



**Department Chairs & Coordinators Minutes  
Friday, March 14, 2014**

Attendance: Garen Baghdasarian, Fariba Bolandhemet, Suzanne Borghei, Patricia Burson, Laura Campbell, Dorothy Chin, Vicki Drake, Chris Fria, Gail Fukuhara, Nancy Grass Hemmert, Laurie Guglielmo, Lucy Kluckhohn Jones, Nathalie Laille, Gloria Lopez, Ford Lowcock, Jim Martin, Jennifer Merlic, Wendy Parise, Toni Randall, Elaine Roque, Sandra Rowe, Perviz Sawoski, Christine Schultz, Toni Trives, Joy Tucker. Guests: Jason Beardsley, Ellen Cutler, Don Girard, Yulia Krasny, Laura Manson, Ramin Nematollahi, Jelissa Parham, Neil Raj, Eric Williams, Wendy Zahler

- I. The [December Minutes](#) were approved without modification.
- II. Wendy Zahler, SMC's newly hired Director of Community Relations, was introduced by Don Girard.
- III. Jelissa Parham and Neil Raj were introduced by Gloria Lopez. They are graduate students in Public Health at USC. The university received a grant to inform college students about Covered California, California's program to implement the Affordable Care Act. They have a team of students available to come to SMC classrooms to speak directly to students about the importance of getting health insurance and how to sign up. The presentation takes 3-5 minutes at a maximum. Interested faculty should contact Jelissa: [jjparham@usc.edu](mailto:jjparham@usc.edu), (530)-903-9526.
- IV. Wendy Parise introduced Edna Chevarry, acting Director for the Center for Teaching Excellence. She also showed us that the Center now has a link from the faculty/staff page off of SMC's homepage, and pointed out an important resource for our departments. The Center has posted a form via which chairs may request up to 2 distinct trainings for their own departments. See <http://www.smc.edu/AcademicAffairs/CenterForTeachingExcellence/Pages/The-Center-Department-Training-Form.aspx> . Finally, Wendy reminds faculty that the deadline to apply for the Faculty Summer Institute is Friday, March 21, 2014. See <http://www.smc.edu/AcademicAffairs/CenterForTeachingExcellence/Pages/2014-Faculty-Summer-Institute-%28FSI%29.aspx>
- V. Jenny reminded chairs to contact Janie Jones with the names of any faculty or staff in your departments who are retiring this year. The Social Committee of the Senate plans the annual Recognition event in June and needs as much advanced notice as possible in order to prepare the program to include all the

retirees.

- VI. Ellen Cutler announced that a new task force is being formed to deal with the multitude of issues surrounding the wide variety of types and sources of publisher's digital resources now available to students and in widespread use at SMC. One of the issues we face is that many of these resources are not accessible, or are only partially accessible, for disabled students. Ellen has been working with others on campus to develop a [list of questions](#) that faculty can ask of publishers to:
- a. assist Disabled Student Services in knowing which of the resources already in use are not currently accessible so they can address the gaps for our students, and
  - b. further motivate publishers to make their resources accessible by having them compete with each other on this front.

Ellen agreed to draft a letter and fillable questionnaire to be distributed to Chairs soon that we can send directly to publishers to collect their responses.

- VII. Jenny reported that Angelina Misaghi, Chair of the Academic Senate Adjunct Faculty committee, is:
- a. seeking additional members for her committee. If you have adjunct faculty in your department who may be interested, please refer them to Angie ([misaghi\\_angelina@smc.edu](mailto:misaghi_angelina@smc.edu)), and
  - b. interested in holding a workshop for part time faculty who are applying for full time positions and needs recommendations for 6-8 people who could be effective participants on a panel regarding this topic.

Chairs responded with concern that the workshop/discussion be organized with assistance from HR to ensure that confidentiality requirements are not violated and that workshop attendees clearly understand that participation in the workshop will not impact the actions of actual hiring committees. They also suggest that the workshop include a focus on the full time hiring process itself since the it differs significantly from that used in part time hiring.

- VIII. Jenny provided brief updates on three programming projects that are currently underway:
- a. Chairs Scheduling Tool – detailed specifications for an ISIS window that would replace the greenbars in the scheduling process have been submitted to MIS and that programming project is now in their queue.
  - b. Online Flex – The tool that was developed, but not finalized and implemented, a few years ago under the direction of former Professional Development Coordinator Monica LaBenda, has now been revived. The old committee has reconvened and the software is being tested now. Chairs who would like to participate in the testing and remaining development of this tool are welcome to join the committee. Please contact Jennifer Merlic if you are interested.
  - c. Online Program Review – This tool was built in the CurricUNET software platform and thus is very similar to the tool we now use for our Course Outlines of Record. Christine Schultz, Joy Tucker, and Jennifer Merlic have been beta testing the system by using it to complete their 6-year reviews all due during this spring semester. They have identified and fixed most bugs and report that the software is easy to use and that the new format has made their reports more concise than in the past. The reporting functions of the software that will allow printing and sharing of the reviews, both annual and six-year, are still under development. After they are complete, the system will be ready for roll out to the campus. In the meantime, chairs or coordinators who *wish* to use the system during this testing phase may do so by contacting Program Review Chair, Jamey Anderson ([Anderson\\_jamey@smc.edu](mailto:Anderson_jamey@smc.edu)).

- IX. Jenny introduced Dorothy Chin, who is the new Chair of the Psychology Department, and Eric Williams, who is the newly elected Faculty Leader for Health Sciences. Susan Sterr introduced Jason Beardsley,

the newly elected Chair of the English Department. Eric and Jason's terms will begin on July 1.

X. There was no Senate Report.

XI. The meeting adjourned at 11:25 a.m.

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**Remaining 2013-2014 Meeting Dates:**

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](mailto:merlic_jennifer@smc.edu).*