

Executive Committee

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Eve Adler x 3464

Simon Balm x 8651

Teri Bernstein x4645

Suzanne Borghei x 3536

Mary Colavito x4098

Jose Cue x 8692 or 8198

Guido Davis-Del Piccolo x 3561

Judith Douglas x4856

Tina Feiger x4490

Terry Green x 4728

Nancy Hanson x 3502

Janet Harclerode x 4569

Janie Jones x 4599

Amber Katherine x 3539

Lesley Kawaguchi x 4516

Pete Morris x 8654

Peter Morse x 3182

Melody Nightingale x 4568

Eric Oifer x 8912

Christine Schultz x 4940

Lantz Simpson x 4115

Eleanor Singleton x 4127

Howard Stahl x 8015

James Stramel x 8969

Michael Strathearn x 4927

**Santa Monica College Academic Senate
EXECUTIVE COMMITTEE AGENDA
TUESDAY, JANUARY 22, 2008
3:00 to 4:30pm Academic Senate Conference Room HSS 261**

I. Call to Order

II. Action Items:

- 1. Approval of the Minutes – January 8, 2008
- 2. Administrative Regulations 3211.1 and 3230.1 – Peter Morse, Chair
Personnel Policies Committee – 1st read

III. Information Items:

- 1. President's Report – Richard Tahvildaran-Jesswein
- 2. Committee Reports:
 - a. Election Schedule 2008 – Howard Stahl, Chair Elections & Rules

IV. Old Business Discussion:

- 1. Executive Spring Retreat – Tudor House 2/8/08, 9am-3pm
- 2. Accreditation Institute – January 25-27, 2008
- 3. Senate Dues

V. New Business Discussion:

VI. Announcements

VII. Adjournment

**Next Scheduled Meeting: February 8, 2008
Tudor House Restaurant 9am-3pm
1403 2nd Street, Santa Monica
www.thetudorhouse.com**

Action Item No. 1 – Approval of the Minutes for January 8, 2008

MINUTES Senate Executive Meeting Tuesday, January 8, 2008

3:00

Members Present: Eve Adler, Teri Bernstein, Suzanne Borghei, Mary Calavito, Judith Douglas, Tina Feiger, Janet Harclerode, Janie Jones, Amber Katherine, Lesley Kawaguchi, Lucy Kluckhohn, Pete Morris, Peter Morse, Melody Nightingale, Eric Oifer, Christine Schultz, Howard Stahl, Michael Strathearn, Richard Tahvildaran-Jesswein, Sal Veas

1. Tabled approval of last meeting's minutes.
2. The Personnel Committee will be e-mailing Exec and Department Chairs changes in hourly temporary and adjunct hiring practices.
3. Marvin Martinez is leaving. Concern was expressed that there is no longer a voice in the College Administration for Voc Ed. A discussion ensued of how the College might practice a more "sane" system for reorganization of the Administration. Ideas:
 - Call for a new Vice president of Voc Ed.
 - Lesley suggested that we look at student equity data which suggest that students who are not doing well in our courses now were doing well in the Voc Ed courses that we no longer have. To maintain FTES we may need these Voc Ed programs
 - Eric suggested that we need to take a broader view and emphasize three areas: Student Equity, Sustainability, and Voc Ed.
 - Ask Dr. Tsang to address this Voc Ed issue at our retreat.
4. Tina and Judith will serve on the hiring committee for Dean of Outreach and Enrollment. Toni, Sal, and Gordon will serve on the hiring committee for Associate Dean of Recruitment and Retention.
5. Teri reported that the DE Committee sees a need for strategic planning in the area of DE.
6. Eve reported that Voc Ed is distributing a grid with ideas on how to green Voc Ed. She also reported that the VTEA applications will go out the week of February 22.
7. Professional Development Committee reported that the spring flex day will be "fabulous."
8. Our winter retreat will be devoted to ACJC accreditation issues. Please rsvp to Lisa Burns with \$20.
9. Spring Senate and Chair elections will begin on March 3 and there will be a call for Senate nominations on February 19. Howard will be establishing a timeline.
10. Senate funding. After much discussion, it was decided (by consensus) that Howard would act as the Senate liaison to the Faculty Association to discuss the FA contribution to the Senate's working budget.
11. Amber announced that Focus the Nation will take place on January 31, from 8 to 5 in the Amphitheater. Solutions to global warming will be discussed. Please come and bring your classes.

