

Santa Monica College
Academic Senate
Department Chairs Meeting
March 10, 2017– Minutes

Attendance:

Ronn Davis, Fariba Bolandhemat, Deborah Perret, Laurie Guglielmo, Chris Fria, Eric Minzenberg, Laura Manson, Jason Beardsley, Janet Harclerode, Suzanne Borghei, Elaine Roque, Brenda Antrim, Mary Colavito, Mitra Moassessi, Toni Trives, , Ford Lowcock, Jamey Anderson, Alex Schwartz, Christine Schultz, Adrianne Harrop, Colleen McGraw, Lucy Kluckhohn Jones, Eric Oifer, Fran Chandler

1. Public Comments: None
2. Announcements: None
3. Full time faculty hiring:
 - The timeline for full-time faculty requests for 2018 is as follows:

March 10:	Preliminary requests due to Georgia Lorenz and Fran Chandler
April 3:	Formal requests due to Georgia Lorenz and Fran Chandler
April 28:	Ranking committee deliberations and recommendations to college president
May 26	Tentative date for Dr. Jeffery to notify campus of her decision

Similar to last year, cards will be provided to department chairs at the start of the discussion. Chairs may use them to note any perceived misinformation put forth during the committee discussion. These will serve to focus chairs' two-minute "corrections/clarifications" to the committee, which will take place right before the voting process begins.

After all positions have been discussed by the committee, the cards will be collected by the co-chairs and the submitting department chair will be given up to 2 minutes to correct the specific misinformation noted.

The personnel policy committee is discussing revisions to the AR on full-time hiring. The Office of Human Resources believes that disproportionate numbers of minority candidates have an incomplete file due to an insufficient number of required recommendations. The Office of Human Resources is recommending that the number of required recommendations be reduced to one. Currently, the system notifies the individuals who are writing the recommendation letters after the applicant has submitted all the required forms and documents. The late notification and short timeframe for a response can potentially result in late submission of recommendation

letters. After much discussion, the following motion was moved by Laurie Guglielmo and seconded by Eric Minzenberg:

The Department Chairs Committee of the Academic Senate asserts that two letters of recommendation for candidates applying for full-time positions are critical to the decision-making process for hiring committees. Furthermore, a reasonable amount of time should be given to references to submit their recommendation letters.

Passed unanimously

4. The Center for Wellness and Wellbeing – Alison Brown

Sandra Rowe retired at the end of winter intersession and Alison Brown is the new faculty coordinator for the center of wellness and wellbeing (previously Psychological Services). The Center provides a broad range of services, including brief individual psychotherapy, crisis intervention, and referral services. The center provides consultation to help faculty and administrators assistance in dealing with challenging students, difficult circumstances and disruptive situations involving students. The Center currently has only one other full-time faculty and two UCLA post-doctoral interns. In order to capture students more quickly and serve students better, the center has extended its walk-in hours. This change has reduced the waiting time and has decreased the number of no-shows. The center has accommodated 100 more students compared to the same time last year. All the services provided to students are confidential, and the center can't notify the faculty member if a student has sought help at the center. The students' health fee is the only district funds available to the center. Due to lack of sufficient funding, no staff are available in the satellite campuses and the center must close at 5 pm. The center offers a wide variety of workshops and training on topics such as stress management, test anxiety, mindfulness, health relationships, mental illness, suicide prevention, and substance use. Alison provided several handouts ([1](#), [2](#), [3](#)).

5. Academic Senate President's Report – Fran Chandler

The Strategic Planning Task Force survey is out; please respond to the survey. There are some open-ended questions on the survey where faculty may stress the things important to them. If faculty were to focus on the following three objectives, it could help them rise to the top in the data analysis:

- The percentage of weekly teacher hours taught by full-time faculty and worked by full-time counselors (and the resultant opening up of full-time positions for our part-time faculty)
- The establishment and staffing of a Gender Resource Center
- The spreading of financial literacy skills across the curriculum so that our students are able to focus on their studies free of undue financial concerns

Three different workgroups have been created, and faculty in these three groups were appointed by the Academic Senate. The board members have all been individually interviewed. At the last

SPTF meeting, the CBT (Collaborative Brain Trust) informed members of the SPTF that board members have asked to have the last say in the strategic plan. Faculty members on the task force expressed their displeasure with this idea, and Fran has email Dr. Jeffery asking for the district to honor the process with the Strategic Planning Task Force, made up of the various constituent groups on campus, being the last to review the documents before they go to Dr. Jeffery.

- Jenny Merlic and Teresita Rodriguez have been invited to the March 21 Academic Senate meeting to speak on the topic of class cancellations. Patricia Ramos has also been invited to the same senate meeting to report on the strong work force development funds and to explain the decision-making process.
- The 75-25 Full-Time Hiring Task Force is working on recommending targets and bench marks for the full-time faculty growth model. The recommendation of the task force should be approved by DPAC. Additionally the benchmarks will be reported on the institutional dashboard and reported to the board and the entire campus community every year. It is hoped that constant focus on full-time hiring will make it the priority it should be and prevent the slippage observed since the last Senate push for full-time hiring in 2009.
- The Senate has delayed temporarily approval of several non-credit courses and programs because of the deleterious effects on full-time hiring and of unknown factors such as load factor. Once the Senate's questions are answered, approval of these courses and programs can go forward. Load factor is not purely a contractual issue; it is an academic issue and can never again be ignored by the Senate and Curriculum as it has been in the past. Now that funding has been equalized and now that non-credit courses and programs are becoming near mirror images of credit courses and programs, the Senate must ensure that these students are afforded the same access to faculty as well as the same standards and expectations, all in the name of increasing student success and providing for the District a new pathway into credit programs for a vulnerable population of students.

Approval of the Minutes of December Meeting:

Motion to approve as corrected: Elaine Roque; second: Chris Fria

Correction: fifth bullet point under #4: change "gull-time" to "full-time"

Passed unanimously

6. Questions and Concerns:

- Follow up on Citrix
- The need to have a district wide master calendar
- Turnaround time for turning in the green bars is too short

7. College report- None

Submitted by: Mitra Moassessi