

The logo for the Santa Monica College Academic Senate. It features the text "SANTA MONICA COLLEGE" in a smaller, all-caps font at the top. Below it, the words "ACADEMIC" and "SENATE" are stacked in a larger, bold, serif font. The letters of "ACADEMIC" and "SENATE" are partially overlaid by a series of vertical bars of varying heights, creating a stylized architectural or column-like effect.

SANTA MONICA COLLEGE  
ACADEMIC  
SENATE

**Department Chairs & Coordinators Committee  
Summary Report for 2014-15**

The Department Chairs and Coordinators Committee is a faculty-only committee comprised of all department chairs, faculty leaders, coordinators, and other faculty program leaders. In order to act in both its decision-making and liaison capacities, the Committee meets monthly. It addresses matters that affect academic and organizational aspects of the departments and special programs, and facilitates the flow of information between the departments and programs, the Academic Senate, and the Administration. In addition to monthly reports from both the Academic Senate President and from the Office of Academic Affairs, the committee addressed the following topics in 2014-15:

*Discussions*

*September 2014*

- Working with publishers to ensure accessibility of digital resources of texts and materials – Ellen Cutler

*October 2014*

- Vicki Rothman- Engaging students in major/career selection by using “themed” course assignments. Assignments are related to ILO #5- Authentic Engagement
- Online Flex tool planner –updates provided by Jenny Merlic, faculty members to begin using the online flex planning tool

*November 2014*

- Baccalaureate Degree programs- Interactive Design Program proposal selected by CTE Committee-Eve Adler
- Wait Pools/Wait lists- Chairs generally agreed process works well as is, though some changes could be made with online course enrollment
- Mandated Reporter Child Abuse Reporting Notification & Acknowledgment- Recommendations made for assisting departments in meeting this District requirement

*December 2014*

- SLO/ILO Checklist DRAFT- introduced as guidelines which can assist departments/programs with how to incorporate SLO/ILO’s into the six year Program Review- Christine Schultz, Hannah Lawler
- Online Flex Planner- Jenny Merlic and Jocelyn Chong took questions and responded to suggestions for improvement of the current tool

*March 2015*

- Full Time Hiring- Jenny Merlic- Chairs can update sections D-1, D-3 and G-1, G-2 of last year’s program review to submit along with FT hiring narrative

*June 2015*

- Full Time Ranking Process Debriefing- Chairs & Coordinators discussed what is working well and what can be improved in the current Full Time Ranking process

*Presentations/Reports (see next page)*

*September 2014*

- Prevention of Identify Fraud – Kelley Brayton, Dean of International Education, responding to recent cases of F-1 Students committing identify fraud with new procedures and policies.
- Injuries in the workplace, unlawful discrimination, sexual harassment, campus bullying and violence policies for SMC students- Sandy Chung, Asst. Director, Human Resources.

*October 2014*

- Veteran’s Resource Center- Audrey Sandoval- Training opportunities for Faculty on how to work with student veterans.
- “20 Minute Mentors”- presentation by Wendy Parise on professional development video tutorials: <http://www.magnapubs.com/online/mentor/>
- Call for Student Equity Proposals- Melanie Bocanegra

*November 2014*

- Collaborations with the Broad Stage- Kiersten Elliot, Dean, Community and Relations, Members of the Broad Stage Administration
- Center for Teaching Excellence – Edna Chavarry, Project Manager

*March 2015*

- AS Sponsored Consent Month- Caitlin Corker, Daniel Kolko, Explained purpose of Consent Month, Described planned activities, suggested ways chairs & coordinators can assist.
- Annual Program Review – Jamey Anderson, reviewed guidelines, presented online “CurricUNET” format and responded to questions. Also provided annual program review “worksheet”.
- Daniel Berumen, Institutional Research- Explained how to incorporate both institutional and departmental data into annual program review reports, described how departments can access this information on SMC Institutional Research website.
- LA High Tech Initiative- Frank Dawson, Associate Dean of Career and Technical Education –SMC Collaboration with specific High Schools to offer “pathways” which will allow HS students to acquire some college credit prior to entering college.

*June 2015*

- Outgoing Chairs for 2014-15: Garen Baghdasarian, Jim Martin, Wendy Parise, Toni Randall, Joy Tucker, Betty Wong – Thanks to all of you!
- Incoming Chair of Chairs for 2015-17- Mitra Moassessi- Congratulations Mitra!
- Canvas Platform- Sal Veas, AS Distance Education Committee Chair & Julie Yarrish, Associate Dean, Online Services and Support
- The SMC Distance Education Committee recommends the adoption of Canvas as the SMC online teaching platform. The district has one year left on the contract with E College. Advantages to Canvas are: It is a new, current product, provides

more personal application and has universal API's with many third party products like, proctoring services and publisher content.