Adjourned at 4:52.

Action Item No. 2 – Administrative Regulations - AR 3211.1 – Procedures for Hiring New Contract Faculty And AR 3230.1 – Procedure for Hiring Hourly Temporary Faculty.

DRAFT ONLY

ARTICLE 3200 ACADEMIC PERSONNEL

AR 3211 Recruitment and Selection-Permanent Faculty

AR 3211.1 Procedures for Hiring New Contract Faculty

1. Position Identification

- A. Each department shall conduct a new contract faculty needs assessment and shall submit a prioritized list of requested new faculty positions along with its assessment and justification for these requests to the Academic Senate's Joint Committee on New Contract Faculty Position Ranking.
- B. The Academic Senate's Joint Committee on New Contract Faculty Position Ranking, chaired by the Academic Senate President, or designee, shall review department requests, assessments, and justifications in light of budgetary, enrollment, and program review information provided by the Vice Presidents of Academic Affairs and Student Affairs, who are both non-voting members of the committee.
- C. The Academic Senate's Joint Committee on New Contract Faculty Position Ranking shall consist of 12 voting faculty members named by the Academic Senate President and six voting administrators named by the Superintendent/President. The Committee's Vice Chair will be named by the Superintendent/President.
- D. Academic Senate's Joint Committee on New Contract Faculty Position Ranking shall prepare a prioritized list of recommended new contract faculty positions to be submitted to the Superintendent/President. Department Chairs and/or Faculty Leaders shall also receive the Committee's list of recommended new contract faculty positions.
- E. The Superintendent/President shall review the Committee's recommendations and prepare a preliminary recommendation for the Board of Trustees. The preliminary recommendation shall be distributed to members of the Academic Senate's Joint Committee on New Contract Faculty Position Ranking and all Department Chairs or Faculty Leaders. The Superintendent/President shall review the recommendations with the Academic Senate President and submit a list of new faculty positions to the Board of Trustees for its final determination. The Superintendent/President shall also send the recommendations to the District Planning and Advisory Council (DPAC) and Department Chairs and/or Faculty Leaders as an information item.

2. Search Procedures

- A. The Department Chair and/or Faculty Leader, appropriate area Vice President, and Office of Human Resources shall mutually develop clear and complete job descriptions, including all job-related skill requirements and any additional qualifications recommended by the faculty for each position.

