

SMC ACADEMIC SENATE

Tuesday, May 13, 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 - April 29, 2008
http://homepage.smc.edu/randall_toni/Acad_Sen_Minutes_06_07/AS_Minutes_4_29_08.doc
 2. Adoption of New Courses – Mary Colavito, Chair Curriculum Committee
 3. Approval of Faculty Fellowships – Eric Oifer, Chair Sabbaticals, Fellowships & Awards Committee
 4. Proposal to Initiate Voluntary Senate Dues -- Sal Veas, Senate Treasurer
 5. First Read – AR 4321 Withdrawal from Class, Jose Cue, Chair Student Affairs
 6. First Read – AR 4350 Graduation Requirements, Jose Cue, Chair Student Affairs
 7. Second Read – AR 4111.4 Mandatory Assessment, Course Placement and Challenge Procedures – Jose Cue, Chair Student Affairs
 8. Second Read – AR 4331 Academic Renewal, Jose Cue, Chair Student Affairs
 9. Second Read – AR 3230.1 Procedure for Hiring Hourly Temporary Faculty – Peter Morse, Chair Personnel Policies
 10. Proposed Academic Senate By-law changes – Second Reading – Howard Stahl, Chair Elections & Rules
 11. Proposal to Create SLO Standing Joint Committee – Nancy Hanson and Suzanne Borghei, SLO Coordinators
- IV. Information Items:
 1. President's Report – Richard Tahvildaran-Jesswein
 - a. Standing Meeting Days & Times for Joint Senate Committees
 - b. Potential Syllabus Statement regarding Campus Litter and Smoking Ban
 - c. 2008-09 Senate Committee Assignments
 - d. 2008 Recognition BBQ
 - e. Growth Proposal for Full-Time Faculty Hires (Summer 2008)
 - f. Chairs' Committee FT Hiring Matrix Recommendations
 - g. Strategic Planning Update – Task Force to Disband May 30, 2008
 - f. SMC Bond Measure & Faculty Needs Assessment – November 2008
- V. Old Business Discussion:
 - a. ASR11-07 – Student Evaluations
 - b. Textbook Rental Program
- VI. New Business Discussion:
- VII. Announcements
- VIII. Adjournment

Next Scheduled Meeting: May 27, 2008

ACTION ITEM SUBJECT 1: APPROVAL OF THE MINUTES FOR APRIL 29, 2008.

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

http://homepage.smc.edu/randall_toni/Acad_Sen_Minutes_06_07/AS_Minutes_4_29_08.doc

ACTION ITEM SUBJECT 2: Adoption of New Courses – Mary Colavito, Chair

New Courses

English 09: Literature of California

This course is a survey of the literature of California from the time of the Spanish conquest to the 1980s, when voices from several new immigrant groups, especially from Asia, began to be heard with increasing clarity and power. Prominent themes and motifs in the literary works of the various immigrant groups of California will be explored. The course will analyze the influence of these literary works on and contributions to the formation of California literature and to the canon of American literature. The course will also study how the literature depicts issues relating to assimilation and identity, family, class, and gender among the various peoples of California. Students will read the literature and examine the contribution of at least four ethnic groups in California, including but not limited to indigenous peoples of California, Chicanos/Latinos, European Americans, Asian Americans, and African Americans.

Units: 3 Department Vote: 37-0-0 Prerequisite: English 1

OFTECH 27: Medical Office Procedures

This course emphasizes essential skills for the medical office administrative assistant. Topics of study include front desk procedures; scheduling appointments; records management; administrative duties; written communications; insurance and coding terminology; and medical ethics, law, and compliance. Students will use Medisoft software to enter patient information and schedule appointments.

Units: 3 Department Vote: 13-0-0 Prerequisite: None

OFTECH 30: Legal Office Procedures

This course is designed to prepare students to perform common tasks required of law office administrative assistants. Topics of study include the law office environment; clerical and administrative duties; court structure; legal research; and various fields of law (litigation; family; wills, trusts, and probate; business organization; real estate; and criminal). Emphasis is on terminology, procedures, and document preparation. Job-hunting skills are also discussed.

Units: 3 Department Vote: 13-0-0

Prerequisite: OFTECH 1 or OFTECH 1C or 35 wpm

OFTECH 31: Legal Terms and Transcription

This course is designed to develop skill in using transcription equipment to produce dictated legal documents. Students will use word processing software in the production of documents. Emphasis is on legal terminology; document formatting; proofreading skill development. Areas of student include court systems, civil court documents, litigation, family law, probate, business law, real estate law, and criminal law.

