



**Department Chairs & Coordinators Minutes
Friday, October 4, 2013**

Attendance: Eve Adler, Fariba Bolandhemet, Laura Campbell, Ron Davis, Guido Del Piccolo, Vicki Drake, Alan Emerson, Mary Fonseca, Teresa Garcia, Nancy Grass Hemmert, Laurie Guglielmo, Lucy Kluckhohn Jones, Yulia Krasny, Nathalie Laille, Ford Lowcock, Jennifer Merlic, Wendy Parise, Perret, Deborah (for John Rogers), Toni Randall, Elaine Roque, Perviz Sawoski, Christine Schultz, Toni Trives, Joy Tucker.

- I. The September Minutes were approved without amendment.

- II. Scholars Program Update – Teresa Garcia provided two handouts about the Scholars program: an informational brochure & the student contract. She gave a brief history of the program which was created in the 1980's with UCLA to increase the number of transfer-ready candidates, especially among underrepresented groups. TAP (Transfer Alliance Program) was created simultaneously, and does not guarantee transfer admission, but ensures that any student not admitted for transfer in the first pass will be given a second consideration. About 60-70% of SMC Scholars students are accepted in the first pass, and about 90% are admitted overall (compared to about 30% for all SMC UCLA applicants). About 1200 students are currently participating in Scholars at SMC. For more information, please see the Scholars website at <http://www.smc.edu/StudentServices/Scholars/Pages/default.aspx> .

Mary Fonseca discussed the criteria which Scholars classes must meet. These criteria are set by UCLA. See http://www.ugeducation.ucla.edu/tap/docs/APPL_HonorsCrsform_2007April.pdf. In general, courses accepted for the Scholars program involve extensive student writing of analytical and research papers and are conducted with university- level rigor. Chairs will receive an email later this semester with more information about the program and how to develop a Scholars class. For more information, please see the Scholars website.

- III. California Shake Out Update – Al Vasquez & Mike Tuitasi provided an update on emergency preparedness initiatives underway on campus including the installation of new phones in all classrooms and offices that can speak and display messages in an emergency. The same messages can also be displayed on classroom projection systems and on the television screens

in the student cafeteria. In addition, loudspeakers have been installed that can broadcast emergency information outside (blue towers), in the cafeteria, faculty lounge, PE areas, etc.

At 10:17 on October 17 (10/17), these new systems will be tested as part of the California Shake Out. Chairs and Coordinators are asked encourage faculty to participate in the drill by evacuating the buildings and discussing emergency responses with students (do they have emergency numbers in their phones, etc.) See the Emergency Preparedness website (<http://www.smc.edu/StudentServices/EmergencyPreparedness>) which provides information for both students and faculty, including handouts that faculty may give to students. Students will *not* be notified of the drill in advance, with the exception of those who have mobility impairments who will be notified in advance by Sandy Burnett. Mobility impaired students should use elevators for the shakeout, but *not* in a real earthquake! Each building has been assigned at least one building monitor.

There will also be an emergency preparedness fair on that day in the quad during the activity hour.

Emergency Preparedness trainings are available for faculty and staff every Friday, and additional trainings are being added on other days of the week. See the emergency preparedness website above for dates/times/locations. For extra copies of the emergency information folder distributed at Flex Day, please contact Norma Davis, assistant to Mike Tuitasi.

An analysis of the campus facilities/dispatch is happening now to develop a plan for exterior doors to lock automatically. This is a major project and is expected to take at least a year.

- III. Curriculum Committee Configuration – Guido Del Piccolo discussed three proposals under consideration by the Curriculum Committee for a possible reconfiguration of its membership. These proposals are appended to these minutes. Chairs discussed a number of issues surrounding each proposal and are invited to send further comments/suggestions to Guido for the committee’s consideration. The next two meetings of the Curriculum Committee are scheduled for Oct 16 and Nov 6.
- IV. Plus-Minus Grading Option – Christine Schultz asked committee members for opinions on whether SMC should reconsider adoption of the plus-minus grading scale as has been recently suggested by some faculty members. Consensus was that the issue was raised and defeated too recently for reconsideration to be appropriate now. The committee recommends that the issue be left for possible re-examination sometime in the future.
- V. Senate Report – Eve Adler provided the following updates:
 - Dr. Tsang has informed her that the college will hire 20 new full time faculty members for the 2015-2016 academic year. Eve proposed the following timeline for the ranking process:
 - *December 6, 2013*: Ranking committee meets to develop selection criteria/prompts for chairs requests
 - *March 28, 2014*: Requests due from chairs
 - *April 25, 2014*: Ranking Committee meets to review requests and generate ranked list for recommendation to Dr. Tsang

This would allow for advertising of positions in fall 2014 and interviewing in late fall/winter, similar to the timeline in use this year.

