

Santa Monica College
Academic Senate
Department Chairs Meeting
September 7, 2018– Minutes

Attendance:

Ronn Davis, Sal Veas, Maria Munoz, Howard Stahl, Laurie Guglielmo, Jo Hao, Eric Minzenberg, Laura Manson, Jason Beardsley, Judith Marasco, Sang Chi, Alexandra Tower, Mitra Moassessi, Toni Trives, Yulia Kozlova, Josh Sanseri, Jamey Anderson, Alex Schwartz, Christine Schultz, Nate Donahue, Eric Oifer, Teresa Garcia, Nathalie Laille, Liz Koenig

Motion was made to add the discussion of annual program review to the agenda.
Alex Tower; second; Howard Stahl

Passed unanimously

1. Public Comments: None

2. Announcements:

- Alex Tower made an announcement about Coastal Cleanup Day (CCD) on Sept 15th, 9am - 12pm Location: Beach at the end of Pico Blvd. /Bay St (by tower 20). CCD is the world's largest volunteer day, and is a great opportunity to raise awareness about ocean health, and plastic pollution. It's also an opportunity to get a lot of trash out of the watersheds and off of the beaches. Last year, SMC was part of nearly 800,000 volunteers worldwide, who picked up over 20 million pounds of trash from the world's coasts and inland waterways. This will be the 6th year of SMC hosting the beach site at Pico Blvd. /Bay St. in partnership with the Black Surfers Collective and Black Historians.
- Nate asked for volunteer to serve on faculty evaluation committees as non-departmental faculty member. Additionally the senate needs to appoint 25 EEO representatives to the 25 new full-time faculty hiring committees.

3. Approval of minutes for June meeting

Motion to approve as presented: Alex Tower; Second: Laurie Guglielmo

Passed unanimously

4. SMC Job Fair and open house- Sherri Lee-Lewis

- The 1st Annual Faculty Job Fair and Open House is scheduled for– October 5, 2018 from 10:00am to 2:00pm in the quad on the main campus. The goal is to increase diversity in the applicant pool for both full-time and part-time faculty positions. Each department will have a table at the Job Fair. Need to have 2-3 faculty members present at each table. Two workshops: 10:30am – 11:30am, and 12:30pm – 1:30pm., have been scheduled for the day on how to apply for a faculty position with a panel to answer questions. Department chairs were asked to provide volunteers to run the workshops. Sherri asked department chairs to reach out to their contacts and promote the Fair.
- Human Resources has implemented a new system, NeoGov, to accept applications for faculty positions. Department chairs were sent an email from NeoGov to set up a password to access the system. NeoGov is user friendly with much improved customer service and will not have the problem that the old system had with accepting the recommendation letters. Training will be provided for using the new system. Sherri asked department chairs to check the new system and email Tre'Shawn and her if they have any questions.
- Beyond Sex Toolbox Series workshops will start on Thursday September 20th from 11:15 to 12:35 at the Cayton Center.
- SMC is introducing a free online training program for employees and students called Not Anymore. This program is designed to educate employees on how to effectively respond to reports of interpersonal violence from students and/or employees. In-class training is also available upon faculty request. For more information please contact Lisa Winter.

5. Full Time Faculty Hiring – Mitra Moassessi

Despite the fact that last year department chairs received two presentations on instituting equity into the faculty hiring, for this year's hiring, department chairs are asked to use their old job bulletins. Sherri is going to look into this and take department chairs' concern back to HR. Department chairs would like to see the job bulletins before they are finalized and printed. Sherri mentioned that HR will consider the job bulletins finalized once they are received from the office of Academic Affairs.

With the cycle of hiring being pushed back closer to the Spring semester, it has become harder to get a large pool of qualified applicants.

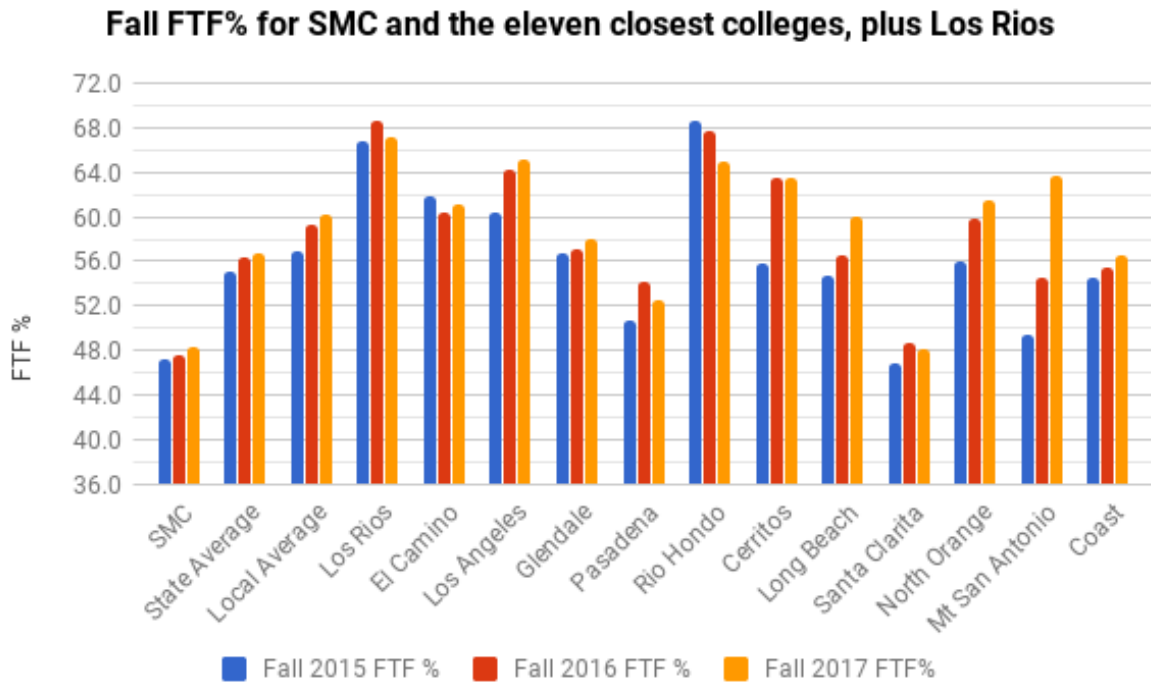
Dr. Jeffery has approved 25 (23 plus two positions, one for a counselor in DSPS, and one for a counselor in the Center for Wellness which are being funded from designated categorical funds). This year there were fifty requests for fulltime faculty positions. In February of 2017 an ad hoc committee of the Academic Senate and Academic Affairs developed a plan for moving toward the goal of 75% of weekly teaching hours being taught by full-time faculty. This plan was

