

**Santa Monica College**  
**Academic Senate**  
**Department Chairs Meeting**  
**December 1, 2017– Minutes**

Attendance:

Ronn Davis, Sal Veas, Maria Munoz, Deborah Perret, Laurie Guglielmo, Judith Douglas, Chris Fria, Eric Minzenberg, Laura Manson, Janet Harclerode, Suzanne Borghei, Elaine Roque, Mary Colavito, Mitra Moassessi, Ford Lowcock, Jamey Anderson, Alex Schwartz, Christine Schultz, Adrienne Harrop, Nate Donahue, Colleen McGraw, Sherri Bradford, Lucy Kluckhohn Jones, Edna Chavarry, Georgia Lorenz, Jennifer Merlic

1. Public Comments: None
2. Announcements: None
3. AR 3211.3 – Department Chairs election:

The latest revision on the AR for department chairs election was discussed. The concern was raised about separating the nomination and election of tenured faculty from 4<sup>th</sup> year probationary faculty.

Elaine Roque moved the following motion; the motion was seconded by Judith Douglas

Insert “or 4<sup>th</sup> year probationary” to section 4 and delete the last paragraph of section 4:

Tenured faculty members *or 4<sup>th</sup> year probationary* of the department who wish to run for the office of department chair must submit their names to the appropriate Vice-President, or designee, and the Chair of the Elections and Rules Committee, and shall have at least two weeks to do so.

~~*In the event that no tenured faculty members submit their names for the ballot by the end of the self-nomination period, no election with tenured candidates shall be held, and in this event, the Chair of the Elections and Rules Committee shall notify the department members that fourth-year probationary faculty members may submit their names to the appropriate Vice President or designee and the Chair of the Elections and Rules Committee for an election with these candidates only.*~~

~~*The following table lists the phases of such an election together with their deadlines for completion.*~~

~~*Phase of election among 4th year probationary faculty members  
Deadline for completion Self-nomination period End of week 7*~~

*Ballot notification period End of week 8*  
*Campaign period End of week 10*  
*Election End of week 11*

The motion was passed unanimously

4. Approval of minutes for November meeting

Motion to approve as presented: Mary Colavito; Second: Laura Manson  
Passed unanimously

5. Equity in faculty hiring:

A group of faculty and administrators attended the Institute for Equity in Faculty Hiring at Community Colleges on September 28-29. This event was sponsored by the Center for Urban Education (CUE). Faculty and administrators who attended the Institute felt the information learned is very valuable and needs to be shared with the department chairs who play a major role in hiring full-time and part-time faculty.

Different studies have shown that students of color experience better academic outcomes when taught by faculty of color and are more likely to identify with and approach faculty of the same racial and ethnic background. According to the Santa Monica College 2017 Faculty and Staff Diversity report, as of fall 2017, the Hispanic student population comprises 40.29% of overall student population. As of fall 2017, there are 349 full-time faculty with 15.76% being Hispanic and 12.03% black. Out of 1056 part-time faculty, as of fall 2017, 14.02% are Hispanic and 9.47% black. SMC's part-time faculty members are a primary resource group for its full-time hiring pool. In 2015-16, nineteen of the full-time faculty hires were part-time faculty, in 2016-17, thirteen of 30 full-time faculty hires were selected from part-time faculty and in fall 2017, sixteen of 24 new hires were originally part-time faculty members. More attention needs to be paid to hiring part-time faculty. According to AR 3230 - Recruitment and Selection of Temporary Faculty - departments need to have a selection committee for hiring part-time faculty. The selection committee will consist of at least the department chair, another faculty member, and an EEO representative.

[Sherri Bradford presentation](#)

[Edna Chavarry presentation \(1\)](#) [Edna Chavarry presentation \(2\)](#)

Edna will be happy to help departments with their job announcements for hiring part-time and full-time faculty.

Georgia Lorenz stated that she will include the topic of Equity in Hiring in the next Academic Affairs department chairs meeting.

Submitted by: Mitra Moassessi