

# Santa Monica College

## Academic Senate

### Department Chairs and Coordinators Meeting

June 3, 2016– Minutes

Attendance: Sal Veas, Maria Munoz, Fariba Bolandhemat, Judith Douglas, Chris Fria, Vicki Drake, Melody Nightingale, Suzanne Borghei, Elaine Roque, Brenda Antrim, Mary Colavito, Mitra Moassessi, Toni Trives, Yulia Kozlova, Ford Lowcock, Jamey Anderson, Alex Schwartz, Christine Schultz, Perviz Sawoski, Nathalie Laille, Mary Fonseca, Teresa Garcia, Lucy Kluckhohn Jones, Colleen Mc Graw

1. Public Comments: Randy Bellous, the campus photographer, asked the department chairs to let him know when he can take their pictures in their offices. Randy announced that he has been asked by the marketing department to take these pictures for a series of stories that the marketing department is planning to do on the college.
2. Announcements: Brenda Antrim announced that the library will have extended hours during the final week, and tutoring will be available in the library. Associate students are providing coffee and donuts and therapy dogs outside of the library.
3. IE Committee - Christine Schultz  
Each program that awards a degree or certificate is assessed by the SLOs of their core courses. It would be very difficult to report all the various SLO assessment results for each degree and certificate. But, luckily, as course SLOs are mapped to ILOs, the Program Outcomes Reports can more succinctly and clearly report them by the ILO success rates. These reports can be found here:

<http://www.smc.edu/ACG/AcademicSenate/AScommittees/Pages/Student-and-Institutional-Learning-Outcomes.aspx>

The College is mandated to set minimum standards for all indicators of institutional success, including program and certificate SLO/ILO assessments. The Office of Institutional Research, in agreement with the Chair's Committee in June 2015, has decided to set these standards by taking a five-year average (or less if the program/certificate has not existed for 5 years) of the ILO success rates multiplied by .95. These minimum set standards can be found at:

<http://www.smc.edu/EnrollmentDevelopment/InstitutionalResearch/Documents/Forms/AllItems.aspx?RootFolder=%2fEnrollmentDevelopment%2fInstitutionalResearch%2fDocuments%2fProgram%20Review%2fSuggested%20Institution-Set%20or%20Minimum-Set%20Standards&FolderCTID=0x012000F330DB2966BB194B89D8A5301910815A>

Please take a look and let Christine know if you have any problems or concerns.

#### 4. Gender Equity Resource Center – Eileen Rabach and Gail Living

Eileen and Gail spoke about the necessity to create a Gender Equity Resource Center. A center would provide a space for respectful dialogue about gender, sexuality, and for survivors, individuals or groups to be directed to appropriate campus and local resources as needed. SMC has few designated safe spaces on campus. In this capacity the GRC would help alleviate impacted services currently burdening Psych Services, the Crisis Team, and the administration and would bolster campus safety. A Gender Resources Center (GRC) would be integral to the stated mission of SMC to provide students with “a safe and inclusive learning environment that encourages personal and intellectual exploration” and “an understanding of their relationship to diverse social, cultural, political, economic, technological, and natural environments.” The purpose of a GRC would be to develop and support SMC’s commitment to a college community free from biases based on sex, gender, sexual orientation and expression, ethnicity, race, religion, physical limitation, economic, age, educational and re-entry status, political beliefs, and academic fields of study. Students have collected many signatures in support of creating a Center. The Academic Senate has also passed a resolution in support of a Center.

- The following resolution was moved by Brenda Antrim and seconded by Christine Schultz:

Whereas, the safety, well-being, and success of students must be high priorities for Santa Monica College, as evidenced by the efforts of the Crisis Prevention Team and the Title IX Task Force, in support of the mission to create a safe and inclusive learning environment and campus;

Whereas, safe spaces on campus, exemplified by current centers, have been an integral part of the institutional initiative of Santa Monica College and driving forces for student safety, support and success, and nationwide concerns about harassment and violence against women and LGBTQIA persons make creating a safe space for such students an urgent priority;

Whereas, the Associated Students have found, through open town hall forums and numbers of concerned students that have signed petitions, that the need for a Gender Center is a compelling concern for the student body, and these engaged students are supported in their concerns by faculty from all disciplines;

Resolved, the Department Chairs and Coordinators support the establishment of a Gender Center with appropriate space and staffing as an integral part and high priority of the development plan for Santa Monica College; and

Resolved, the Department Chairs and Coordinators support the implementation of a Gender Center by January 2017 in order to serve all our students, regardless of gender, sex, sexual orientation or expression.

