

Santa Monica College
Academic Senate
Department Chairs Meeting
May 5, 2017– Minutes

Attendance:

Ronn Davis, Maria Munoz, Fariba Bolandhemat, Deborah Perret, Laurie Guglielmo, Chris Fria, Jason Beardsley, Janet Harclerode, Suzanne Borghei, Mary Colavito, Mitra Moassessi, Toni Trives, Ford Lowcock, Alex Schwartz, Christine Schultz, Adrienne Harrop, Tom Peters, Nathalie Laille, Teresa Garcia, Eric Oifer, Walter Meyers, Lucy Kluckhohn Jones

1. Public Comments: Walter Meyers, the co-chair of DPAC Technology Planning Committee announced that the Transformative Technology Planning Session will take place on Friday, September 15th at the Bundy Campus. Walter requested that the department chairs encourage faculty in their department to attend this event and support faculty who have teaching assignments on Fridays and are interested in attending the event. Faculty will learn about the SMC web redesign efforts to improve user experience and become cyber-security proficient to help SMC avoid technology threats. [TPC 2016/2017 Goals with Recommendations](#) has been posted on the TPC website. Walter asked department chairs to contact him if they have questions or comments about the goals and if they have suggestions for next year's goals and recommendations.

2. Announcements: None

3. Response to Class Cancellation Motion:

Mitra, Nate, and Jason met with Georgia Lorenz and Teresita Rodriguez and shared the department chairs' motion on class cancelation with them.

- a. What happened to the 284 students who were enrolled in the Fall 2016 cancelled classes and who didn't enroll in another section of the same course? Did these students enroll in other classes to make up for the cancelled classes?

Response: Check the [detailed data](#). The 284 students who didn't enroll in another section of the same course didn't take the same course, and the detailed portion of the data shared with the Academic Senate lists the actions that these students took. 24 of these students had zero units at the beginning of the fall semester.

- b. What is the impact of class cancellations on students' transferability, completion of AA/AS degree or other certificate and degree requirements, and eligibility for financial aid and/or veteran's benefits?

Response: To get an answer to this question, students need to be interviewed.

- c. What is the demographic profile of impacted students?

Response: MIS has the demographic profile data on these students, but currently MIS is working on several critical projects.

- d. What is the break-even point that covers the costs for a faculty member (using a weighted average) for a 3-unit class and a 5-unit class?

Response: Georgia will have a conversation with the fiscal department on this topic.

4. Adjunct mentorship program - Joelle Adams

Nine department chairs responded to the survey on the adjunct faculty mentorship program. Time and money are two major concerns of department chairs for the mentorship program. The Adjunct Committee is in discussions with HR and the FA on how to compensate both the mentor and the mentee. Close to 400 adjunct faculty have responded to the survey. 2/3 of the respondents have been working at SMC for more than eight years; and they believe while they still need help, they can also mentor adjunct faculty with less experience. The Adjunct Committee is working on creating a Canvas shell that can be tailored to the needs of each department but will also contain critical information needed by all faculty. The chairs of English and Business have volunteered to pilot the mentorship program and the Canvas shell for the fall semester. The goal is to have the program ready for implementation in every department for Fall 2018.

5. Full-time Faculty Ranking

The Academic Senate Joint New Faculty Ranking Committee met on Friday, April 28, and ranked the thirty-eight requests for new full-time faculty positions. The recommendation was sent to the president for her decision.

Chairs raised the following concerns about the process:

- There was confusion about the numbers for the counseling request. Members of the ranking committee need to be informed about the method used by the Counseling Department and how it is different from instructional departments.
- The committee needs to discuss the various ways in which the final numbers can be manipulated.
- Consider assigning weights to the various factors.
- Reporting the number of full-time faculty in year 1991 is irrelevant. Perhaps a 10-year figure or a 5-year figure would be more useful. The recent growth in each department should be considered.
- Comment cards are helpful.
- For the departments that rank their positions, reprioritizing those positions by the ranking committee needs to be discussed.

Fran is working on scheduling a debriefing of Full-Time Faculty Ranking Committee and department chairs will be invited to this meeting.

6. Academic Senate President's Report – Fran Chandler

Fran and Mitra shared the recommendation of the ad hoc committee on [75-25 faculty hiring plan](#). The recommendation is based on the goal of increasing the ratio of instructional and counseling faculty by 2.5% each year. To achieve this goal and assuming that the planned hires and planned retirements actually take place, the college needs to hire 27.7 instructional faculty to have a ratio of 52.8% full-time instructional faculty in Fall 2018. Additionally, the college needs to hire 3.7 counseling faculty to achieve a ratio of 46.4% full-time counselors in Fall 2018. The net cost estimated by the fiscal department for hiring these 32 new full-time faculty to replace the part-time faculty is \$997,175.

The planning for the Gender Resource center is underway. The committee working on this project is seeking grant money to hire the needed staff.

Administrative regulations need to be updated as the college was cited in the self-study report for not having a regular schedule to review all administrative regulations and Board policies. The Student Affairs Committee is working on many of these ARs.

Guided Pathways will be discussed by the Curriculum Committee. The plan as described by Academic Affairs is to have a steering committee of faculty who will attend conferences to become pathway experts and to educate different departments on pathways.

Three concerns about pathways are:

- Who has the authority to approve or disapprove a department's pathways?
- The work of the steering committee and the work in each department need to be compensated by the district.
- The Curriculum Committee and the Academic Senate should retain the power to approve the curriculum related to pathways just as they do for all current courses, degrees and certificates.

Fran asked for volunteers to serve on the hiring committees for seven administrator positions.

7. Approval of the Minutes of [April Meeting](#):

Motion to approve: Ron Davis; second: Chris Fria
Passed unanimously

8. Questions and Concerns: None

9. District Report –Jennifer Merlic

- As of May 5th, the enrollment for Summer 2017 is 29.32% lower than Summer of 2016 and Fall 2017 is 28.55% lower than Fall 2016.
- There has been a drop in international applications.
- Winter first run is due on Monday.
- Retro checks are in process.
- SMC was awarded \$2 million for the innovation grant.
- The office of Academic Affairs is working with MIS to have an ISIS report for Associate Faculty. The report will contain the annual base, the seniority order, and the last evaluation semester among other information.

Submitted by: Mitra Moassessi