

The logo for the Santa Monica College Academic Senate. It features the text "SANTA MONICA COLLEGE" in a smaller font at the top, "ACADEMIC" in a larger font in the middle, and "SENATE" in the largest font at the bottom. The text is centered and has a slight shadow effect.

SANTA MONICA COLLEGE
ACADEMIC
SENATE

Department Chairs & Coordinators Committee
Friday, Mar.13, 2015

Attendance: Eve Adler, Jamey Anderson, Garen Baghdasarian, Jason Beardsley, Fariba Bolandhemet, Patricia Burson, Ronn Davis, Judith Douglas, Vicki Drake, Chris Fria, Laurie Guglielmo, Gloria Lopez, Jim Martin, Mitra Moassessi, Wendy Parise, John Rogers, Perviz Sawoski, Alex Schwartz, Christine Schultz, Toni Trives, Joy Tucker, Betty Wong

Excused: Suzanne Borghei, Nancy Grass Hemmert, Maribel Lopez, Toni Randall, Elaine Roque

- I. Approval of the Dec.5 Minutes-** Approved: 18, Abstentions: 0, Opposed: 0
- II. AS Sponsored "Consent Month" -Caitlin Corker, AS Vice-President/Daniel Kolko, SMC Student Trustee**

Associated Students has designated April 2015 "Consent Month" The purpose is to educate students about the new consent law in California and to bring attention to the issue of sexual violence and abuse. Caitlin and Daniel reported that among the college population, currently 1 out of every 5 women are raped. Ten years ago, the standard phrase was "No means No", there is now recognized effort to change the phrase to "Yes means Yes" to support the new consent law. AS is requesting that chairs and coordinators assist them by asking faculty to consider giving SMC students extra class credit for attending any of the Consent Month events or workshops. They would also like to post campaign documents in the classroom (an example was passed around) A variety of workshops will be offered on during April, including one sponsored by the SM Rape Treatment center. Workshops and events will be publicized on March 30 and "pledge cards" will be provided to students. They (AS) would also like to be invited to speak to classes or department meetings about the topic of sexual violence and prevention. On March 20, AS will provide training for any SMC students that would like to volunteer at an information booth during consent month. Faculty members are encouraged to volunteer as well. Caitlin will send additional information to Laurie for distribution among the chairs and coordinators.

- II. Annual Program Review- Updates – Jamey Anderson, Program Review Committee Chair**

Annual Program reports are due on Friday, May 1, 2015. Please refer to the e-mail from Katharine Muller, dated 02-24-15, regarding instructions, helpful attachments and resources for Program review. Jamey demo'ed the PR website. He noted that it is NOT the same website as CurricUNET, the site is actually "Program Review at CurricUNET" If you did not use CurricUNET last year to submit your annual review, you will have to cut and paste your info from last year's review into the appropriate fields. It is not

difficult, except when you need to transfer data tables. Jamey mentioned that you can use the help document to insert data graphics into the report.

If you haven't used CurricUNET for program review yet, you may need to contact Jamey to get "originator" status so you can access your program review records. If you have other faculty members in your dept involved with program review, you will need to request "contributor" status so these individuals can edit and add to the report.

Jamey presented an annual program review "worksheet" which was included with Katharine's e-mail, entitled "Program Review Overview Worksheet". This worksheet covers each section of the annual program review and provides questions and items to consider as you work on each part of the report. It can also be useful for working with other faculty members in your department as you progress through each section. Jamey reminded everyone that sections E and H are not part of the annual program review and that section C is probably the most important part of the report.

III. Institutional Research - Daniel Berumen

Institutional Research will provide each department with data for section B "Population Served." Daniel mentioned that the student data does not change very much from year to year in most departments. It is more critical to examine demographic data on the six year program review. Jamey reiterated that updated demographic data is not required for each annual review. But the data will be made available to us in case we would like to review it this year. Daniel showed the group what the data would like- it will be in excel format, showing basic demographics, course completion rates, success rates, etc, for the past five years. He also presented the Institutional Research webpage where anyone can access "overall" data of SMC students for each academic year, in order to compare department-specific data to college-wide data. The IR office is currently working on creating these data files for each department.

IV. Academic Senate President's Report- Eve Adler

Senate elections are currently underway, they are being managed via M Professor. We need to run a special chairperson election for the Physical and Life Sciences departments. There are currently 11 adjunct senator representatives to be elected. Soon we will need to elect a new recording secretary and treasurer. Newly hired FT faculty CAN be elected as a senator (for example, if the person is hired to start in Fall 2015)

D-PAC and the various SMC campus constituencies are currently in the process of revising the college's mission/vision statement. The proposed new language was presented in both the Academic Senate and D-PAC.

