



SMC ACADEMIC SENATE

Tuesday, March 25, 2008

11:15-12:35 p.m. Business Building Room 144

- I. Call to Order
- II. Public Comments:
- III. Action Items:
 1. Approval of the Minutes for -
http://homepage.smc.edu/randall_toni/Acad_Sen_Minutes_06_07/AS_Minutes_3_11_08.doc
- IV. Information Items:
 1. President's Report – Richard Tahvildaran-Jesswein
 - a. DPAC Update
 - b. Strategic Planning Update
- V. Old Business Discussion:
 - a. Student Evaluations ASR11-07
 - b. Full-Time Faculty Growth Proposal and Matrix
 - c. Academic Senate Dues
- VI. New Business Discussion:
 - a. Text Book Rental Program – Fall 2008
- VII. Announcements
 - a. Salsa Dance & Potluck @ Judith Douglas' home (Tenative 4/27/08)
 - b. Sports Night (Dodgers) Info to follow – Terry Green
- VIII. Adjournment

Next Scheduled Meeting: April 15, 2008

ACTION ITEM SUBJECT 1: APPROVAL OF THE MINUTES OF March 11, 2008



Action Item: *25 March 2008*

TO: ACADEMIC SENATE
FROM: EXECUTIVE COMMITTEE
PREPARED BY: RECORDING SECRETARY
SUBJECT: APPROVAL OF MINUTES

Recommendation Number 1:

It is recommended that the minutes from the following meeting of the Santa Monica College Academic Senate be approved as distributed:

Minutes of the 11 March 2008 Academic Senate Meeting

Present: Eve Adler, Maria Alvarado, Brenda Antrim, Barbara Baird, Teri Bernstein, Mary Bober, Suzanne Borghei, Greg Brookins, Ken Buckner, Mary Colavito, Jose Cue, Rebecca Curtis, Guido Davis Del Piccolo, Judith Douglas, Georgia Farber, Tina Feiger, Gilda Feldman, Ken Geddes, Candyce Goodfellow, Terry Green, Craig Hammond, Nancy Hanson, Janet Harclerode, John Henderson, John Hoover, Janie Jones, Amber Katherine, John Kennedy, Laura Manson, Melissa Michelson, Peter Morse, Andrew Nestler, Melody Nightingale, Eric Oifer, Jim Pacchioli, Pauli Peter, Toni Randall, Christine Schultz, Jacqueline Scott, Satish Singhal, Eleanor Singleton, Marci Spiegler, Howard Stahl, Susan Sterr, James Stramel, Gary Strathearn, Michael Strathearn, Richard Tahvildaran-Jesswein, Marc Trujillo, Sal Veas

Excused: Simon Balm, Espy Bolivar-Owen, Gordon Dossett, Kathy Flynn, Lesley Kawaguchi, Lucy Kluckhohn Jones, Vicki Rothman, Lantz Simpson, Bob Ware

Absent: Jan Austin, Sara Brewer, Fran Chandler, Tim Cramer, Suellen Gauld, Richard Goldenson, Bill Lancaster, Helen LeDonne, Pete Morris, Karen Perkins, Juan Quevedo, Michelle Scholefield, Robert Taylor

Guests: Trustee David Finkel, David Zehr, Kathy Sucher, Mitra Moassessi, Tess Cutler, Lisa Lewis Burns

I. Call to Order – Chair Richard Tahvildaran-Jesswein called a quorum at 11:23 a.m.

II. Public Comments – Zehr suggests that a senator make a motion that we have a moratorium on anyone running for a second term as AS president until such time that we have a position of vice-president in place. Richard responds that any motion must be on the agenda in advance so that members of the community know we are taking such a vote. Stahl, Chair of ERC, will take this up with his committee. This will come forward from a member of the body and through the ERC. Richard explains that a resolution is different from a by-law change. Zehr is referring to a constitutional change, which goes through the ERC. Richard states that a resolution on a moratorium is welcome, as is any resolution, but in accordance with our current rules, should be directed to the ERC.

III. Action Items

- A. Approval of the Minutes for February 19, 2008. Unanimously approved.
B. **Adoption of New Courses** – Mary Colavito, Chair Curriculum Cmmt
Vote: 49 in favor.

New Course: Non-Credit-Continuing Education

PAR ED 915: Parents of Infants and Toddlers. This class provides information and support for parents in the areas of attachment, language development and age appropriate expectations through fun sensory activities for infant and toddlers. This course will provide caregiver (parent) / child interaction opportunities with songs, parachute play, music and movement encouraging the expansion of a healthy and secure attachment between caregiver (parent) and infant / toddler.

