Department Chairs & Coordinators Committee
Friday, Dec. 5. 2014

Attendance: Eve Adler, Jamey Anderson, Garen Baghdasarian, Jason Beardsley, Suzanne Borghei, Patricia Burson, Ronn Davis, Judith Douglas, Vicki Drake, Chris Fria, Gail Fukuhara, Teresa Garcia, Nancy Grass Hemmert, Laurie Guglielmo, Lucy Kluckhohn Jones, Nathalie Laille, Jim Martin, Mitra Moassessi, Wendy Parise, Toni Randall, John Rogers, Elaine Roque, Sandra Rowe, Perviz Sawoski, Alex Schwartz, Christine Schultz, Toni Trives, Joy Tucker, Eric Williams, Josh Withers, Betty Wong
Excused: Fariba Bolandhemet, Maribel Lopez, Ford Lowcock

I.   **Approval of the November 7 Minutes-** Approved: 31, Abstentions: 0, Opposed: 0
      Modification requested: remove hyphen from Nancy Grass Hemmert's name

II.   **SLO/ILO Checklist-** Christine Schultz/Hannah Lawler- A draft was circulated by the Institutional Effectiveness committee. The purpose of the checklist is to serve as reminder guidelines for SLO/ILO definitions, the SLO assessment process, analysis of outcome assessments and potential use of outcome assessments for Program Improvement. The Institutional Effectiveness committee welcomes feedback and input, the checklist is currently in draft form and can be modified. Christine and Hannah explained that this checklist was prepared for programs undergoing the six year program review. Programs that are undergoing the six year review are encouraged to consult with the I.E. committee when assistance is needed. The checklist will be reviewed at an upcoming Spring Academic Senate meeting.

III. **Online Flex Planner Program**- Jenny Merlic/Jocelyn Chung- It was explained that since this is the first year we are utilizing the online flex planner, it is considered a "test year" The point of this year is to get all faculty comfortable with the planner and accustomed to using it. In the next academic year, HR will resume docking pay if faculty do not submit their flex agreements and complete the process as required. Several chairs asked if "pop-up" messages could be enabled, so that faculty would receive regular auto-reminders that their flex proposals are due or need to be coded as "Completed" Jocelyn explained that some faculty are still using the old Web-ISIS system and everyone is still acclimating to M Professor. Perviz suggested a "To-do" list with lights that would reflect red or green once a step in the process is completed. Jenny suggested adding a "Post It" reminder to the M Professor page which reminds all faculty to complete their flex agreements whenever they log in.

      There was also a suggestion to somehow integrate the completion of the flex agreement with grade roster submission. It was also requested that a "Post-it" reminder be added to the M professor page a couple of weeks before the fifth week

of each term, since faculty are supposed to submit their flex proposals by then. The fifth week deadline is really not "enforced" but faculty should be encouraged to try to get their proposed activities in the system early, since the online flex process requires three steps:

    1) Faculty member submits his/her flex proposal
    2) Department Chair approves or denies proposal
    3) Once the Faculty member has completed any approved activities, he/she must log back in and change the status of the activity to "Completed"

Q- How far in advance can a flex activity be proposed? A- as early as the faculty member wishes, but should not be dated earlier than the start of the academic year for contract faculty or the start of the semester for adjunct facuty.

Q- How far in advance can an activity be "completed" A- as early as you want, as long as it's after the date that the activity was submitted.

Please note that overload assignments for contract faculty are part of the faculty members annual flex "balance".

IV. **College Report-** Jenny Merlic/Georgia Lorenz
- A new building is slated for the Early Childhood Education program.
- The SMC Equity report and plan was approved at the December BOT meeting. We are looking closely at ways to close the equity gap. There will be an "Equity Summit" on Fri, Jan.23 and all Chairs and Coordinators are invited.
- We recently met with CSULA, along with other CCC's, to discuss ways to strengthen our transfer pathways in areas such as the Sciences, Health, sustainable technology, Early Childhood Education, etc.
- Enrollment Update- We are offering 655 sections for Winter 2015, this is an increase of 50% in comparison to last Winter. Our efficiency rate is currently 98% Spring 2015 will be 1% larger than last Spring in terms of offerings. We are hoping that Winter 2015 will help us meet our overall FTE and fill rate goals for the academic year.
- Bachelor's Degree Program- 36 districts submitted petitions of interest. In terms of disciplines- SMC does not have much competition- there is no other college proposing "Interactive Design" as their Bachelor's program. SMC is currently recruiting letters of support from surrounding employers and students for the proposed Interactive Design program. UCLA Chancellor Block as written a letter of support for the program. The degree will not cost more than $10,000.00- about $130.00 per unit.
  It's important to keep in mind that this is a "Pilot Program" If it doesn't end up working well, or we don't have enough student interest, the program will not continue.
  Select Upper Division general education courses will be required at SMC to support the degree. As of right now, we don't anticipate that the upper division coursework created at SMC would articulate to four-year institutions as "upper division."

V. **Academic Senate President's Report**- Eve Adler

- Full Time Hiring – The Campus-wide Full Time Hiring committee will convene on Friday, Dec.19 from 9A-12P. The purpose of this first meeting will be to review last year's process and decide what revisions need to be made for this year's process. Eve outlined a timeline for Chairs to be aware of:

  *By **February 23rd**, chairs to submit the following to Georgia Lorenz, VP of Academic Affairs:
  1. A description of the requested position(s).
  2. If you are requesting multiple positions in your department, it is helpful for you to rank them.

  *By **March 16th**, Academic Affairs will send data to Chairs.

  *By **March 30th**, narrative detailing Hire request(s) is due (2-page maximum)

- Interaction Design Program – At the Dec.2 Academic Senate meeting, Jamie Cavanaugh presented information about a possible bachelor's degree in Interaction Design (presently only offered at 4 other colleges: Art Center College of Design, CCCA, UCLA extension, and CS Fullerton Extension). To prepare students for industry demand, SMC could offer additional degrees and certificates in interaction design.

- SSSP Report and update - Esau Tovar, Interim Dean, Enrollment Services explained services timeline and funding, funds contingent on development of plan and a midterm report. Requirement to integrate Student Equity and SSSP (orientation, assessment, counseling, follow up services). Full report is available at the SMC homepage

- ASCCC Fall Plenary - Eve Adler summarized a few of the resolutions passed by ASCCC related to SLOs and faculty evaluation; accreditation and faculty participation; local degrees for transfer; community college involvement in the development of BA degrees; representation from UC and CSUs on all task forces; collaboration with Chancellor's Office before degrees are approved; course repeatability.

- SMC is still seeking faculty leaders for the Center for Teaching Excellence. At present, leaders are needed for the areas of Career Technical Education and Educational Technology. The deadline has been extended to January 16, 2015. Faculty leaders will receive a stipend for training in Spring 2015 and 20% release time after that.