

## Executive Committee

Nate Donahue x4062  
**President**

Asma Said x4611  
**Recording Secretary**

José Hernandez x8861  
**Treasurer**

Jacqueline Scott, x8637  
**Parliamentarian**

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### **Committee Chairs**

**Adjunct:** Joelle Adams x8540

Michael Strathearn x4927

**CTE:** Sal Veas x4617

**Curriculum:** Brenda Antrim x3538

**Department Chairs:** Mitra Moassessi x4057

**Distance Education:** Clare Battista x4663

**Elections & Rules:** Moya Mazorow x4867

**Environmental Affairs:** Kenya Mitchell x4184

**Equity & Diversity:** Mark Tomasic x8763

**Global Citizenship:** Pete Morris x8654

**Information Services:** Angelina Misaghi x8855

**Institutional Effectiveness:** Elisa Meyer x8513

**Legislative Affairs:** Nate Donahue x4062

**Personnel Policies:** Andrew Nestler x8515

**Prof. Development:** Marisol Moreno x4598

**Prof. Ethics & Resps.:** Walker Griffy x4166

**Program Review:** Vicki Drake x8652

**Sabbaticals & Fellows.:** Kimberly James x4239

**Social:** Janie Jones x4599

**Student Affairs:** Beatriz Magallon x4275

**Student Inst. Support:** Jason Beardsley x8054

**Faculty Assoc. Liaison:** Peter Morse x3182



**EXECUTIVE COMMITTEE MEETING**  
**Tuesday, October 24, 2017**  
**11:15 a.m. – 12:35 p.m. | HSS-261**

- I. **Call to Order/ Approval of Agenda**
- II. **Public Comments (2-minute limit per person)**
- III. **Major Items of Business**
  - a. [AR 5160 / BP 5160 Program Review Committee](#)
  - b. [AR 4111.8 Enrollment Priorities](#)
  - c. **Elections and Rules Report**
    1. **Upcoming Chairs Elections**
    2. **Dates of spring elections: Senate, Officers, Curriculum**
    3. [Committee Intake Form Revise](#)
    4. **Revision of Bylaws**
  - d. [AR 3211.3 Department Chairs](#)
  - e. [Model Course Syllabus](#)
- IV. **President's Report & Information Items**
- V. **Consent Agenda**
  - a. [Minutes of 10/10/2017](#)
- VI. **Adjournment**

To report absences, contact [Asma Said](#)

**Next scheduled meeting:**  
**Tuesday, November 7, 2017 | 11:15-12:35, HSS 261**



SANTA MONICA COLLEGE  
ACADEMIC  
SENATE

EXECUTIVE COMMITTEE MEETING

MINUTES

Tuesday, October 24, 2017

11:15 a.m. – 12:35 p.m. | HSS-261

Attendance and Voting

**I. Call to Order/ Approval of Agenda**

**Motion: B. Antrim**

**Second: K. Mitchell**

**Passed at 11:18 am**

**II. Public Comments/Announcements (2-minute limit per person)--None**

**III. Major Items of Business**

**a. AR 5160 and BP 5160 Program Review Committee, V. Drake**

Drake indicated that there is no AR or BP written for the program review. The BP that she presented was based on the board policy for the Curriculum Committee.

Mazorow mentioned that we might use roman numerals instead of numbers. The Executive Committee decided to use numbers like the Student Affairs Committee does.

President Donahue commented about the process for bringing action items to exec: “after a committee chair presents a potential action item to the Executive Committee, the Committee may set the item on the next Senate agenda, or may send it back to the committee with feedback. In the latter case, after meeting with the originating committee, the Committee Chair shall bring the committee’s response back to the Executive Committee and the item will be ready for inclusion on the next Senate agenda without further action of the Executive Committee (Academic Senate Bylaws, page 10).”

Drake presented AR 5160, which covers the program review process; Moassessi suggested the introduction read “College and/or district.” Upon further consideration the executive committee decided not to pursue the AR for Program Review, since it had not been requested by either faculty or administration on the committee. The executive committee decided to only bring the BP to the Senate

**b. Model Course Syllabus, W. Griffy**

Griffy presented the new model course syllabus template devised by the PERC Committee. This will replace the present model course syllabus. Griffy mentioned some of the important parts like an SLO statement, drop policy guidelines, and professional responsibilities of faculty.

