



**Department Chairs & Coordinators Committee
Minutes for Friday, May 9, 2014**

Attendance: Eve Adler, Garen Baghdasarian, Fariba Bolandhemet, Dorothy Chin, Ron Davis, Judith Douglas, Vicki Drake, Chris Fria, Gail Fukuhara, Laurie Guglielmo, Lucy Kluckhohn Jones, Nathalie Laille, Ford Lowcock, Jim Martin, Jennifer Merlic, Wendy Parise, John Rogers, Elaine Roque, Sandra Rowe, Perviz Sawoski, Christine Schultz, Toni Trives, Joy Tucker. *Guests:* Jason Beardsley, Sandy Chung, Sherri Lee-Lewis, Moya Mazorow

- I. The [April Minutes](#) were approved without modification.
- II. Sandra Rowe announced that President Obama has proclaimed May as *Mental Health Awareness Month*. In response, our Psychological Services office has organized a variety of [speakers and workshops](#) for faculty, staff and students throughout the month. Please inform your departments.
- III. Sandy Chung and Sherri Lee-Lewis led a robust discussion of the full time faculty hiring process including issues of diversity and timelines. The following summarizes some of the issues clarified and suggestions made:
 - Sandy Chung is the EEO officer for SMC.
 - HR will resume conducting separate trainings for EEO reps serving on hiring committees.
 - The recent resolution by Associated Students suggests that the college aim for a diversity of faculty matching that of our students. The implied idea of hiring “quotas” is illegal. Consideration of any protected status is not allowed in any selection process.
 - Sandy suggests we seek diversity of experience in our applicant pools and is available to help us in designing preferred qualifications and interview questions that can help to identify this. Suggested interview questions are also available in the new faculty hiring training document provided by HR.
 - HR will send electronic versions of all finalized job bulletins to Chairs to use in forwarding these documents to individuals for recruiting purposes. We discussed the value of personal connections in recruiting (i.e. sending the bulletin to an individual contact at an institution). HR will also provide sample language to use

in sending emails or attending conferences to help us “sell” SMC as we compete with other institutions to hire recruit diverse pools of highly qualified applicants.

- HR asks that department chairs prioritize when suggesting advertising locations to help them stay within budget while ensuring the most critical ads are placed.
- Chairs will work with the Equity and Diversity committee and the Senate to see if we can encourage an increase in the advertising budget provided to HR.
- Chairs will work with the Personnel Policies committee to consider modifications to AR 3211.1 to require additional documents for full time faculty application files, specifically a statement of teaching philosophy.
- HR needs assistance in how best to divide their advertising budget amongst disciplines since some are much harder to recruit for than others.
- We are losing candidates who cannot travel to us for interviews so committees are encouraged to allow more flexibility in how interviews are conducted (skype, videos of teaching, etc).
- The new, earlier timeline used for the most recent round of recruiting/hiring presented some problems as either positions were not advertised long enough or large time gaps occurred between closing dates and interview dates. It was suggested that the timeline for a particular recruitment be set up in advance of finalizing committee membership to ensure that all members will be available for the critical dates. HR will create some template or sample effective timelines to suggest to chairs as new recruitment efforts are initiated and will suggest that chairs select a timeline very early in the process.

IV. There was insufficient time for the last two items on the agenda: the Senate report and gathering of feedback on FT ranking process. Both items will be placed on our next agenda. There was no college report.

The meeting adjourned at 11:30 a.m.

Remaining 2013-2014 Meeting Date:

Friday, June 6, 2014, 10:00-12:00, B-111. *Send agenda items to merlic_jennifer@smc.edu.*