Units: 3 Department Vote: 13-0-0 Prerequisite: OFTECH 1 or OFTECH 1C

Distance Education

English 09: Literature of California

History 12: United States History since Reconstruction

History 13: History of U.S. since 1945

OFTECH 27: Medical Office Procedures

OFTECH 30: Legal Office Procedures

OFTECH 31: Legal Terms of Transcription

Photo 52/Art 73: History of Photography

Global Citizenship Requirement

English 09: Literature of California

ACTION ITEM SUBJECT 3: Approval of Faculty Fellowships – Eric Oifer, Chair Sabbaticals, Fellowships and Awards Committee

The Sabbaticals, Fellowships and Awards Committee is Recommending the following faculty members for fellowships for the 2008-2009 Academic Year:

**Simon Balm, Earth Science
Stephen Drucker, Psychology
Gary Fouts, Earth Science
William Lancaster, Design Technology
Dana Morgan, English
Odemaris Valdivia, CSIA
Paul Wissman, Life Science**

ACTION ITEM SUBJECT 4: Proposal to Initiate Voluntary Senate Dues, Sal Veas, Senate Treasurer



**Santa Monica College Academic Senate Dues
\$5/Month (for 10 months)**

You may authorize a payroll deduction by completing this form and placing it in the envelope provided.

I hereby authorize Santa Monica Community College District to deduct the following amount to be disbursed to the SMC Academic Senate:

_____ **\$5 per month** (10 months per year), **OR** other: \$ _____ **per month** (10 months per year)

Name _____ **Dept** _____ **Ext** _____

Social Security Number (required by Payroll) _____

Signature _____ **Date** _____

OR:

You may send a yearly check in the amount of **\$50, payable to: SMC Academic Senate**
Mail to: Santa Monica College Academic Senate, 1900 Pico Blvd., HSS-261, Santa Monica, CA 90405
Your cancelled check is your receipt.

Academic Senate dues are tax deductible. Thank you for your support!

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The Santa Monica College Academic Senate is the primary voice of the faculty in academic and professional matters and is comprised of approximately 70 fulltime, adjunct, and emeritus faculty members, elected by their department/program colleagues. The AS includes 18 standing committees, 10 of which are joint committees (with administrators as well as faculty). The AS Executive Committee is composed of 30 members including AS officers (President, Past President, President-Elect, Recording Secretary, and Treasurer), Parliamentarian, and the chairs of standing committees and ad hoc task forces/work groups. The Senate meets every other Tuesday, 11:15-12:35, in BUS 144. These meetings are open to the public, and all are welcome.

The Academic Senate is responsible for: curriculum, including establishing prerequisites and placing courses within disciplines; grading policies; standards or policies regarding student preparation and success; district and college governance structures, as related to faculty roles; faculty roles and involvement in accreditation processes, including self-study and annual reports; policies for faculty professional development activities; processes for program review; processes for institutional planning and budget development; and processes for academic personnel matters.

ACTION ITEM SUBJECT 5: First Read 4321 Withdrawal from Class, Jose Cue, Chair Student Affairs