Passed unanimously

5. Selection of Scholars faculty – Teresa Garcia and Mary Fonseca

Department chairs select faculty who are assigned to the scholar sections. Academic affairs need to approve the number of scholar sections. The scholar sections need to be core units that are UC transferable. UCLA expects the following course criteria for the scholar courses:

1. Expectation for greater degree of student participation and involvement
2. Student work evaluated with higher standards of performance expectation
3. More independent reading
4. More opportunities for writing
5. Course approach requires more critical thinking
6. Students expected to use primary sources to a greater extent
7. Greater depth and/or breadth of subject matter presented
8. More opportunities for research and/or publication
9. More source citations
10. More opportunities to pursue topics/projects of individual interest
11. Course is interdisciplinary in design
12. Greater flexibility in format and teaching methodologies
13. Selected field trips, guest speakers, and opportunities to attend related cultural and social events are

Teresa and Mary requested that department chairs consider the following criteria for selection of faculty who are assigned to teach Scholars program classes:

➤ **Scholars Program seeks innovative and dedicated teachers who welcome the opportunity to:**

- offer more in-depth curriculum
- offer more analysis and critical thinking
- encourage student response in the form of more thoughtful and in-depth papers/projects
- engage in more lively classroom discussion and class projects
- provide students the occasion to create university level paper or projects, perhaps with an eye toward publication
- require outside and independent primary source reading

- mentor students during office hours and individual conference (limited to 25 students in a class)
- devise innovative interdisciplinary courses

➤ **Scholars Program Instructors must be willing to:**

- do a little more with this group
- modify their course content to reflect the Scholars criteria
- clearly state on their syllabus that it is a Scholars class (preferably have a description of how the Scholars class is different)
- post their syllabi to the Scholars homeroom
- participate in Scholars meetings
- consider innovative teaching strategies and collaborative teaching methods

6. Approval of the Minutes for May meeting:  
Motion to approve: Elaine Roque, second: Judith Douglas

Passed unanimously

7. Follow up on April meeting: None

8. Academic Senate Report – Mitra Moassessi

- The president has not made her decision on the final number of full-time faculty to be hired for 2017-18.
- Academic Senate Bylaws were approved by the Academic Senate.
- All faculty need to cast their vote for the Academic Senate Bylaws. The voting is done through mProfessor.
- DPAC has started its work on the Master Plan Objectives.
- Jenny Merlic has put a small work group together to work on streamlining and modernizing our scheduling process. The first meeting of this group is today at 12pm.
- Tom Peters has asked if the department chairs are willing to participate in a workshop to guide part-time faculty on how to get hired FT. Not every department chair felt comfortable about participating in such a workshop, and the Human Resources department may potentially have problem with providing extra information to internal candidates.
- Several department chairs are concerned about security, especially on satellite campuses. There is no police presence on the satellite campuses. Faculty have to call the campus police to even close the facilities. Mitra will discuss this concern with the district.
- With the retirement of Sandi Burnett, Steve Hunt will be the new ADA 540 compliance officer.

9. District's report – Georgia Lorenz and Jennifer Merlic

- Enrollment has rebounded since last month's report. At this point, enrollment is running ahead of last year's but is still behind the target. Wednesday night is the non-payment drop off time.
- Jenny has put in a request for MIS to revise the enrollment program for the courses for which prerequisites are enforced in order to allow students who don't receive a pass in the midterm placement roster to re-enroll in the same class and later on be automatically dropped if they end up passing their current class with a grade of C or better. MIS is working on this revision.
- A list of new FT faculty hired for 2016-17 was distributed. 30 new FT faculty have been hired with an additional one pending.
- The district and the Faculty Association have signed an MOU on oversized classes.
- Monday of the Spring semester final exam is a Jewish holiday. The district is planning to offer a makeup final day on Tuesday morning from 8a to 11a for students who will miss their final on Monday due to the Jewish holiday.

Submitted by: Mitra Moassessi