to her survey.

VII. Jenny relayed a message from Georgia reminding chairs that we'll be creating the summer 2014 schedule in January so please solicit faculty teaching preferences before the holiday break.

The meeting adjourned at 11:55 a.m.

Remaining 2013-2014 Meeting Dates:

~~January 10, 2014 (2nd Friday, tentative, will meet only if needed)~~

~~February 7, 2014 (tentative, will meet only if needed)~~

March 14, 2014 (2nd Friday)

April 4, 2014 (in the Loft)

May 2, 2014
June 6, 2014

All meetings are held on Friday mornings from 10:00-12:00, usually on the first Friday of each month in Business 111 unless noted otherwise.

Send agenda items to merlic_jennifer@smc.edu.