- Emergency Preparedness information will be added to the Model Syllabus along with advice for faculty to take time on the first day of class to go over critical information about evacuation routes, where to find emergency info, etc, like a flight attendant!
- Eight departments are currently having elections for chair or faculty leader:
 - Business
 - Counseling
 - Design Technology
 - ECE/Education
 - English
 - Health Sciences
 - History
 - Modern Languages and Cultures

The office of Academic Affairs and the Academic senate are coordinating the election process according to the following timeline:

- Oct 1st: Department members contacted and information forwarded
 - Oct 1st -Oct 25th: Nomination period
 - Nov. 18-22nd: Departmental vote to be conducted electronically. Details and directions will be distributed.
 - Week of Dec 2nd: Departments notified of Dr. Tsang's appointment
 - New chair's term begins June 23, 2014 (first day of summer session)
- Sabbatical applications are due Nov 4 at 4 pm – Please remind faculty! They should visit <http://www.smc.edu/ACG/AcademicSenate/AScommittees/Pages/Sabbaticals.aspx> for information on how to apply, selection criteria, etc. There are 8 one-semester sabbaticals available to award.
 - The statewide *Power Award* will be awarded to Esau Tovar and the Counseling department's assessment team for their work on *Prep to Test*. Congratulations!!
 - The Senate's Adjunct Faculty committee has planned a workshop for adjuncts on Nov 14. Angie Misaghi, Chair of the Adjunct committee, has asked for input from chairs on topics to cover in the workshop. Chairs provided Eve with a substantial list of suggestions to pass on to Angie.

VI. There was no College Report today.

VII. Other Business:

- Nancy Grass Hemmert announced that study abroad opportunities will be available in July 2014 in Turkey & in China, then in Winter 2015 in South Africa. There will be a workshop for faculty who wish to make proposals in late October or early November. Part time faculty may participate, but must be partnered with a full time faculty member. Proposed courses should not be from the same department and should be high demand, transferrable, and make sense

for the particular location. Details will be available on the Global Citizenship committee website soon. (<http://www.smc.edu/GlobalCitizenship>)

The meeting adjourned at 11:43.

Remaining 2013-2014 Meeting Dates:

November 1, 2013

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

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.

Current Structure of the Curriculum Committee

- 5 Administrators
- 2 Students
- 15 Faculty
- One faculty member is appointed chair (not part of the 15 faculty)

CURRENT CONFIGURATION

1	ESL, History
2	Social Science, Psychology
3	ECE, Health Science, Kinesiology/PE, Dance
4	Modern Lang & Culture, Earth Science
5	Physical Science, Life Science
6	Art, Music, Theater Arts
7	Cosmetology , Photo/Fashion
8	Business, Communications
9	Counseling, Library
10	English
11	Mathematics
12	Design Technology, Computer Science Information Systems
13	Articulation Officer (If faculty)
14	At-large member appointed by the Academic Senate President
15	At-large member appointed by the Academic Senate President

POSSIBLE RECONFIGURATION (3)

1	ESL, Modern Lang & Culture
2	History, Social Science
3	ECE, Psychology
4	Art, Dance, Music, Theater Arts
5	Design Technology, CSIS
6	Counseling
7	English
8	Mathematics
9	Articulation Officer (If faculty)
10	At-large member
11	Business
12	Physical Science, Earth Science
13	Communications
14	Life Science, Health Science, Kin/PE
15	Cosmetology, Photo/Fashion
	Library (permanent NON-VOTING seat)

POSSIBLE RECONFIGURATION (4)

1	ESL, Modern Lang & Culture
2	History, Social Science
3	ECE, Psychology
4	Art, Dance, Music, Theater Arts
5	Design Technology, CSIS
6	Counseling
7	English
8	Mathematics
9	Articulation Officer (If faculty)
10	At-large member
11	Business/Communications
12	Physical Science, Life Science
13	Earth Science
14	Health Science, Kinesiology/PE
15	Cosmetology, Photo/Fashion
	Library (permanent NON-VOTING seat)

POSSIBLE RECONFIGURATION (5)

1	ESL, Modern Lang & Culture
2	History, Social Science
3	ECE, Psychology
4	Art, Dance, Music, Theater Arts
5	Design Technology, CSIS
6	Counseling
7	English
8	Mathematics
9	Articulation Officer (If faculty)
10	At-large member
11	Business, Cosmetology
12	Physical Science, Life Science
13	Communications, Photo/Fashion
14	Health Science, Kinesiology/PE
15	Earth Science
	Library (permanent NON-VOTING seat)