



**Department Chairs & Coordinators Minutes
Friday, November 1, 2013**

Attendance: Eve Adler, Vini Angel, Fariba Bolandhemet, Suzanne Borghei, Sherri Bradford, Patricia Burson, Ron Davis, Vicki Drake, Alan Emerson, Lisa Farwell, Mary Fonseca, Chris Fria, Gail Fukuhara, Nancy Grass Hemmert, Laurie Guglielmo, Janet Harclerode, Lucy Kluckhohn Jones, Ford Lowcock, Jim Martin, Jennifer Merlic, Wendy Parise, Toni Randall, John Rogers, Elaine Roque, Sandra Rowe, Perviz Sawoski, Christine Schultz, Toni Trives, Joy Tucker. Guests: Greg Brookins, Deyna Hearn

I. The October Minutes were approved without amendment.

II. Senate Report – Eve Adler reported on the following.

Eight representatives from SMC (including Eve) attended the recent Strengthening Student Success Conference sponsored by the RP group. SMC's *Prep to Test* project won the statewide *Power Award!* The conference keynote focused on diversity and equity and the important difference between them.

The Chancellor's Office will again be requiring a Student Equity Plan from each college later this year. Guidelines on the report content are expected soon. SMC will establish a task force to develop the document. The college is currently gathering data about existing efforts to address equity. Some members of this committee may be asked to complete a survey about this.

Statewide discussions of the 1440 degrees (AA-T and AS-T degrees) indicate a growing interest in moving towards broader areas of interests rather than specific disciplines (i.e. science instead of chemistry or biology).

A statewide task force is currently discussing areas in which Community College's might offer bachelor's degrees. Areas under consideration are those not offered by CSU's or UC's (such as many CTE programs), and those where the University programs are heavily impacted (such as nursing).

Feedback from the CA Shakeout included:

- 4,000 devices received notification within 1.5 minutes.
- 40,000 external devices also received notification, some delay experience so an additional system has been recommended.
- Some evac areas will be altered, esp around Business and Drescher.

- Some students refused to comply with requests from faculty and staff.
- There are not enough building monitors, so all managers will go through the training
- There is a need to clarify the faculty role (i.e. taking attendance after the class regroups at the evacuation site or not?)

III. FT Ranking Committee Input

Jennifer Merlic asked for input to bring to the full time faculty ranking committee when it meets later this semester to discuss the process for this year's ranking. Chairs expressed a strong desire to have access to the data prior to writing their requests. Jenny will therefore ask the ranking committee to consider soliciting brief initial requests (positions and courses the position would teach) early to allow Academic Affairs to prepare the objective data and distribute it to chairs well before the full requests are due to the committee.

IV. Business Department/Black Collegians/Adelante initiatives

Jennifer invited Sherri Bradford and Joy Tucker to report on some innovative activities initiated by the Business department recently in response to a noted gap in success rates for their African American and Latino students. They have collaborated with Black Collegians and Adelante, and now also with the Veteran's Center, on several interesting projects and events including:

How to be a Success in the Business Department - a workshop/mini lecture on this topic was presented at meetings of the Black Collegians and Adelante clubs. The goals were to make the students aware of the resources available within the department, and to enable them to know some of the faculty and see that they are supportive, etc. The events were very well attended.

The Total Business Look – a collaboration with the Cosmetology department involved Cosmetology students doing business make up for Business students using cosmetics donated by Iman, a cosmetics firm that specializes in makeup for women of color. Cosmetology students did the make up and fashions were provided by the Business department's *Career Closet*. The departments are now planning a similar event for men called *Professional Polish* to be offered later this year. The event was videotaped and a copy sent to Iman to illustrate how the donated cosmetics were put to use.

The Business department has established a practice of asking publishers, when adopting a new textbook, for donation copies for Black Collegians, Adelante, and the Veterans Center. Publishers have been coming through, often adding in additional school supplies, etc.

A generous and anonymous donor gave money to the Business Department recently. They have used a portion of the donation to fund scholarships for African American, Latino, and Veteran students.

The department has identified specific faculty members who coordinate outreach to each student group. So far, the success gap is a bit smaller than it was last year!

Sherri thanked the Business department for their efforts and emphasized what a large impact it has had on students to see faculty coming *to them* outside of class. This observation was substantiated in survey of students who placed great importance on faculty making eye contact with them, saying good morning, connecting with them and letting them know they matter.

Black Collegians club meetings are Tuesdays during the activity hour. On Thursdays, they hold workshops. Departments are welcome to present in either capacity. Sherri Bradford and Maria Martinez are also happy to come to department meetings to discuss their student populations further. Please feel free to contact them.

V. AR3211.3: Department Chairperson Tenure and Selection

Janet Harclerode, Chair of the Personnel Policies Committee, informed chairs and coordinators that the PP committee is currently updating *AR 3211.2 Department Chairperson – Tenure and Selection*. She went over the proposed revisions which are indicated in the appended document. Janet also announced that the committee plans to begin working next on an update to *AR 3230.1*, the regulation dealing with the procedures for hiring part time faculty. This regulation needs revision in part to accurately reflect current practice now that the application procedure has moved to the online format.

