

Santa Monica College

Academic Senate

Department Chairs and Coordinators Meeting

October 2, 2015 – Minutes

Attendance:

Ronn Davis, Maria Munoz, Fariba Bolandhemat, John Rogers, Laurie Guglielmo, Judith Douglas, Chris Fria, Vicki Drake, Laura Manson, Jason Beardsley, Melody Nightingale, Eric Williams, Suzanne Borghei, Elaine Roque, Steve Hunt, Mary Colavito, Mitra Moassessi, Toni Trives, Yulia Kozlova, Ford Lowcock, Jamey Anderson, Alex Schwartz, Christine Schultz, Perviz Sawoski, Fran Chandler, Teresa Garcia, Lucy Kluckhohn, Colleen Mc Graw, Alison Brown

1. Public Comments: Ferris Kawar, sustainability project manager, asked department chairs and faculty leaders to remind faculty to submit the AQMD survey that is due on October 12th. Per state requirements, if the fill rate is less than 90%, the survey has to be redone.
2. Announcement: Alison Brown, the college psychologist, announced that Psychological Services has been awarded a three-year suicide prevention grant and just finished a three-year mental health grant. She also announced upcoming events and activities sponsored by Psychological Services:
 - Mental Health First Aid USA, a workshop series for students on Friday, October 16th and Friday, October 23rd from 10am to 2:30 pm in HSS 153.
 - Movies for Mental Health on Thursday, October 8th from 11 am to 1 pm in Business 111.

Training in Mental Health First Aid (mentalhealthfirstaid.org), which is eight hours of training, can be offered to faculty. Alison asked chairs to contact Sandra Rowe with ideas on how to provide this training to faculty. Fran will discuss scheduling a flex day workshop offered by Psychological Services with the Professional Development Committee. Alison reported that there has been an increase in number of students with mental illnesses. Under the grant just received by Psychological Services, data on mental illnesses needs to be collected.

3. Discussion of possibility of changing meeting days for future meetings: Friday mornings is the only time that all department chairs are available for a meeting.
4. Making TIMS report 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. A request needs to be made to 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. Questions were also raised on the possibility of providing the ethnicity distribution for grades, success rate, and retention rate per course for individual faculty members. Fran and Mitra will discuss this request with the District at their next leaders' meeting.

5. Academic Senate President Report: Fran shared the Academic Senate goals and objectives for 2015-16 ([link](#)). She asked department chairs and faculty leaders to involve their department senators in the department meetings and to ask senators to report and give input on items being discussed at the senate.

Fran reviewed objective 11 from the district Master Plan for Education for 2015-16 and goal #3 from Board of Trustees Goals and Priorities for 2015-16.

Institutional Objective 11: Develop and implement a long-term plan to increase the percentage and net number of full-time faculty. The plan will include a target percentage, timelines, and benchmark.

Board of Trustees Goal #3: Continue to support and hire a diverse and outstanding full-time and adjunct faculty that demonstrates a commitment to student success, engagement and equity. Develop and implement a plan to ensure the college progresses over time toward increasing the percentage and net number of full time faculty.

An ad hoc committee of the Academic Senate and Academic Affairs will meet to discuss and develop the plan specified in the district Master Plan and Board of Trustees goals and objectives. Members of the ad hoc committee are Fran, Mitra, and Jason from the Academic Senate; Georgia Lorenz and Jenny Merlic from the office of Academic Affairs.

Fran reported that the Board of Trustees and President Shimizu want faculty to do what they can to contain the cost of textbooks. Are faculty looking at the open sources when they are adopting text books? The Academic Senate will survey faculty and departments to determine how adoption decisions are made. Concerns were raised about the bookstore's high markup and the fact that many faculty are not aware of the final prices for their textbooks.

6. Senate objective: Conversion of the library faculty leader and Health Sciences faculty leader position to department chair positions: In May 2009, the Academic Senate passed a resolution in support of converting the library faculty leader position to a department chair position. No action resulted from that resolution. Objective 2e and 2f in the Academic Senate 2015-16 goals and objectives addresses the conversion of both the library faculty leader and the health sciences faculty leader positions to department chair positions. Fran mentioned that the authority of department chairs is very important in protecting faculty members. Chairs asked Fran to discuss these two objectives further with faculty members in the library and health sciences to make sure they understand the implications of such a change.
7. Timeline for 2017-18 full time faculty request:
March 7: Preliminary request; April 1: Requests are due; April 29: Ranking Committee will meet.
8. College report: Jennifer Merlic
The college is 1% behind the enrollment target.
Spring schedule first run will be in the campus mail on Monday.
The Bachelor's Degree task force has been meeting and is working on curriculum and on admission and selection criteria. These items will be coming to the senate for their approval. The expectation is to have the application on line by November 1st in time for fall enrollment and have

50-60 students accepted in two cohorts. Students need to be fulltime. Santa Monica College is gathering information from 15 pilot colleges to support a GE pattern that consist of 39 minimum semester units, including 6 units of upper division. The statewide Academic Senate Bachelor's Degree task force is recommending a GE pattern similar to CSUs with 45 units of general education including 6 semester units of upper division.

Submitted by: Mitra Moassessi