



SANTA MONICA COLLEGE
ACADEMIC
SENATE

**Department Chairs & Coordinators Agenda
Minutes for Friday, September 6, 2013**

Attendance: Garen Baghdasarian, Fariba Bolandhemat, Suzanne Borghei, Patricia Burson, Laura Campbell, Ronn Davis, Judith Douglas, Vicki Drake, Lisa Farwell, Chris Fria, Gail Fukuhara, Nancy Grass Hemmert, Yulia Krasny, Lucy Kluckhohn Jones, James Martin, Jennifer Merlic, Eric Oifer, Wendy Parise, Toni Randall, John Rogers, Elaine Roque, Sandra Rowe, Perviz Sawoski, Christine Schultz, Susan Sterr, Toni Trives

Guests: Keith Graziadei, Jeff Shimizu, Georgia Lorenz

I. Announcements

- Judith Douglas announced that 41 dance students won the honor of being selected to perform in Beijing later this month. Summer fundraisers held by the group will cover the costs of travel.
- Elaine Roque announced that fitness workouts hosted by the Kinesiology Department for SMC employees will begin soon. Email bulletins will be sent out monthly with schedules. Watch your email for the first bulletin very soon.
- Ronn Davis invited faculty to visit the Art Department Faculty Exhibit which runs Sept 3 – Oct 5 in the Pete and Susan Barrett Art Gallery at the Performing Arts Center.
- Lucy Kluckhohn Jones shared two helpful handouts: *Preventing Grade Appeals* and *Ombuds-What We Do*, both from the Ombuds office. She has also provided these handouts electronically to department chairs via email.
- All chairs with new full time faculty hiring committees forming are requested to send three things to Sherri Lee-Lewis ASAP: job bulletin revisions/edits, names of those faculty members who will serve the hiring committee, and recommended locations for advertising the position. Job bulletins for all positions will not be posted until this information has been received from every department initiating a search.
- Georgia Lorenz is working with MIS and Jennifer Merlic to investigate possible methods for improving the logistics of the scheduling process.

II. The May minutes were approved as presented.

III. Senate Report

- This semester, the Personnel Policies Committee will be reviewing the administrative regulations regarding department chair elections/tenure as well as those related to the offering of teaching assignments. Chairs will be consulted.

IV. Department Level Tech Training via “The Center” - Keith Graziadei

The Center for Teaching Excellence is offering training for faculty on instructional technology tools. In addition to scheduled trainings on the use of GoogleDocs, podcasting, SkyDrive/Cloud Computing, Prezi, WordPress, Camstasia, CCC Confer, iPad, Enhanced PowerPoint, Social Media in the Classroom-Facebook, Creating a Paperless Classroom, VoiceThread, and Web-based Concept Maps; the Center is also providing funding and other support for training on particular tech tool at the department or discipline level. They can help to bring in appropriate speakers, etc. Please contact Keith Graziadei to take advantage of this support for your department or program.

V. ILO #5 & Integration into Course SLO's - Eric Oifer & Christine Schultz

ILO #5: Student demonstrates a level of engagement in the subject matter that enables and motivates the integration of acquired knowledge and skills beyond the classroom.

Competencies (for mapping):

- *Interest*
- *Valuing the academic task beyond the task itself*
- *Self-efficacy/ Empowerment*

Chairs discussed development of SLO's that would map to this ILO and the related core competencies for appropriate courses. Mapping to this new ILO is essential for its assessment since ILO assessment is accomplished via the mapped course SLO's. Suggested courses included independent study classes, internship classes, service learning, promo pathway and other CTE programs, as well as a variety of other classes where authentic engagement can be assessed. Suggestions for assessment tools included asking students to write about one or more course objective and how it will be valuable into their futures.

Eric also presented the list of questions in use this year to help students reflect upon their goals and purposes (www.smc.edu/gotGRIT):

- How can we help you achieve your dream?*
- What risks are you willing to take to achieve your dream?*
- What inspires you and why?*
- Did you do something this week you've never done before?*
- Are you a driver or a passenger in your own life?*
- If there were no grades, what would motivate you?*
- How has this semester changed you?*
- What opportunity did you miss? What are you going to do now?*

Faculty are encouraged to use one or more of these questions with their classes where appropriate.

VI. TIMS Reports and Variations in Faculty Grading Standards – Discussion
Chairs shared best practices and effective strategies for talking with faculty who have exceptionally high or low grade distributions in their classes as indicated on the TIMS reports.

VII. College Report

Jeff Shimizu provided a handout of administrator assignments to committees for this year. He also expressed his and Dr. Tsang's thanks for Chairs/Coordinators efforts in creating a smooth opening day and VIP welcome day. He gave an update on the timeline for faculty hiring for this year: Sept/Oct/Nov for advertising and committee interviews, final interviews in winter session. The ranking process for 2015-2016 full time hires will occur in spring 2014. He reported that data as of Sept 6 indicates enrollment is the same or slightly above last year, but census data available after Monday are needed to know for sure.

Georgia Lorenz reported that the college is currently offering 2859 credit sections and 147 noncredit ESL and Emeritus; has a 97.4% fill rate in classes overall, 93% in CTE; and that 10,000 seats were taken by students in the wait lists this semester.

Georgia reminded chairs that Census Rosters are due Monday.

When asked about the 2014-2015 calendar start date, which is a week later than usual (Sept 2 and ending Dec 23), Jeff confirmed that this is indeed the approved calendar for next year. Because the semester will end so close to the holidays, chairs should notify faculty of these dates early to avoid conflicts with personal plans.

VIII. The meeting adjourned at 11:43 a.m.

Remaining 2013-2014 Meeting Dates:

October 4, 2013
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.