Mazorow posed a question about the problems that occur with missed exams. The students who are enrolled in night classes and they need to take their exams at the DSPS center

might not have the opportunity to do so. There should be a statement in the new syllabus to clarify how they should reschedule their exams. This part should be put on the missed or makeup exams similar to religious holiday missed exams. Griffy agreed to make some edits before bringing to the senate.

There was a discussion about whether having a syllabus mandatory. Is it in the contract? Moassessi indicated many things are not said in the contract but that you should be ready to teach, and therefore you should have a syllabus. Drake mentioned that all faculty received an email from the Director of Sustainability to only present their syllabi to students in electronic form. The executive committee decided to change the word “mandatory” (describing elements that are required on a syllabus) to “essential.” President Donahue added that if you are sending your material to Executive Committee or the Senate and it is a draft, include a note that your material is a draft.

**Motion to bring the model syllabus to the senate: E. Meyer**

**Second: A. Nestler**

**Abstentions: B. Magallon and J. Jones**

**Passed at: 11:31 am**

**c. Elections and Rules Report, M. Mazorow**

Department Chairs Elections: Mazorow presented the dates and processes for electing department chairs.

Senators and Officers Elections (Spring): Mazorow presented the dates and processes for the election of senators and Senate officers.

**d. Revision of Committee Intake Form, M. Mazorow**

Mazorow presented the new form for committee chairs to fill out, indicating the scope and function of the committee, as well as the voting and membership structure.

**Motion to Approve the new intake form: W. Griffy**

**Second: E. Meyer**

**Passed at 12:16 pm**

**e. Revision of Bylaws, M. Mazorow**

Mazorow presented suggested changes in the new bylaws. The major change was that if departments do not nominate senators, they will miss out on that representation for the year. Currently the practice is for the Senate President to appoint senators for departments who do not run elections. It would be preferable for departments to select their own senators. In the case of the Curriculum Committee, any appointment will be made by the Academic Senate President. Another change included restoring responsibility for the annual faculty award nominations.

**Motion: B. Magallon**

**Second: B. Antrim**

**Passed at 12:23 pm**

**f. AR 3211.3 Department Chairs, A. Nestler**

Nestler presented AR 3211.3 from the Personnel Policies Commission. The Executive Committee debated whether probationary faculty in their fourth year should be able to run

for the position of department chair. The Committee will clarify this point. There was also debate as to how many runoff elections are necessary if a department chair election ended in a tie. The committee reached consensus that there should be one run-off election in the case of a tie. The Personnel Policies Commission will consider feedback from the Executive Committee.

**IV. Consent Agenda**  
**Minutes of 10/10/2017**  
**Motion: J. Hernandez**  
**Second: C. Battista**  
**Passed at: 12:50 pm**

**V. Adjournment**  
**Motion: K. Mitchell**  
**Second: B. Magallon**  
**Passed at 12:52 pm**



SANTA MONICA COLLEGE  
ACADEMIC  
SENATE

Executive Committee Voting  
2017-2018

Time		11:18am		11:31am	12:50pm	11:52pm
Name	Voting Status	Action Item: Approval of Agenda	Action Item: Presentation of Resolution 2017-2018	Action Item: Model Course Syllabus	Consent Agenda Minutes of 10/10/2017	Action Item: Adjourn
Adams, Joelle						
Antrim, Brenda		Motion				
Battista, Clare					second	
Beardsley, Jason						
Donahue, Nate	Tie-Breaker					
Drake, Vicki						
Griffy, Walker						
Hernandez, Jose					Motion	
James, Kimberly						
Jones, Janie				A		
Magallon, Beatriz				A		second.
Mazorow, Moya						
Meyer, Elisa				Motion		
Mitchell, Kenya		second				Motion
Misaghi, Angelina						
Moassessi, Mitra						
Moreno, Marisol						
Morris, Pete						
Morse, Peter						
Nestler, Andrew				second		
Said, Asma						
Scott, Jacqueline						
Strathearn, Michael						
Tomasic, Mark						
Veas, Sal						