

# Santa Monica College

## Academic Senate

### Department Chairs Meeting

November 4, 2016– Minutes

#### Attendance:

Ronn Davis, Sal Veas, Maria Munoz, Fariba Bolandhemat, Deborah Perret, Laurie Guglielmo, Judith Douglas, Chris Fria, Laura Manson, Janet Harclerode, Suzanne Borghei, Elaine Roque, Brenda Antrim, Mary Colavito, Mitra Moassessi, Toni Trives, Yulia Kozlova, Ford Lowcock, Jamey Anderson, Alex Schwartz, Christine Schultz

#### 1. Canvas update- Julie Yarrish

Julie reported that training on Canvas is taking place at least once a week, and faculty can also sign up for @ONE training. A complete list of all the available training including training over the winter intersession and the Spring semester is available here:

<http://www.smc.edu/AboutSMC/Canvas/Pages/Canvas-Training-Opportunities.aspx>

Christine Miller will run workshops on Canvas during the winter intersession, and a drop-in lab will be available to help faculty with their questions on Canvas migration. Currently mentors are meeting with the departments to explain the process and answer questions. Three mentors will be available during the Spring semester. Turnitin is integrated into Canvas and can also be used independently.

#### 2. Public Comments: None

#### 3. Announcements:

- Elaine Roque announced that the SMC Faculty Association is having two general faculty meetings on Thursday, November 10<sup>th</sup> and Monday, November 14<sup>th</sup>. The purpose is to educate membership on the current state of contract negotiations and to reconstitute the Job Action Task Force.
- Brenda Antrim announced that a new tutoring center will be opening on November 10<sup>th</sup> on the second floor of the library in Library 224. Tutoring will be available for English, Business, Computer Science, Chemistry, Spanish, and possibly Russian. Additionally students can schedule appointments for tutoring and reserve group study room through Corsair Connect.
- Janet Harclerode announced that on November 15<sup>th</sup> at 11:15a the ESL and Dance departments are sponsoring a remembrance for Pam Nemeth in the SMC staff lounge.

#### 4. Full time faculty hiring for 2016-17 and timeline for 2017-18

The closing dates for 2016-17 full-time faculty positions have been determined and departments have been asked to schedule their hiring committees' orientation meeting. The dates for 2017-18 full-time faculty is as follows:

February 24	Organizational meeting of the ranking committee
March 10	Preliminary requests due to Georgia Lorenz and Fran Chandler
March 31	Formal requests due to Georgia Lorenz and Fran Chandler
April 17	Notebooks ready for pick up by ranking committee members
April 28	Ranking committee deliberations and recommendations to college president

#### 5. Academic Senate President Report – Mitra Moassessi

- On Tuesday, Fran, Mitra, and Nate met with Jenny and Teresita on the topic of class cancellation. Jenny and Teresita will collect data for the Spring 2016 and Fall 2016 on status of students in the cancelled classes. The data will be collected for CTE and non-CTE cancelled classes.
- DPAC has finalized the Institutional Objectives for 2016-17. There are fifteen institutional objectives for 2016-17. One of the objectives is to convert class scheduling process from physical to electronic and another one is to revisit the plan developed by the Ad Hoc Full-Time Faculty Task Force to adjust benchmarks as needed with the goal of implementing a long term plan to increase the percentage and net number of full-time faculty.
- Dr. Jeffery has approved the recommendation from DPAC accepting the Budget Planning Subcommittee's recommendation on a borrowing scenario of 300 FTES in 2015-16 with 200 FTES decline in 2016-17 and 0.5% growth in future years.

#### 6. Approval of the Minutes for October Meeting:

Approve as presented: Janet Harclerode, second: Elaine Roque  
Passed with one abstention (Chris Fria)

#### 7. Title IX presentation – Lisa Winter – Compliance Administrator

Title IX prohibits sex-based discrimination in education. It also addresses sexual harassment, gender-based discrimination, and sexual violence. It is important for faculty to educate

themselves on Title IX. The district offers four different types of online training. Faculty will receive one hour of flex credit for any of these online trainings:

- Title IX and Sexual Misconduct (online) is 24 minutes
- Title IX and Gender Equity in Athletics (online) is 43 minutes
- Clery Act (online) is 24 minutes long
- Campus SaVe Act for Employees (online) is 37 minutes long

The other training options are:

- Departmental in-person training on campus - 1.5 hours of flex
- Attending the beyond Sex Toolbox Series workshops - 1.5 hours of flex

Department chairs can also contact Lisa if they would like training (Title IX or any other area that is covered under Title 5 and unlawful discrimination such as race, age, religion, disability etc.) either for their department or training for students as classroom presentations. The kinds of topics that can be offered for the department or classroom are:

- Understanding Title IX
- Overview of unlawful discrimination
- What happens when a complaint is filed – case study
- Race/religion/ethnicity
- Disability and accommodations
- Gender/sex discrimination

Lisa mentioned that the ombudspersons can also be good resources for resolving issues informally.

#### 8. College report- Georgia Lorenz & Jennifer Merlic

- Any changes to the Spring schedule need to be submitted by the end of today in order to make it to the print version of class schedule. Future changes will be made to the online version only.
- The class schedule will be posted online on November 16. Registration starts on December 1.
- Midterm placement rosters are due November 25<sup>th</sup>. Please ask faculty to submit them on time.
- Scheduling summer classes will start the first week of winter, and scheduling for fall classes will start in the first week of the spring semester.
- Starting with the Fall semester, faculty will be asked to enter their office hours in mprofessor.
- The workgroup on electronic scheduling received a presentation from EMS, the same vendor that is currently working with the events department. Jenny will be visiting Moorpark College where they are using the EMS system. Jenny will let the chairs know the day and time in case anyone is interested in joining her.

- Two workgroups, one on enrollment barriers and the other on prerequisites, have been meeting. More information will be coming from these two workgroups.
- The district is planning to apply for two grants coming from the state this academic year:  
(1) Award for Innovation in Higher Education (2) California College Promise Innovation Award

Submitted by: Mitra Moassessi