- B. The Office of Human Resources shall ensure conformity with the District's equal employment opportunity and non-discrimination commitments before each position is advertised.
 - C. It is the intent of the District that approval of open positions and initiation of the hiring process be early enough in the year to allow for all procedures to be undertaken in a thorough and thoughtful manner, ensuring that the hiring process is completed during the academic year, whenever possible, and well in advance of employment. The length of the advertising period shall allow for adequate distribution to obtain larger diversified pools of applicants consistent with the District's equal employment opportunity plan.
 - D. The dates and deadlines associated with the hiring process shall be developed by the Office of Human Resources after consultation with the appropriate Department Chair and/or Faculty Leader or designee.
 - E. Applications shall be distributed by and returned to the Office of Human Resources.
 - F. **Candidate applications must include at least the following: a completed SMC application; a cover letter; a minimum of two recommendation letters; a resume; and unofficial college transcripts. Other supporting materials may be required.**
3. ~~Composition of~~ Screening Committee
- A. The screening committee shall consist of no fewer than four (when possible) and no more than six full-time faculty members from the discipline of the position to be filled. In cases where there are fewer than four faculty members from the relevant discipline available or willing to serve, faculty members from a reasonably related discipline may serve to fill the screening committee. Faculty committee members shall be appointed by the Department Chair or Faculty Leader in consultation with the Office of Human Resources.
 - B. Two designated administrators shall also be members of the committee; one shall serve as secretary and the other as Human Resources representative to the committee. The Human Resources representative shall be responsible for ensuring compliance with the District's personnel policies and procedures.
 - C. In addition, an equal employment opportunity representative shall be assigned by the Office of Human Resources to each screening committee. The equal employment opportunity representative shall be a full-time faculty member from outside the department recommended by the Academic Senate President to the Office of Human Resources. The equal employment opportunity representative shall be responsible, in cooperation with the human resources representative on the committee, for ensuring that the screening process is conducted consistent with the District's commitment and regulations relating to equal employment opportunity. The equal employment **opportunity** representative shall be a non-voting member of the screening committee. In order to serve as an equal employment opportunity representative, the faculty member must complete a training program presented by the Office of Human Resources.
 - D. The Department Chair and/or Faculty Leader or their designee shall be one of the faculty members on the committee and shall chair the committee.
 - E. The screening committee may supplement its membership with other persons whose expertise is needed to make an appropriate selection. These additional persons shall be non-voting .
 - F. Any retired faculty member may volunteer to serve on the screening committee. Of those who volunteer, the screening committee may select one to serve on the committee.
 - G. The committee shall be composed of diverse membership in compliance with the District's equal employment opportunity plan.

- H. Individual committee members are expected to be present for each committee meeting and to be fully prepared by having read the appropriate materials. The chair of the committee shall have the authority to exclude members who fail to regularly attend.
- I. **Selection committee members may choose to submit letters of recommendation provided that there is no potential conflict of interest or breach of confidentiality.**

4. Review of Applications

- A. All screening committee members shall review all applications in a timely manner and shall select those applicants for an interview who best meet the qualifications listed on the job description, as measured by evidence of professional qualifications, including experience and educational background. All relevant academic information shall be submitted to the screening committee.
- B. The screening committee shall review all applications, transcripts, and other materials submitted by candidates for the position to determine that each candidate selected for a committee interview has met the minimum qualifications for hire in that discipline; or, have qualifications at least equivalent to the minimum qualifications determined by the Board of Governors. Committee members, in making their determination as to candidates that will be selected for an interview, may not review or rely on any material that is not part of the screening committee file and available to all members of the screening committee.
- C. In determining equivalency, the screening committee shall use the Guidelines for Determining Minimum Qualifications specified in Administrative Regulation AR3211.8 in consultation with the Office of Human Resources.

5. Evaluation of Candidates

- A. The screening committee, in accordance with the District's equal opportunity plan, shall evaluate candidates in regard to subject area knowledge and competence, teaching and communication skills, commitment to professional growth and service, potential for overall college effectiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the students.
- B. The screening committee shall formulate interview questions and a range of appropriate responses (including a follow-up question procedure) to ensure a thorough assessment of the candidate's qualifications. The committee may also provide for appropriate teaching/student services demonstrations, writing samples, and/or other performance indicators related to the subject area. The committee shall develop a procedure for formulating their recommendations on the selection of the final applicants.
- C. The screening committee chair shall lead the committee discussion regarding strengths and weaknesses of the candidates and summarize the final committee findings. Committee votes for candidates to be interviewed and candidates to be recommended to the Superintendent/President shall be secret at the request of any committee member. The decision as to whether a candidate is to be recommended for a final interview shall be based exclusively on information obtained by a committee member from the selection file and the committee interview of the candidate. As a condition to retaining the right to serve on the selection committee or future selection committees, each committee member agrees to maintain as confidential, all information obtained about a candidate from the selection committee file or an interview and all discussion during a selection committee meeting to evaluate the candidates.

