

# Santa Monica College

## Academic Senate

### Department Chairs and Coordinators Meeting

March 11, 2016– Minutes

#### Attendance:

Fariba Bolandhemat, Dan Nannini, Chris Fria, Vicki Drake, Laura Manson, Melody Nightingale, Suzanne Borghei, Elaine Roque, Brenda Antrim, Mary Colavito, Mitra Moassessi, Yulia Kozlova, Jamey Anderson, Alex Schwartz, Perviz Sawoski, Sandra Rowe, Colleen Mc Graw, Fran Chandler

1. Public Comments: Elaine Roque requested that faculty treat student athletics the same as every other student on campus. Faculty do not need to make special arrangement for athletics. Athletics, Dance, and Theater Arts students are responsible for contacting their faculty in the beginning of the semester if they have to miss classes due to scheduled competitions and performances.
2. Announcements: Vicki Drake announced that the Earth Science Department is the PI on the MUREP Community College Curriculum Improvement (MC3I) grant from NASA's Minority University Research and Education Project (MUREP). The grant will provide SMC up to \$250,000 per year for a maximum of three years to provide training for professors teaching Science, Technology, Engineering and Math (STEM) courses and expanding STEM course offerings at the college.
3. Presentation on MYTime- Chris Bonvenuto  
Chris Bonvenuto, Chief Director Business Services, distributed a [memo to department chairs](#) explaining myTime and shared a [PowerPoint](#) presentation on MyTime with the department chairs.
4. Approval of the Minutes for [December meeting](#):  
Correction: #5 on the minutes should say Approval of the Minutes for **November meeting**  
Motion to approve as corrected: Vicki Drake, second: Elaine Roque- passed with one abstention (Alex Schwartz).
5. Follow up on December Meeting- Fran has called for a meeting of the full-time faculty ranking committee to discuss the motion passed by the department chairs at the December meeting requesting the ability to clarify and/or answer questions raised by the ranking committee members. The meeting will be held at 1pm on March 18<sup>th</sup> in the loft and is open to the public.  
Fran urged the chairs to keep making and voting on resolutions. Fran stated that when department chairs take a stand it makes it more difficult for people to say I've consulted the chairs based on the two or three chairs they have talked to. Furthermore voting on

resolutions will make it easier for the academic senate president to advocate on behalf of the department chairs.

6. Full-time faculty hiring: There are several problems with the SMC job website. Letters of recommendations from candidates don't get posted correctly, wrong documents are being uploaded to different fields, applicants' files are being marked as incomplete due to the recommendations that are not being posted correctly. In the case of the Psychology Department the system was open until the day before the hiring committee meeting day. Mitra and Fran will discuss department chairs concerns and comments with Sherri Lee-Lewis.
7. Academic Senate Report:
  - Textbook survey- please urge faculty to fill out the survey by the March 14h deadline. It is important for us to document what we are already doing to save money for students on textbooks.
  - Early Summer possibility- Senate's concern is policies related to student success and the process for institutional planning. Also, shared governance planning must be respected. Teresita Rodriguez Vice President of Enrollment Development has been invited to the Academic Senate meeting on March 22<sup>nd</sup> to answer questions related to the early summer proposal.
  - Library and Health Sciences department chair positions- Senate will no longer use the term "faculty leader" for the two elected positions in the library and health sciences. The Faculty Association is in charge of negotiating the job description and compensation for these two positions but the Senate has primacy in the area of faculty roles in the governance process.
  - Part-time hiring AR is under discussion- District wants departments to form committees for hiring part-time faculty and inform Human Resources of the membership of such a committee before departments can proceed with hiring part-time faculty. Human Resources want to make sure that there is an EOE representative on every hiring committee. This will slow down the process especially since many departments are faced with the last minute hiring of part-time faculty. The chairs made it clear that nothing should be approved by the Academic Senate that slows down the process. Too often, part-time faculty are needed quickly, and it is necessary to interview people on the spot at which time chairs have to improvise, pulling people from their offices at a moment's notice. One solution would be for EEO training to be available online, enabling all faculty to be trained easily. It simply isn't feasible for most departments to handle large scale interview committees and a formal process that mirrors that of full-time faculty. Many departments have one section offerings that make the formation of formal committees unworkable.
  - The Distance Education Committee has developed written guidelines for teaching online. The Senate has not endorsed any policy that will deny faculty the ability to teach online based on whether or not they have completed Canvas training. The Senate believes faculty will train willingly if the District offers incentives and support. The Senate is also concerned about the logistics of how the District plans to train 1,300 faculty with 4-7 mentors who have only been given 20 percent reassigned time.

- 75/25 hiring plan- DPAC has unanimously approved option 2 (5 percent increase) for the first year. We are waiting for the president to make a decision on the recommendation.

8. Questions and Concerns:

- Concerns were raised on students being able to self-enroll in classes until the night before the second meeting. This especially makes it hard for faculty who teach lab or classes that meet only once a week. Fran and Mitra will share this concern with the district.
- A question was asked about the possibility of satisfying the Global Citizenship requirement with a combination of one or two unit classes. Mitra will ask Gordon Dossett.

9. College Report: Georgia Lorenz & Jenny Merlic

- Georgia shared the list of Department/Area requests for full-time faculty positions and asked chairs to make sure that the list is accurate. She will be working on gathering data for the full-time faculty requests and will use Fall 2015 enrollment for creating data.
- A \$5000 Margin of Excellence grant is available through the Foundation. The deadline to apply is May 26. \$25,000 president's Circle Award for innovation and Progress is also available through the Foundation. The deadline for applying is April 29<sup>th</sup>.
- SMC will be applying for the Basic Skills Transformation and Innovation Grant. Some ideas are: implementing course clusters, Identifying thematic course clusters, forming faculty teams, and developing curriculum, having Professional development re basic skills across disciplines for all faculty involved in "clusters", integrating growth mindset into prof dev.
- The Early summer idea is being discussed. Department chairs will be contacted if this proposal becomes a reality.

Submitted by: Mitra Moassessi