

Santa Monica College
Academic Senate
Department Chairs Meeting
June 2, 2017– Minutes

Attendance:

Ronn Davis, Maria Munoz, Fariba Bolandhemat, Deborah Perret, Laurie Guglielmo, Eric Minzenberg, Laura Manson, Jason Beardsley, Eric Williams, Suzanne Borghei, Elaine Roque, Brenda Antrim, Mary Colavito, Mitra Moassessi, Toni Trives, Ford Lowcock, Jamey Anderson, Alex Schwartz, Christine Schultz, Adrienne Harrop, Lucy Kluckhohn Jones, Jenna Gausman, Ann Marie Leahy, Edna Chavarry, Nate Donahue

1. Public Comments: None
2. Announcements:
 - Retirement & Recognition Event: Wednesday, June 14th at 10a. This year event will include a tenured faculty celebration. Faculty who received their tenure last year and this year will be recognized and will receive an award. Thirteen faculty members have been awarded tenure last year and this year.
 - Synapse Dance – This Saturday and Sunday- 4pm & 7:30pm - The Broad Stage
3. Data Coaching Application- Laura Manson & Edna Chavarry

The Center for Teaching Excellence, in collaboration with the Office of Institutional Research and the Office of Workforce and Economic Development, is offering a professional development opportunity called “Data Coach”!

The Data Coach Program aims to build the research and data capacity of the College by providing faculty intensive training to become certified Data Coaches. As a Data Coach, faculty will receive approximately 12 hours of training on how to access, analyze, and utilize data for program review, departmental planning, grants, and other college processes.

Faculty from CTE programs are invited to apply for data coaching training that will take place on August 4th and 11th. There is a stipend for participating in the training to become a data coach and also for any additional work.

4. Career Services – Jenna Gausman & Ann Marie Leahy

Career Services works with students on an individual basis on career planning, finding jobs on and off campus, and internships. Santa Monica College is the only community college that has an internship program for its students. Counseling 12 is a one unit eight-week class on career planning offered every semester. All students should be encouraged to take this class. Counseling 12 is offered this summer to FYE students. Career services also advises students on preparing their resumes and matching students with different businesses. Jenna asked department chairs to contact her for departmental events that businesses can potentially sponsor, for example different makeup companies may be able to sponsor events for the Cosmetology Department.

5. Approval of the Minutes of the [May meeting](#):

Correction: Fariba Bolandhemat was not present; Howard Stahl represented the CS/CIS department.

Motion to approve as corrected: Elaine Roque; second: Jason Beardsley
Passed with two abstentions (Fariba Bolandhemat & Brenda Antrim)

Concern was raised about item #3.b in the minutes and request was made that there be a follow up on the district's response that the detailed data on class cancellations answers the question of what happened to the 284 students whose classes were cancelled in Fall 2016 and didn't enroll in another section of the same course.

6. Academic Senate President's Report – Fran Chandler

DPAC approved the 75-25 hiring plan at its May 10th meeting with a vote of six in favor and 2 against (Administration and Management groups). Dr. Jeffery has accepted the recommendation. Her response:

“I support the 75/25 goal recommended by DPAC. The college will work toward meeting this goal in concert with the goal of maintaining fiscal stability. I will seek to achieve a hiring strategy to increase the level of instructional full-time faculty based on the highest priority needs of instructional and student support areas of SMC. Additionally, I will work to develop a human resource plan that is intended to achieve benchmark levels of all SMC employee groups.”

At the last Board of Trustees meeting, the trustees discussed the budget priorities. Although the public notice for this meeting stated that the trustees would consider two primary budget principles, they opened the meeting by introducing a third one on moving toward reducing the percentage of the unrestricted budget that is spent on employees' salary and benefits to 85%. Introducing this item at the meeting can potentially be a violation of the Brown Act since there was no public announcement about this principle before the meeting, and the announcement was thorough about which other items would be discussed. As a result, members of the public or faculty leaders didn't get a chance to make public comments on this item. Another objective that was approved by the board was to seek an increase in the ratio of full-time faculty. However,

Board members requested data to prove the importance of full-time faculty despite the fact that there have been years of research by different statewide entities on why full-time faculty are important in achieving student success. Institutional Research has been instructed to collect data on why full-time faculty are important. Fran urged department chairs to be involved in this process and stated that the IEC and Senate leadership understand how difficult, if not impossible, this might be to prove quantitatively because there are so many variables; and causation is hard to prove.

Fran urged department chairs to recognize their power and continue proposing and voting on resolutions that are important to faculty. Such formal actions force the Senate and administrators to respond. A formal vote with a record in the minutes also prevents others from claiming that only a few vocal chairs are behind specific issues. Fran thanked department chairs for working so closely with her over the past two years.

Nate as the incoming Academic Senate president asked department chairs to get him involved in their departments by inviting him to their department meetings.

7. District Report –Jennifer Merlic

- The enrollment for Summer 2017 is down by 2.9% and Fall 2017 enrollment is down by 7.46%.
- 150,000 post cards have gone out for the Fall 2017 to increase enrollment.
- Statewide the enrollment is down by 2.5% for 2016-17. The colleges that are growing are those with heavy dual enrollment.
- Please limit the number of changes to the final exams as these changes create room conflicts.
- Graduation reception is scheduled for Tuesday, June 13th at 4:30p.
- EMS, the scheduling software, is becoming a reality.
- One more final interview for full-time faculty hiring is left. A total of 18 full-time faculty, including two extended to next year, have been hired for 2016-17.
- SMC will be hosting a group of administrators from ASU on July 16th from 10a to 11:30a. Everyone is welcome to attend. ASU is our partner in the Pathways project.

Submitted by: Mitra Moassessi