ARTICLE 4300 STUDENT PROGRESS AND GRADUATION

AR 4321 Withdrawal from Class

1. The instructor may withdraw any student from class if he/she has not attended by the due date of the first drop roster. A student may also be dropped for excessive absences as stated in the instructor's course syllabus.
2. ~~While faculty have the right to drop students for non-participation,~~ Students have the ultimate responsibility for dropping courses they no longer wish to attend.
3. During the first three weeks (first week in summer or winter), a student may withdraw from a single class or from all classes. Transcripts will include no ~~indication~~ notation of such enrollment(s). Units in such classes will not be included in "units enrolled" as defined in the lack of progress policy.
4. From the fourth through the ~~eighth week~~ 12th week (second through ~~third~~ Wednesday of fifth week in summer or winter) and no more than ~~50%~~ 75% of the course, a student may withdraw from a single class or from all classes. A student will receive "W's" on his/her transcript and units will be included in "units enrolled" as defined in the lack of progress policy.
5. ~~From the ninth through the twelfth week (fourth week through Wednesday of fifth week in summer or winter) and no more than 75% of the course, a student may withdraw from a single class or from all classes if, in the instructor's judgment there are extenuating circumstances (i.e., accident, illness, or other circumstances beyond the control of the student) which make the withdrawal necessary and only if the student is passing the class with a grade of "C" or better. A student will be assigned a "W" if both these conditions are met and certified by the instructor. A student who does not qualify for the "W," as noted above, or who leaves a class without notification to of the instructor or the Admissions and Records Office, may receive an "F." W's received during this period will be annotated in the student's transcript and their corresponding units included in "units enrolled" as defined in the lack of progress policy.~~
6. The last official drop dates are Friday of the twelfth week in regular semester and Wednesday of the fifth week in summer or winter, or by the 75th percentile of the course meetings for classes of other durations. A student actively enrolled in any class after the twelfth week (Wednesday of fifth week in summer or winter) shall receive one of the following: A, B, C, D, F, CR, NC, P, NP, I, IP, or RD.
7. After the twelfth week (Wednesday of fifth week of summer or winter) or after 75% of the course meetings, a student may petition for a late withdrawal if (1), in the instructor's judgment there are extenuating, documented, and verifiable circumstances (i.e., accident, illness, or other circumstances beyond the control of the student) which make the withdrawal necessary and (2) if the student is passing the class with a grade of "C" or better. A student will be assigned a "W" if: ~~(1)~~ both of these conditions are met and certified by the instructor and ~~(2) both the faculty member and the~~ Dean of Enrollment Services or designee. A student who does not qualify for the late withdrawal and/or leaves a class without notification to the instructor or the Admissions and Records Office, may receive an "F." W's received during this period will be annotated in the student's transcript and their corresponding units included in "units enrolled" as defined in the lack of progress policy.
8. ~~Students must contact~~ The Admissions and Records Office ~~to obtain~~ will determine withdrawal dates for classes of shorter duration ~~than one semester~~ than a full term.
9. Petitions for retroactive withdrawals must be filed with the Admissions and Records Office no longer than 90 calendar days from the end of the term in which the class was taken. Students must have been passing the course at the time they attended in order to be eligible for a retroactive withdrawal. Additionally, students must have had such extenuating, documented, and verifiable circumstances as those stated in Section 7-6 above, in order for his/her retroactive withdrawal request to be considered.

10. The “MW” symbol shall be assigned only for students who are members of an active or reserve military service and who receives orders compelling a withdrawal from courses. Upon verification of such orders, this symbol may be assigned at anytime unless academic credit has been awarded. The “MW” shall not be counted in progress probation and dismissal calculations. Students who are members of an active or reserve US military service, and who have withdrawn from courses due to military orders, may file a petition with the district requesting a refund of the enrollment fee. The district shall refund the entire fee unless academic credit has been awarded.
11. In instances of academic dishonesty where the instructor assigns a final grade of “F,” the “F” may supersede a student’s right to a “W,” as stated in AR4411, section 4a.

Reference: Education Code Sections 84522, 71066, 72285
Title V, Section 51306

Reviewed and/or Updated: 06/08/2004

ACTION ITEM SUBJECT 6: AR 4350 GRADUATION REQUIREMENTS – JOSE CUE, CHAIR STUDENT AFFAIRS

AR 4350 Graduation Requirements

Graduation Requirements

1. Petition for Graduation

A petition for graduation must be submitted for approval during the semester in which the student expects to complete the requirements for graduation. Deadlines for filing petitions are October 1 through December 1 for Fall; March 1 through May 1 for Spring; and July 1 through August 1 for Summer. Petitions are available on these dates in the Admissions Office. Students who complete the requirements during the Winter session will graduate the following Spring.

Graduation from Santa Monica College with the Associate in Arts Degree is granted upon successful completion of 60 units with a “C” (2.0) average. The requirements include the following: 1) California State general education requirements which include demonstrated proficiency in basic mathematical computation, reading comprehension, and written expression; 2) the major field; and 3) electives. **At least 50% of the major field units required for the Associate in Arts Degree must be completed at Santa Monica College.**

Credit Normally Allowed

All work taken in an accredited two-year college is normally allowed. If a college is newly accredited, all work completed in that institution in the two years before its accreditation will be accepted.

1. Lower Division

All lower division work completed in an accredited four-year college, in University of California Extension, or in University of California correspondence courses is normally allowed. Such courses must be comparable to those offered in community colleges or the lower division of four-year schools.

