

Santa Monica College  
Academic Senate  
Professional Ethics and Responsibilities Committee (PERC)  
Minutes DRAFT  
Thursday, 5-29-2014 11:15-12:35 pm  
Business Bldg, Room B220S

Members present, unless otherwise noted:

Jim Stramel, Co-Chair  
Teri Bernstein, Co-Chair  
Sage Bennet (absent)  
Wendy Dishman (absent)  
Steven Kaufman (excused)  
Marco Llaguno (excused)  
Ming Lu  
Gary Ortega  
Winnie Kakonge, student

- I. The meeting was called to order at 11:20 am.
- II. Minutes of the 5/8/14 meeting were approved 5-0-0.
- III. The "blurb" that used to accompany the Ethical Professor articles was discussed and searched for online, to no avail. Jim will find this blurb and follow up. This missing piece accounted for the delay in sending out EP 24: Burnout. This will be handled and Teri will upload the blurb to the website when found.
- IV. **EP 25: Letters of Recommendation** was discussed and edits were suggested. Input was requested but no input was received from Sandy Chung; FERPA link represents the administrative input. There was a discussion about the circumstances where a FERPA release might not be required, but it was decided to clarify the language and leave the link in place in the document. Other minor edits were made. This finalized the document. It will be posted to the web page but not sent out in an email to the faculty until the fall.

**Report to Senate including notes for the future:** Teri will submit a report to the Senate (Eve Adler has requested it be sent by Friday, June 6, 2014). We will report:

**Year End report to Senate 2013-2014**

This year PERC has accomplished the following:

1) Posted the following Ethical Professor articles:

- EP 22 Security
- EP 23: The Boundaries of (Im-)Propriety: Is It Ethical to Receive Personal Gifts From Students?
- EP 24: Burnout
- EP 25: Letters of Recommendation (posted but not promulgated)

2) Revised Model Syllabus, January 2014

3) Discussed and began to address the issue of faculty treatment of other faculty in meetings and email.

Notes for 2014-2015:

1. Send email to faculty regarding EP 25 on Letters of Recommendation
2. No administrative regulations exist regarding the use of Faculty\_All. However, netiquette norms or application of the Statement of Ethics may apply to these communications. Check the AAUP, UCLA and other organization policies with respect to the use of Faculty\_All or email to communicate with faculty.
3. Consider the Student Policies regarding Academic Conduct in developing faculty guidelines for communication
4. Work with the PDC regarding civility discussions and guidelines, as well as workshops and future Ethical Professor articles.

V. Meeting adjourned at 12:10 pm.