

Santa Monica College
Academic Senate
Department Chairs Meeting
March 9, 2018– Minutes

Attendance:

Ronn Davis, Howard Stahl, Deborah Perret, Chris Fria, Eric Minzenberg, Laura Manson, Jason Beardsley, Judith Marasco, Suzanne Borghei, Brenda Antrim, Elaine Roque, Mary Colavito, Mitra Moassessi, Toni Trives, Josh Sanseri, Jamey Anderson, Alex Schwartz, Christine Schultz, Adrienne Harrop, Nate Donahue, Colleen McGraw, Steve Sedky, Eric Oifer, Teresa Garcia, Alexandra Tower, Nathalie Laille

A motion was made by Eric Minzenberg to add the discussion of class cancellation to the agenda.

Second: Elaine Roque
Approved unanimously

1. Public Comments: None
2. Announcements:
 - Jason Beardsley asked about the previous discussion on making syllabi available to all faculty. This item was discussed at the Senate Executive Committee meeting last semester and Nate asked the chair of Professional Ethics to discuss this item with the committee. Nate will follow up.
 - Jason also announced that several faculty members in the English department are getting error messages when entering office hours in ISIS. Will follow up with Jenny Merlic.
 - Alex Tower asked department chairs to encourage their students who have done projects related to global citizenship and this year's theme, Promise and Peril of a Global Community, to submit their work for the [Global Citizenship Research Symposium](#). The Symposium is a forum for students to be recognized for outstanding course work. Applications accepted beginning January 29, 2018.

3. Approval of minutes for [December meeting](#)

Motion to approve as presented: Mary Colavito; Second: Susan Borghei
Passed with three abstentions (Brenda Antrim, Alex Schwartz, Jason Beardsley)

4. Discussion on full-time faculty hiring ranking process

The first meeting of the Ranking Committee will be on March 16th at 8:00AM. Nate invited all the department chairs to attend this meeting. The full-time faculty requests are due on April 6th and the final ranking committee meeting will be on May 11th.

- Last year the recommendation of the ranking committee was sent to the president in April. The president didn't announce her decision until late December and only six positions were approved. Nate has discussed this issue with Dr. Jeffery and is hoping that this year she will announce her decision shortly after the Governor releases his May revised.
- In order to have a healthy pool of candidates, the cycle of hiring needs to start in September.
- The data presented to the ranking committee on the number of full-time faculty hired in a given department should not go back longer than 10 years.
- The effect of retirements and/or impending retirements should be considered by the ranking committee, especially in a small department.
- How the ratio of the ranking is produced- 75% subjective/25% objectives?
- Ranking committee needs to get data on the size of the discipline, as in weekly teaching hours scheduled or full-time equivalent students served. This would help to explain increases in full-time faculty due to inclusion of new programs or expansion of existing programs. It would also indicate which programs have fewer than expected full-time faculty members due to retirements or other forms of attrition.
- Programs that are new and need faculty to grow.
- Members of the ranking committee should avoid the articulation of overt biases regarding specific positions related to an area of their expertise.

Faculty Ranking Committee is chaired by the Academic Senate President and faculty members on this year ranking committee are: Mitra Moassessi, Marisol Moreno, Brenda Antrim, Peter Morse, Jose Hernandez, Eric Minzenberg, Gina Jerry, Steven Sedky, Maria Munoz, Janet Robinson, Jason Beardsley, Guido Delpiccolo

5. Class Cancellation

Department chairs expressed concern about the use of fill rate on determining disciplines' WTH allocation for scheduling classes. A low fill rate in a given semester will reduce the number of courses that departments can schedule for the following year. There are certain courses that traditionally have low enrollment but some of these courses are an integral part of department certifications. Departments may hesitate to offer certain courses with traditionally low enrollment because of the negative effect they may have on the WTH assigned to the department. This can potentially result in elimination of some courses and reducing the number of available assignments even for full-time faculty. Students are enrolling late and some of the classes are being canceled prematurely. Because of early cancellations, departments are being asked to add more classes later and in some cases

departments don't have any faculty available to teach those classes. The fill rate is not equitable because of different maximum class size. Many classes are capped at 45 while others are capped at 25.

Eric Minzenberg moved the following motion:

Department Chairs respectfully direct the Academic Senate president and the Faculty Association president to discuss, with the Superintendent President, the use of fill rate on determining departments' Weekly Teaching Hours (WTH) allocation and the impact of early class cancellations on students' academic success and faculty working conditions.

The motion was seconded by Jason Beardsley

Passed unanimously

6. Academic Senate Report

- The AR on Department Chairs election was approved by the Academic Senate. All concerns raised by department chairs were included in the final language of the AR.
- PDC has organized a full day of wonderful workshops for the Flex Day on Tuesday, March 13. Two workshops on Pathways have been scheduled for the day.
- The Pathways project is gaining momentum and the first 15 pilot programs are due by the end of the Spring semester. May 18 is the program sorting day and everyone is invited.
- Dr. Jeffery has created a Presidential task force on Gender Equity and Social Justice. The first meeting of this task force is scheduled for March 16.
- Academic Senate election for senators is under way and the election for the Academic Senate President is scheduled for this semester.
- Nate encouraged faculty to volunteer to advise student clubs.

7. Questions and Concerns

Lack of maintenance and cleanness in different buildings is a major concern. Changing hours for custodians has created issues for different departments. For example the library is now being cleaned while students are using the library.

8. District Report – Jenny Merlic

- The issue of errors with entering office hours was shared with Jenny. Jenny asked department chairs to email her with specific problems.
- Training on using the new scheduling tool will happen after the Spring break. The plan is to schedule the Winter intersession using the new tool.
- Enrollment for the Spring semester is down 4%.
- The discussion on scheduling classes online verses on ground will be on the next Academic Affairs department chairs meeting.

- One possible way to increase enrollment is to offer weekend classes. The district used to offer more classes on weekends. As we have increased the number of online classes number of classes offered on weekends has decreased.

Submitted by: Mitra Moassessi