2. Non-Designated

In a few cases, course numbers will not indicate whether courses are upper or lower division. In these cases, they must be judged in comparison with courses offered by most two-year schools.

3. Subject Credit

Although unit credit is not allowed for upper division courses, specific general education subject requirements toward the Associate in Arts Degree may be met by upper division courses comparable to the required lower division course.

4. Detection of Quarters

Most transcripts are in terms of semester units; however, some colleges are on the quarter system. To convert quarter hours to semester units, divide the total number of quarter units by 1.5.

5. Military Service Credit

a. Basic Service Credit: Service credit is used only when it is essential for the completion of 60 units for graduation and may be granted at the time of applying for graduation. Separation papers indicating entrance and separation dates must be on file. Normally, these are submitted at the time of making application for graduation.

The maximum military credit is 8 units: Four units for basic training and one unit for each six months of service time, with a maximum of four units. (A six-month veteran is not eligible for military service credit.)

- b. U.S.A.F.I.: Credit will be given for U.S.A.F.I. courses toward graduation requirements in accordance with college administrative regulations, and the American Council on Education's Guide to the Evaluation of Educational Experience in the Armed Services recommendations through a petition to the Dean of Enrollment Services.

6. Courses in Religion

It is the intent of Santa Monica College to avoid giving credit for courses that tend to negate the principle of separation of church and state. Granting of credit for courses taken in the general area of religion or theology involves an evaluation of both the accreditation and the nonsectarian status of the institution offering the course. Once it is established that the course was nonsectarian in its general purpose and was taken at an accredited institution, credit will be granted at Santa Monica College the same as for any other elective course.

7. Credit Advanced Placement Tests

Students may be allowed advanced credit at the time of admissions for college entrance examination board advanced placement tests with scores of 5, 4, or 3.

Advanced placement test credit will be allowed for the following courses:

- Chemistry
- English (scores of 4 and 5 only)
- Foreign Language
- History, American
- History, European
- Mathematics AB
- Mathematics BC
- Physics B
- Physics C

8. College Level Examination Credit (CLEP)

In addition to granting credit for advanced placement, Santa Monica College will give credit for CLEP in selected areas. Course credit will not be granted where it duplicates previous college work. A maximum of 30 units of credit may be allowed for CLEP examinations.

9. Classes for Adults

Credit for work in classes for adults will occasionally be allowed when the course is comparable in content and difficulty to a graded course. Conversion is made by allowing one unit for 34 hours of attendance credit. Grades earned in converted courses will be used in computing the grade point average. Permission for credit for classes for adults must be granted by petition to the Dean of Enrollment Services.

10. Supporting Documents

Whenever units are allowed or requirements have been met by work other than that taken at Santa Monica College, documents covering this must be made part of the student's file. These would include transfer transcripts, military service, separation papers, M.D.T.A. recommendations, foreign evaluations, local and state government instructors reports, hygiene exemption documents, etc.

11. Manpower Development Training Act (M.D.T.A.)

Santa Monica College allows a maximum of 30 units of elective credit upon the successful completion of an M.D.T.A. This credit is not allowed until after the student has successfully completed other graduation requirements and at least 10 units of regular college work at Santa Monica College.

Accreditation

The lower division work of any institution fully accredited as listed in the American Association of Collegiate Registrars and Admissions Officers' Transfer Credit Practices of Designated Educational Institutions, and the American Council on Education's Accredited Institutions of Post Secondary Education may be granted full credit. The college, by administrative regulations, may consider other institutions accredited for purposes of granting credit toward the A.A. degree.

1. Credit from Non-accredited Schools

a. Before a record from a non-accredited school or program is evaluated:

- (1) The student must have earned at least 30 units in an accredited college, including 12 units in residence at Santa Monica College.
- (2) The average of all grades in courses attempted must be at least a "C".
- (3) The student must file a written petition for credit indicating what credit is desired for the work done in the non-accredited program.
- (4) The Admissions Office must have on file a transcript of a record from the non-accredited institution showing subjects, grades, and, if necessary, the length and content of the courses.

b. Credit will be limited to courses in which the student received a grade of "C" or better. Grades and grade points will not be figured in the grade point average computation.

c. The total credit for special schools (non-accredited) work will be limited to 15 units.

d. Exception: A registered nurse, who has a current California nursing license, may be granted 30 units of college credit, providing he or she has met the following criteria:

- (1) Successfully met all other graduation requirements. Successfully completed 30 units of regular college work. Has met the residence requirement.
- (2) Credit given to the student for his or her previous registered nursing schooling will meet the major requirement.
- (3) Credit will be listed on the transcript by subject field and units allowed.
- (4) If work in the non-accredited school appears to duplicate that completed in an accredited school, a reduction of credit will be made.
- (5) Credit will not be granted for private, non-accredited correspondence courses.
- (6) Records from schools that are not fully accredited will be reviewed by the Dean of Enrollment Services. Some may qualify on the same basis as fully accredited schools.

