

Santa Monica College
Academic Senate
Professional Ethics and Responsibilities Committee
Minutes
Thursday, 3-20-2014 11:15-12:35 pm
Business Bldg, Room B220S

Membership attendance:

Jim Stramel, Co-Chair
Teri Bernstein, Co-Chair
Steven Kaufman
Marco Llaguno
Ming Lu
Gary Ortega
Winnie Kakonge (student)
Not attending:
Wendy Dishman
Sage Bennet

- I. Meeting called to order at 11:24.
- II. New committee member was introduced: Ming Lu, of the Business Department. Craig Hammond is on a one year opportunity leave so he is no longer on the committee.
- III. Minutes of the November 7, 2013 were approved unanimously.
- IV. Report of committee activity in November, December and January: Ethical Professor #23 was approved by email, revised and sent out. Model Syllabus corrections and editions were solicited from committee members and interested parties. Revisions were made by Jim and Teri and were posted in FAC 101 and distributed to Faculty_All in advance of Spring semester for use in revising syllabi. Committee agreed by consensus to report this activity as part of the minutes of this meeting.
- V. EP #24 was reviewed on Burnout. Several editing corrections were made. Additional campus resources need to be researched and screenshots of linked quiz need to be added to improve usefulness of document. Teri will revise.
- VI. EP #25 was discussed: Writing Letters of Recommendation: Items to include: Notice in syllabus about policy, addressing FERPA requirements, having students write letters for professors to revise, are students able to review the document, should an instructor cherry-pick good qualities, fairness and accuracy, dealing with online students, dealing with low-performing students. Teri will rough draft for next meeting and Jim will polish after committee discussion.
- VII. Next meeting scheduled for April 24, 2014.
- VIII. Meeting adjourned at 12:25.