Eve is now in the process of sharing various resolutions passed by the Statewide Academic Senate with the appropriate SMC representatives (from the latest area C meeting) You can find and view these resolutions by going to: ASCCC.org

The March 19 institutional Flex day will have the theme of "Equity in Action" The keynote speaker will be Pedro Antonio Noguera, Ph.D., a noted expert speaker and author on motivating students and addressing the equity gap. We will also have an

expert in risk management for institutions of higher education, Dr. Brian Van Brunt, who will be leading several sessions. He will be presenting on the topic of “Addressing Disruptive and Dangerous Student Behavior in the Classroom”

The new online discipline and classroom removal forms were discussed at the last senate meeting and the SMC Crisis Prevention Team will be following up with the senate at the next senate meeting, Tues, Mar.17.

Incident Reporting Form:

<https://publicdocs.maxient.com/incidentreport.php?SantaMonicaCollege>

V. College Report- Jenny Merlic, Dean, Academic Affairs

Departmental Budget proposals are due **Tues, Mar.17**. You can request additional funds for your budget this year, if truly needed. There is a new process for hiring temporary employees- please talk with Erica LeBlanc if you are currently in this situation.

Katharine Muller would like us to know that the space situation has become even more dire than before. She is trying to make plans in advance wherever possible for new hires. She would like departments to know that new full time hires may have to share offices. –Please respond to her assistant Rassheedah Watts with info that has recently been requesting regarding your department’s current use of office space **asap**.

Data for the FT Hire ranking process is coming out on Monday, Mar.16. But it may take a little longer to get the “large course enrollment” data.

Jenny reminded everyone that the annual program review from 2013-14 for each department will be included in the notebooks for the FT ranking committee. Because this is a “transition” year and the timing for the FT ranking process and the submission of annual program review reports is not congruent, all chairs/coordinators may update areas G-1 and G-2 of the program review report, since these are critical areas of focus when considering full time hiring needs. Jenny would like each chair/coordinator to e-mail her **asap** to let her know if:

1. G.1 and G.2 from your 2013-14 report is fine as is, in your opinion OR:
2. You would like to update G.1 and G.2 and send it to her with your FT Hiring request narrative, which is due on Mar.30.

Run #02 of the Fall 2015 Schedule will be out on Monday, Mar.16.

VI. LA HITECH Initiative- Frank Dawson, Associate Dean of Career & Technical Education

The college is part of an eight community college, 40 high school and industry consortium called “LA HI-TECH” which is receiving a total of \$15 million over three years to collaborate in preparing students for careers in the emerging field of Information and Communications Technology (ICT). SMC has just received an increase of \$300,000 bringing its total allocation to \$1.9 million for the lead role on the formation of the consortium. The College is leading the organization of the consortium’s advisory board and also coordinating an Executive Council composed of all the CEOs, presidents, superintendents and principals of the educational institutions involved. Dr. Tsang chaired the first three-day LA HI-TECH Executive Council meeting in January. The goal of the program is to get high school students into a “career pathway” earlier (before

entering college). The program provides HS students with the opportunity to complete some college credit before they enter college. SMC is focusing on the visual digital area, media arts and computer science. Presently, Los Angeles is providing well over 360,000 jobs in technical areas. Industry partners include Amazon online services, the LA Chamber of Commerce, etc.

The instructional component of the program launched in January 2015 with Media 1 (Survey of Mass Media) classes offered at Venice High and Palisades High, for a total enrollment of 107 students. KCET-TV has expressed interest in partnering with SMC to offer a program at Venice High called "Youth Voices" in future semesters. For fall 2015, Graphic Design 18 (Introduction to Graphic Design Applications) will be offered at Venice High, Palisades High and Santa Monica High and there are plans to offer an "Introduction to Computer Systems" (CS 3) class at Palisades High and Santa Monica High also. SMC is currently partnered with West LA College. The primary colleges involved are SMC, PCC and LACCC and PCC is the fiscal agent for the grant. The LA High Tech grant will also give us a way to transition high school students into our new Bachelor's degree program in Interaction Design.

Frank also wanted to remind everyone that we are now in the fourth year of the Promo Pathways program and are launching the cohort for next year. About 10 of the 25 students in the cohort already have a Bachelor's degree, but are recognizing that the Promo Pathways program will give them unique access into the producing/editing fields which are traditionally difficult to break into.

Meeting Adjourned- 11:55AM.