

Santa Monica College
Academic Senate
Department Chairs and Coordinators Meeting
April 1, 2016– Minutes

Attendance:

Sal Veas, Maria Munoz, Fariba Bolandhemat, Laurie Guglielmo, Chris Fria, Vicki Drake, Laura Manson, Jason Beardsley, Suzanne Borghei, Elaine Roque, Brenda Antrim, Mary Colavito, Mitra Moassessi, Yulia Kozlova, Ford Lowcock, Jamey Anderson, Perviz Sawoski, Nathalie Laille, Colleen Mc Graw, Lucy Kluckhohn Jones, Fran Chandler

1. Public Comments: None
2. Announcements: None
3. Fulltime faculty hiring process – Sherri Lee Lewis: Postpone to May meeting
4. Approval of the Minutes for [March Meeting](#):
Corrections: item #1 on the minutes- change athletics to athletes; item #7, first bullet point should say March 14th, fourth bullet point change EOE to EEO.
Motion to approve as corrected: Laurie Guglielmo, second: Laura Manson
Passed with one abstention (Jason Beardsley).
5. Resolution from department chairs on New Full-Time Faculty Ranking Committee: Fran reported that the committee met on March 18 per Fran's request. The committee agreed to pilot department chair engagement with the committee as follows:
 - Cards ([see attached](#)) will be available at the start of the discussion. Chairs may use them to note any perceived misinformation put forth during the committee discussion. These will serve to focus chairs' two-minute "corrections/clarifications" to the committee, which will take place right before the voting process begins.
 - After all positions have been discussed by the committee, the cards will be collected by the co-chairs and the submitting department chair will be given up to 2 minutes to correct the specific misinformation noted.
 - Chairs may speak only to the misinformation identified on the card. This is not an opportunity to advocate. Fran's position on the committee will be to stop chairs who cross the line from correction to advocating for a new hire. She stressed she will do this to protect the process so that future committees will not shy away from allowing chairs to speak.

- Information in the notebooks is not open for correction. The chairs will have received this information well in advance and will have had the opportunity to meet with Georgia to review her opening summaries to the committee. The meeting with Georgia is the place to challenge information in the notebook. Chairs will also have had an opportunity to communicate with Patricia Ramos on the work force data before the meeting.
- The chairs have been provided a list of all positions requested in the order in which the positions will be discussed; the positions will be discussed in order by department number. The committee agreed that estimating time frames was too chancy so unfortunately no projected time frames can be given. It will be up to the department chairs to determine when to attend.
- There are 56 position requests – an all-time high! Although several departments have multiple requests, except for English, Math and counseling, they are generally not duplicate positions. Recognizing that the high number of requests will lengthen the discussion time, it was decided that the meeting will start at 8:30 am instead of 9 am on April 29. Please adjust your calendars and plan for a long day. Coffee and hot tea will be available and lunch will be served.

It was reported that three position requests have been pulled by departments, bringing the total number of requests to 53. The three pulled requests are Musical Theatre, Communication, and Geology.

President Jeffery has not responded to DPAC's recommendation on the plan for full-time faculty hiring. Fran has met with the president several times and is continuing to advocate for the number of FT hiring recommended by DPAC. It must be noted that for academic year 2015-16, the district has received \$1.1 million from the state for the purpose of hiring full-time faculty. This money is in the base which means state will allocate another \$1.1 million to the district for 2016-17. Full-time faculty who will be hired based on the number recommended by DPAC will not start until 2017-18.

6. Follow up on March Meeting

- Mitra and Fran have communicated with Gordon Dossett and Guido Delpiccolo regarding the question of one unit and two units' classes satisfying the requirement of Global Citizenship. At the present time all classes approved for GC are three units. Parviz Sawoski reported that there are two stage classes, 15A and 16, both have many components of Global Citizenship but they are one unit each. After much discussion on rationale and history behind the Global Citizenship, the following motion was moved by Vicki Drake and seconded by Elaine Roque:

Whereas, curriculum has changed as intended and Global Citizenship principles have infused the curriculum, including classes that are less than 3 units;

Whereas, a combination of 1-unit and 2-unit-experiences could be as fulfilling as one 3-unit experience;

Whereas, study abroad experiences are readily available today, and these courses are usually less than 3 units of credit;

RESOLVED, that Department Chairs request that courses of less than 3 credit units be combined to satisfy the Global Citizenship requirement.

Passed unanimously

- Fran and Mitra have discussed the issue of students' ability to self-enroll in classes after the classes are in session with Georgia Lorenz and Teresita Rodriguez. Teresita will look into this issue.

7. Academic Senate Report:

- Fran reported that she needs to have a knee replacement as soon as possible. She is working on making arrangement for covering her meetings including the senate meetings in her absence. Eve Adler, the academic senate past president, has notified her that she will not be able cover the meetings in Fran's absence.
- The narrative for fulltime faculty requests is due today, Friday April 1st. The update to Section G of program review is due Tuesday, April 5th.

8. Questions and Concerns:

- Concerns were raised on the due dates for greenbars, the tedious work and the tremendous number of hours that department chairs have to spend on completing greenbars. It was suggested that there must be a more efficient way to do the scheduling which would involve less of mechanical work and more of efficient scheduling.

Chris Fria moved the following motion which was seconded by Laura Mason:

To support sustainability efforts on campus, increase productivity, decrease errors, and minimize scheduling conflicts for students, Department Chairs insist that the College give highest priority to the conversion of program scheduling from a physical to an electronic format.

The motion was passed unanimously

9. College Report: Georgia Lorenz

- Database and ISIS need to be upgraded. Corsair Connect, mProfessor and WebISIS will be unavailable on April 9th and April 11th. Online classes will not be impacted.
- Update to section G of program review for Full-time faculty hiring request is due to the office of Academic Affairs on Tuesday by 9am. Georgia will meet with every chair individually to share her comments related to their department requests for FT faculty.

- Current FT hiring process is moving forward as scheduled. In the case of Mathematics, Dance, and Geology the number of hires have been more than the number approved originally.
- District is launching a syllabus upload system through mProfessor. As of summer 2016, faculty will be able to upload their syllabi through mProfessor and department chairs will be able to access them. As faculty upload their syllabi, they will be asked by the system if each syllabus contains the SLOs for the course. ACCJC is requiring inclusion of SLOs in the syllabus.

Questions: Can administrative assistants get access to the list of who has and who has not uploaded the syllabus? Will there be a date/time stamp when the syllabus is uploaded? If the syllabus needs to be edited or replaced, can the faculty member delete and replace it? Georgia will get answers to these questions.

- Questions were asked by several chairs about how to report absences on flex days. When a FT faculty member misses a department or institutional flex day, what should the chairs put in the online flex reporting system? Mitra will follow up on this question.

Submitted by: Mitra Moassessi