

Santa Monica College  
Academic Senate  
Department Chairs Meeting  
October 7, 2016– Minutes

Attendance:

Sal Veas, Maria Munoz, Fariba Bolandhemat, Deborah Perret, Laurie Guglielmo, Judith Douglas, Laura Manson, Jason Beardsley, Janet Harclerode, Suzanne Borghei, Elaine Roque, Brenda Antrim, Mary Colavito, Mitra Moassessi, Toni Trives, Yulia Kozlova, Jamey Anderson, Christine Schultz, Adrienne Harrop, Colleen Mc Graw, Fran Chandler, Mark Tomasic, Eric Oifer

1. Public Comments: None
2. Announcements: None
3. AQMD survey- Ferris Kavar – Sustainability Project Manage

Ferris explained that the State of California requires employers with 250 or more employees to have their employees complete the AQMD survey and the city of Santa Monica requires the completion of the AQMD survey for employers with 30 or more employees. The response rate has to be at least 90% in order to avoid repeating the administration of the survey or paying a fine. The average vehicle ridership needs to be calculated for employees who commute between 6 am to 11 am and those who commute between 3 pm to 7 pm. This average now needs to be 1.5 employees per vehicle or higher. As of November 2017, the required average ridership will move up to 1.7. The district needs to improve its ridership. Employees using the Expo line and the big Blue Bus will help bring the average up to 1.7. Ferris reviewed the survey and clarified how the questions need to be answered for the days that employees don't commute to the campus. He also requested that the department chairs assist him in getting to the 90% response rate for the survey.

4. Academic Senate President Report – Fran Chandler

Fran attended the accreditation team exit session on Thursday, October 6<sup>th</sup>. The accreditation team chair reported on the list of commendations and recommendations to be submitted to ACCJC. Fran's report on the exit session is attached to these minutes. The official report will not be out in mid-February. Fran thanked all faculty members who contributed to the writing of the self-evaluation report.

5. Approval of the Minutes for [June Meeting](#):  
Approve as presented: Brenda Antrim, second: Elaine Roque  
Passed unanimously

## 6. How to increase diversity in hiring pools- Mark Tomasic

Mark, the chair of the Academic Senate Equity and Diversity Committee asked department chairs for ideas and recommendations on how to increase the size of full-time faculty hiring pools in the hope that this might result in more diversity. Ideas presented were as follows:

- Wait for the job fair before closing the application pool
- Create a working document on what is equity for us in the college and design questions around that
- Target specific organizations that promotes diversity: Society of Black Engineers, Society of Hispanic Engineers, etc.
- Members of departments reach out to the graduate programs and encourage graduate students to apply
- Make the preferred qualifications broader and list advanced study instead of a PhD
- Department Chairs can send personal emails to organizations that promote diversity to spread the word
- Hold an open house at SMC to showcase the many advantages of teaching at SMC
- Revisit the AR on hiring and the possibility of considering incomplete files. According to Sherri Lee Lewis, requiring two recommendations is a barrier for minority applicants
- Be more clear about the range of salary on the job announcement brochure and how it is computed for those coming from outside the academic community
- Encourage hiring committees to interview candidates who don't have a PhD degree but are otherwise qualified
- Follow the East LA College model in getting students in master's degree programs to be student teachers and work with faculty members. Some programs target students of color.

Once a faculty member is hired, they need to feel supported in order for the college to retain the faculty member. The idea of assigning a mentor to newly hired faculty was discussed. The Academic Senate also needs to play a bigger role in new faculty orientations and other professional development activities.

## 7. Development of Standing Rules for the committee

The committee decided to use 51% as the threshold for establishing quorum and have the action items coming out of the committee voted on formally.

## 8. Rules and policies for canceling classes

86 sections were canceled for the fall semester and 56 sections were added. The added sections were not necessarily in the same discipline as canceled sections. Concerns were raised around the issue of class cancelations:

- CTE programs with small enrollments could be in danger of being closed because of cancelled classes, resulting in students not being able to finish their certificates and/or degrees.

- There are issues with cancelling capstone courses due to having fewer than 18 students.
- Some programs have changed their curriculum to prevent their classes from being cancelled.
- Classes that are cancelled may potentially affect other areas of the college.
- It is not clear what happens to students who are enrolled in cancelled classes. How many of them leave the college? How many of them find other classes?
- Data needs to be collected on type of cancelled classes.
- Cancelling classes may potentially affect the time to graduate for students.
- Some colleges consider section averages across an entire department before cancelling classes.
- Cancelling classes can potentially cause a permanent reduction in the WTH allocated to a department.

After much discussion, the following resolution was moved by Tony Trives and seconded by Jason Beardsley:

Whereas, class cancellations limit students' ability to complete their educational programs;

Resolved, that the Department Chairs Committee asks for a review of the consequences of class cancellations.

Passed unanimously

#### 9. College report- Georgia Lorenz

Faculty can get reimbursement for getting @one training as long as they get their certificate, and the department chair is committed to assigning them to online courses.

Georgia thanked all faculty who participated in writing the accreditation self-study report as well as those who provided data and requested information and participated in interviews with the accreditation team members. Georgia reported on the accreditation team exit session and reminded everyone that the list of commendations and recommendations presented at the exit session was not the final word. The accreditation team members report their findings to the team chair and the assistant chair, who report to the Commission. The district will have a chance to correct and make comments to the report before it becomes finalized. The district expects to hear from the commission in early February. The district will get 18 months to correct any possible problems. The bachelor's degree was also reviewed by the accreditation team, and the district was commended for providing access to a BA degree that may otherwise not be accessible to low income students. The accreditation team stated that the district has not met 11 out of 29 standards for the BA degree. Given that this is a brand new program, there has not been enough time to produce the required outcomes to satisfy these standards.

Submitted by: Mitra Moassessi