

Santa Monica College
Academic Senate
Department Chairs and Coordinators Meeting
May 6, 2016– Minutes

Attendance:

Ron Davis, Sal Veas, Maria Munoz, Laurie Guglielmo, Judith Douglas, Chris Fria, Vicki Drake, Laura Manson, Jason Beardsley, Melody Nightingale, Eric Williams, Suzanne Borghei, Elaine Roque, Brenda Antrim, Mary Colavito, Mitra Moassessi, Toni Trives, Yulia Kozlova, Ford Lowcock, Jamey Anderson, Alex Schwartz, Christine Schultz, Sherri Bradford, Teresa Garcia, Maria Martinez, Lucy Kluckhohn Jones, Colleen Mc Graw

1. Public Comments: Judith Douglas invited everyone to the Global Motion World Dance Company events and Master of Dance Series.
2. Announcements: None
3. Update on special programs on campus:

a. Scholars Program – Teresa Garcia

Scholars' students get priority consideration for admissions to the following campuses: The UCLA College of Letters and Science (TAP), UC Irvine and Loyola Marymount University. It is important for students to get in this program as soon as possible in order to fulfill the requirement by the time they are applying for transfer. In order to receive certification from Santa Monica College, students must complete a minimum of 15 units in scholars' courses. These courses must be completed or be in progress by the end of the semester the students are applying to transfer. Last year 2000 students from SMC applied for transfer to UCLA; 659 were admitted. Out of 659 admitted students to UCLA, 600 were to the College of Letters and Sciences, and 200 of those were from the scholars program. On an annual basis, between 1100-1300 students are in the scholars program; these students are mostly English 1-ready, and many of them have taken AP classes in high school.

b. Latino Center and Adelante Program: Maria Martinez

The Latino Center was established in 1983 and the Adelante program started in 1989. Adelante offers a more structured counseling experience in order to provide added support and resources to help students. The center also provides tutoring, financial information, and career information. Students in this program get priority enrollment and are also eligible for the Latino Center scholarship. All the counselors in the Latino Center are bilingual. Classes that are part of the Adelante program have a class size of 25. The Latino Center also provides workshops for parents in order to educate them about the Community College and higher education system in

the U.S. A 10-day student residential program is offered every year, and students need to apply for this grant-funded program.

c. Black Collegians Program: Sherri Bradford

The Black Collegians Program and the Adelante program work together. This program was started in 1989 by Deyna Hearn. The goal of this program is to assist students of African American descent in transferring to a 4-year university. On average, Black Collegians students have a higher GPA and a higher persistence rate compared to African American students who are not in this program. Students in this program get priority enrollment. Classes that are part of this program have a class size of 25. Santa Monica College is #1 in transfers to the UC system for Black and Latino students. The program also encourages students to attend out-of-state universities. Counseling and tutoring are two important components of this program.

4. Fulltime faculty hiring process – Sherri Lee Lewis

The California Community College Chancellors Office is asking all the community colleges to work on eliminating bias in their hiring practices and to seek diversity among faculty. The Board of Trustees has also made diversity an important goal. Recruitment is important in attracting applicants with diverse background and specifically attracting faculty of color. In some fields like science it is hard to attract people of color. Requiring letters of reference has created a barrier to diversity. Among applicants who have an incomplete file due to lack of letters of reference, many are people of color. There are several technical problems in the system, for example an email is not sent to the person who is writing the reference letter until the applicant has completed his/her file.

Reminders are sent to the applicants to check their files to make sure that they are complete. Some departments don't interview anyone with less than a PhD degree, and this factor also introduces bias into the process. Another factor is the tendency to hire depending on the school that the applicant has attended. There was discussion on the possibility of receiving incomplete files. The current Administrative Regulation doesn't allow that for faculty positions. Incomplete files are allowed in the pool of interviewees for administrative positions. Those applicants who get selected for interviews have to complete their files. Sherri asked department chairs to expand the number of people who get selected for interviews. Department chairs would like to continue this discussion. Providing training on bias in the hiring process should be part of the training for hiring committees and could be done online.

5. Approval of the Minutes for April meeting:

Motion to approve: Laurie Guglielmo, second: Laura Manson

Passed with one abstention (Alex Schwartz)

6. Follow up on April Meeting:

- Mitra has met with Esau on making TIMS reports available on m-professor. At the present time only department chairs have access to the reporting of success rates and retention rates of individual faculty members in their departments. Esau will work with MIS to make the retention rates, grade distributions, and success rates available to individual faculty members for every assigned course with the corresponding department

average for the same course.

- Mitra and Fran met with Gordon Dossett and Guido DelPiccolo regarding the question of one- and two-unit classes satisfying the requirement for Global Citizenship. This item was on the agenda for the May 4th meeting. The curriculum committee voted to change the requirement for global citizenship to successful completion of a minimum of 3 units from a list of courses approved with the global citizenship designation. Additionally, successful completion of an SMC study abroad course will satisfy the global citizenship requirement.
- 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. Moving forward, students will not be able to self-enroll in lab science classes and classes that meet only once a week after the first class meeting.
- The Academic Senate unanimously supported the motion from the department chairs on giving highest priority to the conversion of program scheduling from a physical to an electronic format. This motion will be taken to DPAC with the goal of having it as a Master Plan Objective for 2016-17.
- Syllabus upload through mprofessor will not happen until Fall 2016.

7. Academic Senate Report:

The revisions to the Bylaws were discussed. Two sections related to department chairs are as follows:

6.4.C. Department Chairs

The membership of the Department Chairs Committee is comprised of all department chairs. Others may be invited as non-voting interested parties.

Section 6.6 Scope of Standing and Select Committees

6.6.D. Department Chairs (Faculty Only Standing Committee)

Under the direction of the Academic Senate President and the Committee of the Whole, the committee addresses matters that affect academic, professional, and organizational aspects of the departments and special programs and facilitates the flow of information between departments and programs, the Academic Senate, and the District.

Department chairs agreed that because of Brown Act, it is important to have a clear description of voting membership for the committee. The meetings are open to everyone and the agenda will be sent to all interested parties. All interested parties can be involved in the discussions that take place in the department chairs meetings.

8. *Los Angeles Times* free electronic subscription for students:

Gary Olszewski, VP-Consumer Sales, made a presentation on offering free digital subscriptions to SMC students and faculty. SMC has entered into a partnership with the *Los Angeles Times* to offer an annual free digital subscription. The cost to the district is \$1 per subscription per year. The subscription will be easy to activate, and subscribers will receive the daily newspaper in their inboxes. Faculty can email articles to students if they want to incorporate specific articles in

their lesson plans. Brenda Antrim commented that students, faculty, and staff already have access to the current and past issues of the *Los Angeles Times* and many other newspapers through the library's data base. Gary Olszewski mentioned that LA Times is also willing to host events on the campus.

The district will send an email to all faculty informing them about the partnership with the LA Times.

9. District's report - None

Submitted by: Mitra Moassessi