

# SANTA MONICA COLLEGE ACADEMIC SENATE

## Department Chairs & Coordinators Committee Minutes for Friday, Sept.5, 2014

Attendance: Eve Adler, Jamey Anderson, Garen Baghdasarian, Jason Beardsley, Fariba Bolandhement, Suzanne Borghei, Sherri Bradford, Patricia Burson, Ronald Davis, Judith Douglas, Vicki Drake, Chris Fria, Gail Fukuhara, Nancy Grass Hemmert, Laurie Guglielmo, Lucy Kluckhon Jones, Nathalie Laille, Maribel Lopez, Ford Lowcock, Jim Martin, Wendy Parise, Toni Randall, John Rogers, Elaine Roque, Sandra Rowe, Pervis Sawoski, Alex Schwartz, Christine Schultz, Toni Trives, Joy Tucker, Eric Williams, Betty Wong

Guests: Ellen Cutler, Kelley Brayton, Sandy Chung

- I. **New Chairs/Faculty Leaders** were introduced: Jamey Anderson, Physical Sciences, Jason Beardsley, English, Alex Schwartz, Psychology, Eric Williams, Health Sciences
- II. **Ellen Cutler from DSPS/High Tech Center-** Reviewed letter to Publishers regarding accessibility of digital instructional resources. Feedback was requested, everyone was in support of the letter drafted, only one minor grammatical error was referenced. Ellen requests that all departments submit this letter to any publishers they use. Publisher responses should be forwarded to her, along with one copy being retained in the department.
- III. **Kelley Brayton- Dean, International Education Center-** Discussed Issues with identify fraud in the assessment center. Last year, several incidents occurred involving international students who hired other students to take their assessment exams for them. Kelley explained that F-1 visa students have a very high level of anxiety about taking the ESL exam, knowing that this will determine where the student will start in the English sequence. F-1 visa students are on a time-limited visa and feel great pressure to progress quickly. It was discovered that some students were utilizing the bursar's office to obtain a false ID. Many measures have been taken to address this issue include: Formation of a task force including key campus offices to discuss this issue, Requiring students to show a government issued ID in order to take the assessment exam, Mailing a letter to each new F-1 visa student which explains SMC's "zero tolerance" policy for academic dishonesty and senior staff will be discussing whether discipline records will be included on the SMC transcript.
- IV. **Sandy Chung- Assistant Director, Human Resources-** Sandy presented on the topic of Injuries in the workplace, unlawful discrimination, sexual harassment, campus bullying and violence policies for SMC students. Emphasized that whenever an employee is injured in the workplace, you must request that the employee visit our health services office and provide him/her with information covered in the Worker's Compensation Procedure manual.

Discussed some case scenarios of harassment and unlawful discrimination. Circulated the "Information about SMC's Unlawful Discrimination, Sexual Harrassment & Campus Bullying/Violence Policies- Regarding SMC Students" and the Information brochure for students. Encouraged chairs/coordinator's to arrange for Sandy to come to a department meeting to provide training on prevention of sexual harassment. Sandy will return to a later Chairs/Cooridnator's meeting to review some scenarios and present on appropriate ways to handle these situations.

**IV. Eve Adler- Academic Senate President- President's Report:**

**Aug 25, 2014** A new faculty orientation (17 new ft faculty members) was hosted by Academic Senate. It is more interactive than in the past; the senate plans to assess the needs of our new faculty as they move through the year

**Aug 26, 2014** Academic Senate retreat -started discussion of goals for the year and met with committee vice chairs (administrators) for lunch

**Legislative changes to funding** -A performance matrix criteria was adopted July 7, 2014 including: student success (retention, success, transfer rates), equity , student services (ed plans), efficiency (FTE per outcome), participation rate (number of 18-24 year olds per 1000 residents); new formula for growth based on number of people 25 and under who reside in the district boundaries who do not have a bachelor's degree and also numbers of those who are unemployed or disadvantaged.

Consequence- such a change would mean less funding for growth in the future at SMC

**V. College Report- Georgia Lorenza, Vice-President, Academic Affairs/ Jenny Merlic, Interim Dean, Academic Affairs**

Enrollment was significantly down for Summer 2014. The district is trying to make up for this by significantly expanding Winter 2015 offerings, by 50%, for a total of 1700 sections. Spring 2015 will increase by about 1.5-2%. At present, enrollment for Fall 2014 is just down by a fraction of a % in comparison to last Fall, but this is not an equal comparison; we offered more sections this Fall. The college is adding 1 million to the budget to increase FTE. Class fill rates (termed "efficiency") are lower than before, about 92%. It appears that the college will have 5.9% of the total budget in the reserve, keeping us above the watch mark of 5%. Q- is there a difference in retention in online classes versus on ground classes? A- Online course retention rate is just a little lower than on ground classes, but success rates in online courses is actually about 2% higher overall.

Jeff Shimizu is returning to the college temporarily to serve as the Executive Vice-President, however, he will be stationed at 2714. Many of Randy Lawson's responsibilities have been redistributed- Georgia will act as the institution's accreditation lead, the Academic Affairs office will handle all grants, Teresita Rodriguez will have oversight for information technology and Mike Tuitasi will handle sustainability. Georgia/Jenny also referenced new

growth formula for the California Community College system - This would not be a favorable growth formula for SMC.

**Next Chairs/Coordinators Meeting: Oct.3, Friday- B-111 10A-12PM**