Santa Monica College
Academic Senate
Department Chairs Meeting
October 6, 2017– Minutes

Attendance:

Ronn Davis, Sal Veas, Howard Stahl, Laurie Guglielmo, Chris Fria, Eric Minzenberg, Jason Beardsley, Janet Harclerode, Suzanne Borghei, Elaine Roque, Brenda Antrim, Mary Colavito, Mitra Moassessi, Toni Trives, Yulia Kozlova, Jamey Anderson, Alex Schwartz, Christine Schultz, Adrianne Harrop, Colleen McGraw, David Mendoza (Photo and Fashion), Eric Oifer, Ferris Kawar, Nathalie Laille, Tom Peters

Item 3b was added to the agenda:

3b. Early Alert – Laurie Guglielmo

1. Public Comments:

- Ferris Kawar (Sustainability Project Manage) asked department chairs to encourage faculty to fill out the mandatory AQMD survey. The survey has been made easier based on the comments received last year. For faculty who teach online the correct selection on the form is Telecommuting. Driving for at least 50% of the distance with another person (including children) in the car is considered carpooling. Ferris will send an email to the department chairs with the name of faculty members who have not responded to the survey. Those who respond to the survey by October 16th will be entered into a drawing for a $25 gift card.

- Santa Monica College Foundation invites applications for 2018-19 President's Circle Margin of Excellence Grants and Chair of Innovation Grants.

2. Announcements:

- Eric Oifer presented the new flyers for the Ombuds office.
- Brenda Antrim reminded department chairs about training on CurricUNET and course updates/revisions (including SLO updates) on Thursday, October 12, from 11 am – 12:30 pm in LIB 192. This training is intended to assist any chairs and faculty going through Program Review and/or interested in revising existing curriculum.
- December 2nd is the grand opening day for CMD.

3. Discussion on making syllabus report available to all faculty- Jason Beardsley

Previously each department collected syllabi from faculty in a way that allowed faculty to see each other's course syllabi. With the new system in place where faculty submit their syllabi using mProfessor, faculty can no longer see other faculty members' syllabi. In some departments faculty can put items they are willing to share in Google Drive or Homeroom for all faculty to access.
Department chairs will discuss sharing syllabi with their department and will bring the feedback to the next chairs meeting.

3b. Early Alert – Laurie Guglielmo

The purpose of Early Alert is to identify students who are experiencing academic difficulties including tardiness/absences, poor academic performance, and/or learning difficulties. Early Alert should be seen as a supplemental resource. Some instructors may refer an entire class to counseling using Early Alert. Laurie asked department chairs to remind faculty that discussion between faculty and an individual student should happen before referring an Early Alert student to Counseling. Classroom issues should be discussed between faculty and students. Faculty may not be clear about when they should use Early Alert. Faculty can benefit from training on how to use Early Alert, what resources will be provided to students, and what happens when counselors receive an Early Alert referral.

Once enrollment starts, the counseling department must focus on enrollment and counselors have limited time to work on early alerts. Faculty who refer an Early Alert student to Counseling during this time and wish to confirm that the student has seen a counselor, need to follow up directly with the student.

4. Pilot accessibility project – Tom Peters

Vice president Georgia Lorenz has approved a pilot accessibility initiative involving five departments: English; Mathematics, Communication Studies, Art, and Earth Science. Each department has been asked to designate a faculty member as the department accessibility trainer. Each accessibility trainer will receive a stipend of $2000 for the fall semester. Accessibility trainers will attend a training session on November 28th and will go through additional training with Tom. Georgia will inquire with the college grant writer to look into funding assistance for the spring 2018 semester and beyond. Faculty can still contact Tom when they have materials that need to be accessible. SMC is ahead of many other colleges when it comes to having materials accessible.

5. Approval of minutes for June meeting

Motion to approve: Elaine Roque; second: Brenda Antrim
Passed unanimously

6. Academic Senate Report- Mitra Moassessi

- The Academic senate has approved goals and objectives for 2017-18. Goals and objectives for 2017-18 are:
    - ✓ Close the gap in student outcomes between student groups
    - ✓ Support and monitor the establishment of Guided Pathways
    - ✓ Revise the 75-25 full-time faculty hiring plan to include the effect of SRP
    - ✓ Educate and involve the Santa Monica College community regarding important initiatives, events, and program developments on campus
    - ✓ Develop a plan for faculty leadership
    - ✓ Assist and help guide the AR/BP reorganization

- Academic senate has passed a resolution in support of DACA and undocumented students and a resolution on Full-time faculty hiring.

- A group of faculty and administrators attended the Institute on Equity in Hiring. The group is planning to have a follow up meeting at the end of October to create a tool kit for department chairs to assist departments in hiring part-time and full-time faculty.

7. Questions and Concerns – None

8. District Report – Georgia Lorenz

- In order to receive funding from the state for CMD as a center the district needs to generate at least 1000 FTEs by offering classes at CMD.
- Spring and winter enrollment starts November 8th.
- EMS (new scheduling software) team and MIS team are finalizing the data link between the two systems. Department chairs' training on EMS will be provided toward the end of the fall semester.
- Starting this year, the district will be docking pay from Faculty who don't fulfill their Flex obligations. Names will be sent to the department chairs for corrections.
- Please make sure that faculty enter their office hours in mProfessor.
- The workshop on Friday with Dr. Brian van Brunt has been videotaped. Patricia Burson will let the chairs know when the video is available.

Submitted by: Mitra Moassessi