Total Hours of Instruction: 36 Prerequisite: None

Distance Education

SOC 4: Sociological Analysis

New Courses: Credit

COSM 72: Applied Instructional Techniques. This course is designed to prepare the licensed cosmetologist for a teaching career in the public and private sectors of cosmetology. This course will address effective strategies for instructing students on the salon floor as well as in the classroom. Emphasis is also placed on salon safety and sanitation.

Units: 1 Department Vote: 3-0 Prerequisite: COSM 50B and Instructor Approval

COSM 73: Cosmetology Instructional Materials. This course is designed to prepare the licensed cosmetologist for a teaching career in the public and private sectors of cosmetology. Students will develop instructional materials including course outlines, syllabi, lesson plans, educational aids, and score sheets for practical examinations.

Units: 1 Department Vote: 3-0 Prerequisite: COSM 50B and Instructor Approval

COSM 74: Techniques for Assessment. This course is designed to prepare the licensed cosmetologist for a teaching career in the public and private sectors of cosmetology. This course focuses on development of student learning outcomes and assessments as measures of effective instruction. There will also be an emphasis on refining instructional techniques to meet the needs of students with diverse learning styles.

Units: 1 Department Vote: 3-0 Prerequisite: COSM 50B and Instructor Approval

COSM 75: Instructional Techniques in Salon. This course is designed to prepare the licensed cosmetologist for a teaching career in the public and private sectors of cosmetology. This course emphasizes practical experience on the salon floor, supervising students under the direction of an instructor.

Units: 3 Department Vote: 3-0 Prerequisite: COSM 50B and Instructor Approval

Certificate

Title: Cosmetology Teachers Training Certificate

Description of the Sequence of Courses: This program includes lecture courses that address instructional techniques and materials, along with a laboratory course emphasizing practical applications while supervising students in the salon setting. Typically students would take one lecture course along with the salon course each semester. Students need to accumulate 600 hours of combined class and laboratory time in order to complete the certificate.

List of Courses to be included in the Sequence:

Lecture courses:

- COSM 71 Cosmetology Instructional Methods (1 unit)
- COSM 72 Applied Instructional Techniques (1 unit)
- COSM 73 Cosmetology Instructional Materials (1 unit)
- COSM 74 Techniques for Assessment (1 unit)

Laboratory course:

- COSM 75 Instructional Techniques in Salon (3 units)

C. Executive Cmmt Recommendation – Faculty Association Referendum

Recommendation that AS assert no position on the referendum. Exec Cmmt vote: 17 in favor

“Faculty come to the issue from different perspectives, and we encourage faculty to vote their own conscience.”

Richard explains that AS is on record as having requested additional financial support from the FA. Exec Cmmt now recommends that AS not offer an opinion. Clarification that this is the referendum asking faculty if they support an FA dues reduction, and, if passed, will cease funding of AS by FA.

(M/S Curtis/Stahl) Vote: 48 in favor; one abstention

D. ASR01-08 – Membership on Standing (Joint) Committees – Presented by Senator Andrew Nestler. Note that the AS Exec Cmmt reviewed, discussed, and rejected ASR01-08 by a vote of 10 to 3, with 4 abstentions. Nestler explained his reasons for bringing this forward.

(M/S Nestler/Brookins) Perfected motion (strike the second “Whereas”) Vote: 11 in favor; 18 opposed; 20 abstentions. The resolution failed.

(M/S Oifer/Bernstein) Move to strike the second “Whereas.” Vote: 38 in favor; 8 opposed; 3 abstentions.

Whereas Section 3 of Article V of the Santa Monica College Academic Senate By-Laws, "Membership on Standing Committees," states in part, "On Joint Standing Committees, the ratio of faculty to administrators shall be two to one"; and

~~Whereas on December 11, 2007, as documented in the minutes of the Student Affairs Committee (SAC), the President of the Academic Senate attended a meeting of the SAC and verbally informed the committee and its chair that a deal had been brokered with administrators including the Superintendent/President, Executive Vice President, Acting Vice President of Student Affairs, and Vice President of Academic Affairs, under which the committee would ignore the faculty to administrator ratio of two to one for the remainder of the academic year;~~

Be it resolved that the Academic Senate reaffirms that, according to the By-Laws, unanimously revised and adopted on May 24, 2005, the ratio of faculty to administrators on Joint Standing Committees, including the Student Affairs Committee, shall be two to one.

Discussion:

Richard explains that AS came to an agreement with the District to secure VTEA funding to be distributed through the committee. AS assured administrators that we'd abide by our rule of 2:1 ratio of fac and administrators. Richard had to come into line very quickly with that rule. Some mistakes were made in terms of immediately removing voting members from several committees. Richard was trying to avoid doing that with SAC as that cmmt works by consensus and has many veteran members. The decision was made to postpone doing this until next year.