approved by DPAC and supported by the Superintendent President. Under this plan the number of full-time faculty who need to be hired this year is 68 (56.4 instructional and 11.5 counseling).

After much discussion the following resolution was moved by Maria Munoz and seconded by Howard Stahl:

FULL-TIME FACULTY RESOLUTION

WHEREAS the percentage of courses taught by full-time faculty at Santa Monica College continues to be worse than all of our regional colleges,



WHEREAS full-time faculty are the foundation of our institution, by ensuring faculty evaluations get performed in a timely manner, by completing various accreditation activities, by developing new and innovative programs, by working on and implementing the Guided Pathways redesign efforts, by institutionalizing the changes required to implement AB 705, by working on strong workforce initiative program

WHEREAS Santa Monica College has been ranked by the Chancellor's Office in the lowest (worst) quartile base on the District's FTES-to-FON ratio,

WHEREAS an ad hoc committee of the Academic Senate and Academic Affairs developed a comprehensive plan in February 2017 to address this issue which was supported by the District Planning and Advisory Council and which included surveying full-time faculty, developing a baseline and modeling a plan which would reach 75% full-time faculty (instructional and counseling) by 2028-29,

WHEREAS this comprehensive plan's target goal for 2019-2020 is to have in place 55.6% instructional faculty and 52.4% counseling faculty which would require the hiring of 56.4 instructional faculty and 11.5 counseling faculty,

WHEREAS the current hiring plan put forward by the District is insufficient to stay on track toward the goal of 75% full-time faculty,

WHEREAS full-time faculty hiring is an Institutional Objectives, a goal and priority of Board of Trustees, and part of Vision for Success Initiative

THEREFORE Let It Be Resolved, that the Department Chairs committee of the Academic Senate of Santa Monica College hereby calls on the District to meet the 75/25 hiring plan's goals for 2018-2019 by hiring the required additional 45 faculty positions.

Passed unanimously

Department chairs will meet next Friday after the Instructional Chairs meeting to plan attending the Board of Trustees meeting on October 2nd to share their concern about lack of adequate full-time faculty hiring with the trustees.

6. Annual program Review

Several chairs have raised question about the necessity of having annual program review. Chairs spend many hours to prepare the annual program review and feel that their effort is pointless since these program reviews are not looked at by the Program Review Committee. It was explained by Erica Leblanc and Jenny Merlic that having annual program review is required for accreditation. The Program Review Committee reads the six year program reviews and also includes the summary of annual program reviews in its report to DPAC. There needs to be a stronger connection between program review and decision making in the college about allocating resources. Department chairs requested that the Program

Review Committee look at the format of annual program review and simplify when possible.

7. Redesigning the Student experience update- Maria Munoz

The summer retreat resulted in defining nine overreaching goals for the redesign effort. Last Friday's Pathways meeting resulted in defining seven major buckets for the Meta majors. Departments were asked to discuss mapping their program at their flex day meeting and identify mini teams that will work with the faculty in their department to map their program.

8. Data Coaching and Canvas Online Course Review – Laura Manson

The Center for Teaching Excellence, in collaboration with the Office of Institutional Research and the Office of Workforce and Economic Development, has trained a group of faculty as "**Data Coach**". Departments can request a data coach by contacting the Center for Teaching Excellence. Faculty can also request a review of their online course materials by filling the online course review form found on Canvas. Laura who has many years of experience teaching online will be more than happy to review the online course materials for faculty.

9. Academic Senate Report – Nate Donahue

None

10. District Report – Jenny Merlic , Erica Leblanc

- Jenny and Erica shared the latest numbers for summer and Fall enrollment.
- Jenny shared a detailed explanation of the [New Funding Formula](#).
- As we move forward with new curriculum regulations and the new funding formula, we will need to convert some Department Certificates to Certificates of Achievement to bring more funding to the college.
- With Jenny becoming the Vice President of Academic Affairs, there will be an internal search for the position of Interim Dean of Academic Affairs.
- The EMS (Electronic Scheduling System) is still being tested on how it works with ISIS. The hope is to have the summer schedules done with EMS.
- The mailroom is running out of mailboxes and the district is considering distributing mail via departments instead of the mailroom. Stay tuned!

Submitted by: Mitra Moassessi