



**Department Chairs & Coordinators Committee
Minutes for Friday, June 6, 2014**

Attendance: Eve Adler, Fariba Bolandhemet, Suzanne Borghei, Dorothy Chin, Ron Davis, Judith Douglas, Vicki Drake, Alan Emerson, Chris Fria, Gail Fukuhara, Teresa Garcia, Nancy Grass Hemmert, Laurie Guglielmo, Nathalie Laille, Ford Lowcock, Jim Martin, Jennifer Merlic, Wendy Parise, Toni Randall, John Rogers, Elaine Roque, Sandra Rowe, Perviz Sawoski, Christine Schultz, Susan Sterr, Toni Trives, Joy Tucker. *Guests:* Jason Beardsley, Georgia Lorenz, Jeff Shimizu

I. Senate Report:

- Newly-awarded sabbaticals and fellowships for 2014-2015 were announced, including 3 additional sabbaticals (Kimberly James, English; Lesley Kawaguchi, History; Mary Lynne Stephanou, Life Science) and 7 fellowships (Nate Brown, Communication and Media Studies; Dana Del George, English; Gillian Grebler, Earth Science; Catherine Haradon; Deborah Novak, Nutrition, Life Sciences; Hari Vishwanadha,
- By joint recommendation of the ISC and DE committees, a Senate task force has been established to address issues surrounding the adoption of electronic instructional resources.
- Preparation for the College's 2016 Accreditation visit has begun. [Co-chairs for each Standard](#) have been identified and they are forming their committees now. They will complete first drafts of their portions of the College's self-evaluation by the end of fall 2015, and the steering committee will begin reviewing the drafts and compiling the full self-evaluation in January 2015. The final document will be submitted to the Board of Trustees and then to ACCJC in the fall of 2015. The visiting team will be on campus at SMC in March of 2016.
- Dr. Tsang has considered the Ranking Committee's recommendations and finalized the list of new full-time faculty hires for 2015-2016. The list will be distributed next week.
- The orientation process for this fall's new full-time hires will be different this year from past years. It will include much less delivery of information, and will instead focus on providing key information for a successful start in the classroom, as well as on activities designed to build a sense of community amongst the group. In

addition, a series of pedagogy-related workshops will be held for this group at the Center throughout next year.

- The theme for the fall Opening Day will be Equity.

II. College Report:

- June 3 Board Meeting: Georgia Lorenz has been selected as the new Vice President for Academic Affairs and will begin her new position effective July 1. The faculty and administrators leading The Center provided a report to the Board.
- The list of new full-time faculty positions approved for hire to begin in fall 2015 will be distributed next week.
- Summer & fall enrollments are a bit down compared to last year.
- Increased expenditures are outpacing increased income so the college budget deficit is increasing. New expenditures will have to be very carefully considered.
- The winter scheduling process will begin soon. Watch for information from Georgia. The 2015 winter session (about 1900 FTES) will be larger than last winter session (about 1300 FTES). All campuses will be open. Evening classes *may* be offered but on a limited basis and they will be located in a common site.
- Susan Sterr is stepping down as Chair of English, to be replaced by Jason Beardsley. Vini Angel is stepping down as Faculty Leader for Health Science and will be replaced by Eric Williams. Dorothy Chin, who has been serving on an interim basis, will be replaced as Chair of Psychology by Alex Schwartz. Georgia, Jeff, and the other chairs thanked Susan, Vini and Dorothy for their service and dedication.

III. The chairs and coordinators thanked Jeff for his tremendous service to the college and congratulated Georgia on her new appointment. Cake was enjoyed by all.

2014-2015 Meeting Dates:

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

September 5, 2014

October 3, 2014

November 7, 2014

December 5, 2014

February 6, 2015 (*Tentative – will meet only if needed*)

March 13, 2015 (*Note: 2nd Friday of the month*)

April 3, 2015

May 1, 2015

June 5, 2015