

SMC ACADEMIC SENATE JOINT PERSONNEL POLICIES COMMITTEE MINUTES
Tuesday, September 23, 2014, 1:30 – 3:00pm, Library 275

In Attendance:

Fran Chandler
Sherri Lee-Lewis
Peter Morse
Nate Donahue
Michael Strathearn

Excused:

Nick Mata
Gita Runkle
Andrew Nestler

- I Call to Order
- II Introductions
- III Public Comments - None
- IV The minutes from the May 22, 2014 were not available. These minutes will be approved at the next meeting.
- V Preliminary Establishment of Administrative Regulations
Committee agreed to review the following:
 - AR 3210 – Classification of Academic Personnel (Peter and Sherri will review against Ed Code).
 - AR 3211.5 – Faculty Responsibilities as Student Activity Advisors
 - AR 3211.6 – Academic Rank
 - AR ? page 47 – Academic Personnel (Peter will check on this one with the FA)
 - AR 3215 – Sabbaticals (8 have not been awarded every year)
 - AR 3221 – Retirement Incentive Programs (Is this information correct?)
 - AR 3225 – Release of Employee and Disciplinary Action (Check to see if it matches current law – See Ed Code).
 - AR 3232 – Evaluations – add Article 7D – Emeritus Faculty

 - AR 3400 series: Committee also discussed the AR's in the 3400 series, specifically the AR for Administrative evaluations and whether or not input from the faculty should be provided in these evaluations for the Vice-Presidents and Superintendent/President. Although faculty input is allowed for in AR 3420 Evaluation of Management Personnel, it was stated that, for VPs and the President, there is a need to identify an appropriate faculty cohort from which a random sample could be taken, thereby providing anonymity for the evaluators. Furthermore, the current policy states that a faculty evaluation must be submitted to the administrator/manager's evaluator, which has the effect of making faculty evaluations threatening to people rather than helpful, which is the intent of requiring faculty input as a means of fostering the professional development of our top administrators. Feedback/comments would only be viewed by the evaluatee. It was stated that perhaps there just needs to be more of an awareness that language already exists in the current regulation. It was also announced that a task force has been formed to address and update the

management evaluation AR. It was also stated that an evaluation instrument should be developed to provide feedback to the higher level of management.

- AR 3429 – Admin Retreat Rights (was discussed, but it was agreed that the committee would not review this AR).
- AR 4300 series – Grade appeal process – under Student Affairs purview.
- AR 3100 series – 3110 is being removed.

VI Assessment of timeline to be reviewed at the next meeting.

VII Announcements
Next meeting dates - 10/21, 11/4 and 12/2/14.

VIII Adjournment: 3:46pm.