6. Recommendation for Final Interview

- A. Unless specifically approved by the Superintendent/President, the screening committee shall recommend no more than three and not less than two candidates per position to the Superintendent/President for final consideration. Reference checks on the final candidates shall be conducted by the Human Resources administrator or designee and the screening committee chair and shared with the screening committee before names are forwarded to the Superintendent/President. Reference checks shall include academic background, professional experience, and personal qualities relevant to performance in the faculty position.
- B. If a candidate selected for a final interview with the Superintendent/President has qualified for the position through the equivalency process, the screening committee shall include the Equivalency Certification form. This form shall be forwarded to the Superintendent/President before the final interview and filed with the Office of Human Resources.

7. Selection of the Final Candidate

- A. The Superintendent/President shall review the screening committee's recommendations and the qualifications and reference checks on the final candidates. The Superintendent/President or designee(s), in the presence of the equal employment opportunity representative or designee, shall interview the finalists and may conduct additional reference checks. The Superintendent/President may invite the Faculty Chair of the screening committee and/or other members of the college community to participate in the final interview.
- B. Final selection decisions by the Superintendent/President are made, whenever reasonably possible, during the regular academic year and the selection of the finalist to be recommended to the Board of Trustees shall be made by the Superintendent/President after informing the screening committee chair.

8. Special Circumstances in the Hiring Process

- A. In instances where the Vice President, Human Resources, in consultation with the equal employment opportunity representative, determines that the position's applicant pool does not provide sufficient diversity or that violations of the District's equal employment regulations have occurred, or in the event the screening committee is unable to identify at least two candidates to be recommended to the Superintendent/President, or in the event that the Superintendent/President decides not to recommend a final candidate to the Board of Trustees for its election, the Superintendent/President shall consult with the screening committee chair and the Academic Senate President before determining whether:
 - 1. to extend the hiring process;
 - 2. to fill the position with a long-term substitute, or
 - 3. to take other appropriate action.
- B. When the Superintendent/President has determined to recommend to the Board of Trustees an increase in the number of authorized positions, the Superintendent/President shall consult with the screening committee chair and the Academic Senate President before placing the item on the Board's agenda for action.

Reference: Education Code Sections 71000, 72000, 87355, 87356, 87357, 87358, 87359.5, 87360, 87400, 87426, 87454, 87457, 87458, 87482.6, 87600-87615

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ARTICLE 3200 ACADEMIC PERSONNEL

AR 3230 Recruitment and Selection - Hourly Temporary Faculty

AR 3230.1 Procedure for Hiring Hourly Temporary Faculty

1. Position Identification

To the extent possible, each department shall draft a tentative annual schedule of course offerings projecting summer, fall, winter and spring terms. A staffing proposal for these sessions will be projected to identify areas that may need to be filled with hourly assignments.

2. Establishment of Candidate Pool

Position announcements will be prepared semiannually or as requested by the departments pursuant to hourly temporary faculty needs analysis and consistent with the District's Equal Employment Opportunity Plan.

A. Search Procedures

All applications for hourly temporary employment are accepted on an ongoing basis. Every effort will be made to recruit broadly so as to attract a diverse candidate pool. All applications will be received and entered into the application tracking system by the Office of Human Resources

B. Selection Process

During each academic year, the department chair/faculty leader shall convene a selection committee to identify a pool of candidates qualified to be hired and screen and interview potential hourly temporary faculty. The selection committee will consist of at least: the department chair/faculty leader or designee; a probationary/tenured faculty member, preferably from the subject area or program area; and an Equal Employment Opportunity representative. Any retired faculty member employed by the District as an hourly temporary faculty may request to serve on the screening committee. In the event that an Equal Employment Opportunity representative is not available, the selection committee chair will assume this responsibility. All members of the selection committee are voting members.

If the selection committee selects an applicant whose application has not yet been received by the Office of Human Resources, the selection committee chair shall notify the Office of Human Resources, which will then review the applications for minimum qualifications. The applicant may not be offered the hourly temporary position until his or her application has been properly reviewed by the Office of Human Resources for minimum qualifications. If a selection committee chair recommendation of hourly temporary faculty assignment is not accepted, the appropriate academic administrator, upon request of the selection committee chair, shall promptly communicate in writing the reasons to the selection committee chair.