The District agreed that the cmmt could keep the ratio as it was for the remainder of this year. One member is currently on sabbatical, which has brought the cmmt into compliance with the ratio. Comment that the resolution doesn't say "voting" members. DE, for example, has many more fac in attendance than voting members. Passing this resolution would be problematic for that cmmt. Also these cmmts are "Brown Acted" already. Comment that this should go to ERC to make sure Board Policy includes "voting members." Clarification that "interested parties" is stated on the website. Q about if "member" doesn't already imply that the individual is a voting member. Q of clarification: since we are Brown Acted, is the consensus-building model consistent with the decision-making model? Richard responds that it is if those achieving consensus are the identified members. Statement that we are currently functionally and "in spirit" in compliance with the rule, so that the resolution is unnecessary. Q about the situation of an existing cmmt being out of compliance: why would we dismiss faculty rather than add administrators? Richard responds that we have asked for that but we've been told that there aren't enough administrators available to serve. Richard clarifies that Cue, Chair of SAC, brought this to him. It is a sincere effort to make sure that all attending members can continue to serve. Statement that in Curriculum Cmmt, interested parties are invited but don't participate in the discussion, but on DE they are invited and do participate. Concern that we examine this issue for consistency. Richard responds that the Chair of the Cmmt decides how much participation of interested parties is allowed. There is some leeway in that area. Richard suggests that ERC examine this further. Q about the reason for having brought this forward. If we're out of compliance (allowing more fac to sit on joint cmmts) what is the problem? Nestler answers that first we should let people know of the "deal" that was made to change the ratio that is not outlined in the by-laws. Richard responds that he recalls that he did announce this to the AS. Statement of discomfort voting on this because it's been stated that we're in compliance, so we shouldn't be asked to vote on a small section of larger by-laws. We can't vote no to something that is already in the by-laws and we can't vote yes either as that would simply be affirming what is already stated in the by-laws. Richard affirms Nestler's reason for the resolution was to bring to the attention of the AS that he (Richard) and administrators decided to temporarily waive the ratio. Richard will check previous minutes to confirm that he did in fact mention this to the AS. Statement that highlighting the issue is fine, but voting makes no sense. Statement that the ratio of 2:1 cannot be changed by any "deal" because it is stated as such in the by-laws. Richard agrees that this is the case but that this was a transitional move. Move that we should be outraged and we should censure the AS President. (M/S Curtis/no second).

- E. **Ratification of 2008 Election Results**, Howard Stahl, Chair Elections & Rules Cmmt – Stahl thanks everyone for the turnout (392 voters). There was no chair election in Dance awaiting signature of an MOU. When that is signed, an election will be run by the close of the term. Two senate seats remain unfilled (Music and Modern Lang). There were no proposed candidates. Regarding part-time senator seats, the top 11 are taken, but there is a tie this time for the eleventh position. There also have been, during the week of balloting, some issues brought forward that affected 10 individuals, who were able to vote and complete the process. Stahl will brief the Exec Cmmt on these particular issues. Generally, our rules are cumbersome and complicated. There are inevitable glitches and Stahl apologizes for any inconvenience. Stahl is roundly applauded and thanked for his hard and honest work. Richard congratulates all those who were elected.

(M/S Scott/Manson) That another balloting be run with the names of the two part-time faculty tied in 11th position, to be voted upon by all part-time faculty.

Vote: 49 in favor

(M/S Antrim/Singhal) To ratify all but the two part-timers who are tied for the 11th senate position. Vote: 47 in favor; 1 opposed; 1 abstention

Discussion:

Q about how Stahl learned of the problems; response that individual fac contacted him. Librarians got late ballots, so some voted on paper rather than wait for the electronic versions. All librarians were able to vote on time. Q about whether their anonymity is protected when this happens. Clarification that Stahl did not know how they eventually voted. Opt-out was another problem. There were two individuals who didn't receive ballots because they had previously elected "opt-out" from *surveymonkey*. Stahl sent them paper ballots and they both were able to vote. There is a place on the ballot that allows individuals to verify their vote. Stahl agrees this is a good feature so individuals can go back, after having voted, to check those. A part-timer on Friday brought to Stahl's attention that this function was blocked. Math Dept had some problems with this too. One individual was dissatisfied, claiming that the process was undemocratic. Stahl sent this to Richard for his input. This was seen as a hostile action as well. Richard clarifies that this particular party is now satisfied. Comment that the emeritus ballots weren't distributed until the "last minute." Stahl responds that he gets the voter rolls from IT, who puts them into various categories and FT and retirements are verified. Previously, separate balloting hadn't been required. Now emeritus have been separated out from the rest of fac, but he caught it in time. Charge that the election be contested due to various irregularities during the process. Response that any charges that the election was unfair are absurd. Noted that Math Dept fac were able to change their votes only on Sunday, the last day of balloting. Stahl responds that he has notified a number of parties about this issue. He received 121 emails over the course of the week fielding problems. Stahl suggests that those who corresponded with him rather than ignore the problem allowed him to fix problems. Richard affirms that Stahl responded to emails immediately. Q about the % of PTers who voted. Stahl responds that he is not comfortable sharing this info, which he hasn't reported to anyone heretofore. Stahl encourages all fac members to use their SMC email, which is the most efficient way to communicate. Observation that on the ballot, no categories could be left blank. Q about whether that is by design. Stahl responds that he would create an "abstention" box the next run around. Stahl suggests that he is open to hearing ways of dealing with this. Q about the emails that went out to fac inquiring about those who didn't vote. Suggestion that this makes the voter feel "observed" and perhaps infringed on individuals' right not to vote. Stahl recognizes that this is an excellent point. Stahl pointed out that in departments with chair elections, administration is uncomfortable if voters don't appear for that particular election. Richard phoned every non-voter who had not yet voted for chair. He reiterates that our chair recommendations need to be strong in order to expect administration to choose candidates that are acceptable to dept members. Q about having the opportunity to validate a vote and change it later as changing one's vote is a questionable procedure. Statement that the tone of some of the emails that went around was disturbing and there should be some process for debate and a forum for this to avoid clandestine campaigning. A public folder is suggested. Q about who votes for the part-time seats. Response is that only PTers vote for part-time senators. Suggestion that we have 12 PT seats instead of 11 (in lieu of breaking the tie). This is another alternative, but it would require a change to the AS rules. .

- F. Presidential appointments – Accreditation team members added: Merlic, Tovar, Bernstein. The accreditation team is now in place.
(M/S Manson/M.Strathearn) to ratify new accreditation team members.
Vote: 49 in favor.

IV. Information Items:

- A. President's Report – Richard Tahvildaran-Jesswein
1. **Report on Senate Dues** – this will be brought forward at the next AS meeting.
 2. **Full-Time Faculty Ranking Matrix Work Group** – Will develop a matrix that gives weight to criteria so there is substance upon which to base the committee's recommendations.
- B. **Environmental Affairs Cmmt Report** – Co-chairs Pete Morris and Amber Katherine - AA degrees are in the works; solar audit for rooftops of campus bldgs; transportation initiatives to live up to the ILO on sustainability; EAC has taken lead working with VocEd to make sure our students are readied for future “green-collar” jobs (we'll partner with business for construction, transportation and a certification in automotive); developing LEED standard in automotive. EAC has a meeting this Thurs at 11:15 in AS Board Room; all are invited.
- C. **Vocational Education Cmmt Report** – Chair Eve Adler – have received over 11,000 survey forms from students, which means greater VTEA funding. Worked with EAC to apply the “green” opportunities to all VocEd programs if possible. This year the surveys included that funds would be set aside if some VocEd programs want to be onboard. Applications have been received.

V. Old Business Discussion

VI. New Business Discussion

- A. **Growth Proposal for Full-time Faculty Hires** - March 25th meeting will be mostly about this plan. AS and District are in the process of developing a 3-year plan to bring us to 60% and beyond (replacing retirees plus adding new fac). The ranking cmmt work will dovetail with the push towards 75/25. Board agrees that FT fac hiring should be agendized in the near future. The first year would be 2009-2010 and it would run for 3 years towards a mutually-agreed stated goal.

VII. Announcements

- A. Salsa Dance & Potluck @ Judith Douglas' home. Tentative 4/27/08
- B. Sports Night (Dodgers) – Info to follow from Terry Green –
- C. Thanks to PDC and Douglas who did a great job on the recent flexday. So far the responses have been very positive. She reminds us that if attendees got one of the flexday mugs, an order of food brings a free drink with it for a full year, *gratis* the Bread Factory.

VIII. Adjournment – (M/S Goodfellow/Antrim) Meeting adjourned at 12:32 p.m.

OLD BUSINESS: ASR11-07 Online Student Evaluations

ASR11-07 Online Student Evaluations 10/30/07

Resolved that the Academic Senate call for the implementation of online student evaluations of faculty for all classes using the mutually agreed upon survey instrument,

Resolved that Faculty control both the activation and de-activation times and dates for the distribution of the online student evaluation instrument as long as such activation and de-activation is in accordance with the process outlined in the faculty contract,

Resolved that Faculty maintain a reasonable window for students to access and complete the survey and that a definition of “reasonable” be agreed upon by both the Faculty and the District.

Resolved that the Senate recommends that Faculty refrain from performing student evaluations online until all these evaluation features are fully implemented.