VI. Academic Integrity Summit Results

Greg Brookins and Deyna Hearn presented a draft of a Recommended Practices document compiling ideas and practices identified as effective for reducing instances of academic dishonesty at last spring's Academic Integrity Summit. The Summit was held from 9:00-1:00 on April 26, 2013 and was attended by SMC faculty and staff, as well as by some SMC students. Topics addressed at the summit and within the Recommended Practices document include information to place on one's syllabus, policies and procedures to use in the administration of exams, policies and procedures for offering (or *not* offering) make up exams, methods to reduce instances of plagiarism as well as to detect such instances, tips specifically for those teaching online, procedures to reduce instances of impersonation, and what to do when and if you believe any of these problem behaviors have occurred in your class, whether you are an instructor or a student. The document will be finalized and ready for distribution sometime in the spring semester.

The meeting adjourned at 11:50.

Remaining 2013-2014 Meeting Dates:

December 6, 2013

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, Drescher 300-E)

May 2, 2014

June 6, 2014

All meetings are held on Friday mornings, usually the first Friday of each month from 10:00-12:00.

Send agenda items to merlic_jennifer@smc.edu.

AR 3211.3 Department Chairperson– Tenure and Selection.

1. The Superintendent/President appoints department chairpersons. A chairperson serves a four-year term and may be reelected. *In AR 3211.3, the term chairperson shall be used to include elected department faculty leaders who are subject to departmental elections.*
2. All full-time tenured and full-time probationary faculty who are members of a department and are in paid status are eligible to vote for department chairperson (see AR 3210).
3. A term of office begins at the start of a summer session, except in circumstances described in paragraphs 8 and 9 below. During the preceding fall semester, or when a chairperson is unable to fulfill his or her term of office, the Vice-President of Academic Affairs or Student Affairs, as appropriate, in conjunction with the Academic Senate, will conduct an election for a chairperson.
4. No later than the fifth week of the fall semester, the appropriate Vice-President will notify the department's eligible voters of the upcoming chairperson election, *of the deadline for submitting names for the ballot*, and of the date of the election. A tenured faculty member of the department who wishes to run for the office of chairperson must submit his or her name to the appropriate Vice-President, *and shall have at least three weeks to do so. The election shall be held* at least three weeks prior to the election for inclusion on the ballot *after the deadline for submitting names for the ballot.*
5. Ballots ~~will~~ *shall* be distributed electronically, *unless a voting faculty member requests in advance that only paper ballots be used.* ~~At an individual faculty member's request, a paper ballot may be used. A web-based voting system may be used.~~ If a web-based system is used, no ballot validation rules shall be established. At least one week or five business days will be allocated for the collection of marked ballots. A cutoff time will be set and stated clearly by the *Academic Senate* Elections and Rules Committee. Any votes received after the posted cutoff time will not be counted. Ballots shall be designed so that voters can choose to abstain. Ballots shall be designed so that once cast, ballots cannot be changed. Naming or identifying voters ~~and/or~~ non-voters is prohibited.
6. If no department member receives a majority of votes cast, the appropriate Vice-President will select the two names receiving the greatest number of votes and a runoff election will be held.
7. Guided by the results of the election, or in the case in which no faculty member submits his or her name for the office of chairperson, the appropriate Vice-President will forward a name to the Superintendent/President. If a person other than the one chosen by departmental vote is recommended, it should be done only after discussion and consultation with department members and the Academic Senate President. The Superintendent/President or designee will notify the department of the appointment.
8. Upon petition of fifty-percent or more of the department members who are full-time tenured or full-time probationary faculty or upon request of the appropriate Vice-President, a special election ~~may be called~~ *shall be held.*

A special election shall be held within the same fall or spring semester in which the petition is

delivered or the request is made, and within four weeks of receipt of the petition or the request, provided that the petition is delivered or the request is made no later than week 12 of a fall or spring semester. A petition delivered at another time will be formally accepted on the first day of the following spring or fall semester. A tenured faculty member of the department who wishes to run for the office of chairperson must submit his or her name to the appropriate Vice-President, and shall have at least two weeks to do so.

Special elections otherwise shall follow all procedures outlined for the selection of a new chairperson. A newly appointed chairperson shall serve out the remainder of the previous chairperson's term.

9. If a chairperson becomes temporarily unable to serve, he or she will consult with the appropriate Vice-President, who will recommend *an assignment for acting chairperson* replacement to the Superintendent/President.

If a chairperson becomes unable to serve the remainder of his or her term, a special election shall be held. If necessary, the appropriate Vice-President will recommend an assignment for acting chairperson to the Superintendent/President until the special election can be held.

~~If a chairperson is not able to serve for a full term, the appropriate Vice-President may conduct an election for the acting chairperson. Such elections will follow procedures outlined for the selection of a new chairperson.~~

Reviewed and/or Updated 5/2013

Reference: AR 3210