The selection committee chair may choose to eliminate the interview step in the case of a candidate who has previously taught in the department, received only "Satisfactory" evaluations, and left the District for his/her own reasons. If that person desires to be considered for a future appointment, he/she may be required to submit an updated application.

In an emergency situation, when the applicant pool has been exhausted and consequently the full process cannot be completed before the assignment is to begin, an interview will be conducted by the

selection committee chair, an Equal Employment Opportunity representative and, when possible, one other member of the selection committee.

C. Equal Employment Opportunity Provisions

The Equal Employment Opportunity representative, in cooperation with the selection committee chair, shall ensure that the screening process is conducted in a manner consistent with the District's commitment and regulations relating to equal employment opportunity. In order to serve as an Equal Opportunity Employment representative, the faculty member must complete a training program presented by the Office of Human Resources. The committee shall be composed of diverse membership in compliance with the District's equal opportunity plan.

3. Assignments

Persons chosen for hourly temporary faculty positions will be recommended to the Board of Trustees at the salary rate determined by the appropriate adopted hourly salary schedule.

All hourly temporary faculty will be given a written offer of employment for each assignment each semester. If an offer of employment is not made for the following semester, it shall be understood that the employee is not rehired.

The assignment of an hourly temporary faculty member is recommended by the department chair/faculty leader and may be modified at the discretion of the appropriate academic administrator.

The assignment for hourly temporary faculty will not exceed sixty percent (60%) of the assignment for a full-time faculty member.

Information Item No. 2 – Election Schedule

Nominations:	4 weeks prior to election nominations taken for 2 weeks	February 18 until March 2nd
Election Held:	<u>THIRD WEEK OF APRIL</u> vote held for 1 week or 5 business days	March 3 - 9
Results Announced:		March 11

Electoral Areas:

Art
Athletics
Business
Communication
Computer Science and Information Systems
Cosmetology
Counseling/Matriculation, Disabled Students, Enrollment Services/Outreach, EOP&S, Health Services, International Education, Student Life
Design Technology
Earth Sciences
Education
Emeritus
English
English as a Second Language (ESL)
Health Sciences
History
Kinesiology and Dance
Library
Life Sciences
Mathematics
Modern Languages
Music
Photography and Fashion
Physical Sciences
Philosophy and Social Science
Psychology
Theatre Arts

19 FT Senator Open Seats:

Trujillo, Art
Taylor, Athletics
LeDonne, Cosmetology
Alvarado, Counseling
Feiger, Counseling
Hammond, CSIS
Austin, Earth Sciences
Gauld, Earth Sciences
Manson, Education

Buckner, Emeritus
Cramer, English
Sterr, English
Farber, Health Sciences
Borghei, History
Douglas, Dance
Kluckhohn-Jones, Life Sciences
Nestler, Mathematics
Green, Mathematics
Quevedo, Modern Languages

2 FT Senator Seats Unfilled:
Music - 2009
Physical Sciences - 2009

11 PT Senator Open Seats:

Perkins
Pope
Henderson
Scott
Curtis
Spiegler
Singhal
Michaelson
Strathearn
Strathearn
Goldenson

8 Curriculum Open Seats:

Borghei, ESL
Buckley, Philosophy and Social Sciences
Carroll, Mathematics
Grass-Hemmert, Business and Communications
Fria, At-Large, Design Technology
Morse, Physical and Life Sciences
Tovar, Counseling and Library
Womack, Counseling and Library

Dept Chair Elections:	Tenured/Probationary
Athletics -	4 FT
Business -	12 FT / 1 FT
Communications -	9 FT / 2 FT
Cosmetology -	1 FT / 2 FT
Earth Sciences -	10 FT
ESL -	9 FT / 1 FT
Life Sciences -	19 FT / 1 FT
Philosophy and Social Sciences -	15 FT / 2 FT

