

Santa Monica College
Academic Senate
Department Chairs Meeting
December 2, 2016– Minutes

Attendance:

Ronn Davis, Sal Veas, Maria Munoz, Fariba Bolandhemat, Deborah Perret, Laurie Guglielmo, Chris Fria, Eric Minzenberg, Laura Manson, Jason Beardsley, Mary Colavito, Mitra Moassessi, Toni Trives, Yulia Kozlova, Ford Lowcock, Jamey Anderson, Alex Schwartz, Christine Schultz, Adrienne Harrop, Colleen McGraw, Lucy Kluckhohn Jones, Eric Oifer, Fran Chandler

1. Public Comments: None
2. Announcements: None
3. Approval of the Minutes of November Meeting:

Motion to approve as presented: Fariba Bolandhemat; second: Laura Manson
Passed with two abstentions (Eric Minzenberg, Jason Beardsley)

4. Academic Senate President's Report – Fran Chandler
 - Fran requested that department chairs ask their senators to report to the department in order to keep all faculty informed about the work of the senate. Senate agendas are sent to all faculty with a link to the minutes. Any question about the agenda or minutes can be sent to Fran.
 - Fran reported on non-credit courses that have been recently developed by several departments. Unlike the traditional non-credit courses, most of these new non-credit courses involve evaluation and eventually will be transcribed. Faculty and the senate are concerned about the load factor for these new type of non-credit courses. Although load factor is a negotiable item, it is also a concern of the senate. Faculty who teach classes with a load factor less than one have to spend more hours in the classroom and as a result have less time to participate in the senate, department work, and other shared governance activities. Currently the minimum qualification for teaching non-credit courses is a BA/BS degree.
 - One agenda item on next week's senate executive committee meeting is the academic senate's involvement in the possible job actions called by the Faculty Association. Some senate committees may not be able to meet or function fully. Under "working to contract," faculty may be asked to do the minimum work required by the faculty contract.
 - The district with involvement of all constituent groups has started the process of strategic planning. With the recommendation of the Strategic Planning Task Force, the district has

hired Collaborative Brain Trust (CBT), a consulting group, to guide and facilitate the 2016-17 strategic planning process. Fran asked department chairs to share their departments' concerns, hopes and dreams with her, the work groups, and the consultants (if given the opportunity). Reported by the chairs:

- Load factor – CTE departments believe that their work is not being valued. The majority of their classes have a less-than-one load factor, resulting in an increase in the number of hours spent in the classroom.
- Technology- there has to be a plan to cascade and replace technology.
- Increase in international student population results in many who are not necessarily ready for the challenges of certain classes. How do we better serve the need of this population?
- Facilities and maintenance- there are many safety and health issues related to facilities.
- Increasing and better supporting tutoring must be made a priority of the college.
- Several programs have no fulltime faculty, making it impossible to develop and stay on top of curriculum and other issues needed to build strong programs.
- The district needs to emphasize college education in general, not just transfer.
- Faculty should have more control over their tutoring centers.
- Lack of office space for part-time faculty is an issue.

Fran asked department chairs to email her their concerns and anything else they would like to have communicated via the strategic planning process.

- Dr. Jeffery has agreed to a target date of May 26 for responding to the full-time faculty ranking committee's recommendations so that department chairs can form committees, create job bulletins, etc., before the summer session.
- Mitra reported that all department chairs have access to Citrix from home.

5. Discussion on part-time faculty mentoring program – Joelle Adams, Michael Strathearn, Diane Arieff

The Academic Senate Adjunct Committee is developing a proposal to establish a program for mentoring adjuncts and needs feedback from department chairs on this proposal. How can we mentor newly hired part-time faculty to help familiarize them with the college and department processes and to help them feel more welcome in their departments? What would department chairs like to see in this mentoring program? [Here is a link to the slide presentation.](#) The committee has created a short survey for department chairs to gather information about good mentoring practices and potential barriers. Department chairs are also encouraged to send examples of materials, ideas, or questions directly to Joelle at adams_joelle@smc.edu. The adjunct committee is working on a questionnaire for part-time faculty and will share that with the department chairs once it is finalized.

6. College report- Georgia Lorenz & Jennifer Merlic

- Enrollment for the winter and the spring semester started yesterday. Seats have not been held back in the spring classes for students who are taking enforced prerequisites in the winter. Several chairs asked Jenny to hold back a few seats for the winter students. Jenny will ask MIS to adjust the number of seats.
- The district has been awarded a mini grant to plan for the pathway grant but wasn't awarded the planning grant for the Promise grant.
- The district may receive an audit finding related to time and effort reporting on grants. Georgia asked department chairs to keep track of purchasing funded by grant money and also time and effort reporting for grant-related work.
- Georgia has set up a meeting with Peter Morse to discuss non-credit.

Submitted by: Mitra Moassessi