

Santa Monica College
Academic Senate
Professional Ethics and Responsibilities Committee
Minutes – 11-07-2013
Business Dept Conference Room 11:15 am- 12:30 pm

Members present:

Jim Stramel, Teri Bernstein, Steven Kaufman, Gary Ortega, Marco Llaguno, Winnie Kakonge

Members absent or excused: Sage Bennett, Wendy Dishman, Craig Hammond

I. Meeting began: 11:25. Minutes from 10/10/13 approved unanimously

II. Ethical Professor on responsibilities during an emergency was discussed—final draft will be approved by email.

III. Draft on EP for writing letters of recommendation will be a collaboration: discussion will occur at next meeting.

IV. Model Syllabus: Teri will remind members of link. Members will review document and forward suggestions to Jim. Jim and Teri will get committee input during December and January with the goal of getting out a revision to Faculty_All before Spring Semester, in time for spring syllabi.

V. Adjournment: 12:30.