2. Transfer Credit from Foreign Institutions

a. All course work from foreign institutions must be evaluated by an approved agency in the United States that evaluates foreign credentials and transcripts.

b. After evaluation by an approved agency, all requests for transfer credit from foreign institutions will be reviewed by the Admissions Office.

- c. Each student must submit his/her own records.
- d. There is no limitation on transfer credit from approved foreign educational institutions.
- e. Questions on major course equivalencies will be determined in consultation with the Dean of Enrollment Services and the appropriate department chair.
- f. The English composition requirement must be satisfied at an accredited American college or university.
- g. A minimum of 12 units in residence at Santa Monica College is required for the Associate in Arts degree.

Reference: Education Code Sections 78204, 78205

California State University: General Education Requirements

1. In accordance with provisions of the California Administration Code Santa Monica College has established and will certify either the full or partial completion of the "General Education" requirements for the Baccalaureate Degree at all campuses of the California State University.

Eligibility for the "Pre-Summer 1981" and the "Summer 1981 and Thereafter" General Education Plans

Students who are enrolled at Santa Monica College or another accredited school of higher learning during or before the 1980-81 academic year and have been in attendance at least one semester or two quarters in each year thereafter, may follow either the "Pre-Summer of 1981" or the "Summer of 1981 and Thereafter" general education patterns listed in "A" or "B".

Students who enrolled at Santa Monica College or another accredited school of higher learning during or after the summer session of 1981 must follow the "Summer of 1981 and Thereafter" general education pattern listed in "B".

A. "Pre-Summer 1981" General Education Requirements

- (1) Course requirements are divided into four areas:

- a. Natural Science
- b. Social Science
- c. Humanities
- d. Basic Subjects

Each student must complete two or three courses in each area with a total of at least 35 units in the four areas. Certain other requirements and electives must be taken to total at least 40 units.

- (2) Methods of Certification

After analysis by the Admissions Office, a small label will be attached to the student's transcript. This label will indicate which of the four areas have been completed and the total number of general education units earned.

- (3) Partial Certification

The Santa Monica College Admissions Office will certify the completion of one or more areas of the requirements. At least 35 units in the four areas are required in order to certify all areas. No certification is possible for individual course or groups of courses that fail to complete the requirements of one of the areas.

Students with partial certification from Santa Monica College should complete their general education pattern by meeting the requirements of the specific state university to which they intend to transfer.

(4) Additional Requirements

Some campuses of the CSU system may require more than 40 units in the general education pattern. Consult CSU catalogs for possible additional requirement.

Reference: Title 5, Section 40405

B. "Summer of 1981 and Thereafter" General Education Requirements

(1) Course requirements are divided into six areas.

- a. Communication in the English Language
- b. Physical Universe and Life Forms
- c. Arts, Literature, Philosophy and Foreign Language
- d. Social, Political, and Economic Institutions
- e. Understanding and Self-Development
- f. American History and Institutions

Each student must complete two to four courses in each area. A maximum of 39 units may be certified.

(2) Methods of Certification

After analysis by the Admissions Office, a small label will be attached to the student's transcript. This label will indicate which of the six areas have been completed and the total number of general education units earned.

(3) Additional Requirements

Nine additional upper division units are required at the CSU campus in order to complete general education units. Some campuses may impose other unit requirements in addition to the nine mentioned. Consult CSU catalogs for possible additional requirements.

Reference: Title 5, Section 55802, 55808, 55809

Reviewed and/or Updated: 4/29/2003

ACTION ITEM SUBJECT 7: SECOND READ – AR 4111.4 – MANDATORY ASSESSMENT, COURSE PLACEMENT & CHALLENGE PROCEDURES – JOSE CUE, CHAIR STUDENT AFFAIRS

Article 4100 Admission and Registration

AR 4111.4 Mandatory Assessment, Course Placement, and Challenge Procedures

1. Mandatory Assessment

All first-time college students (Matriculates 1) attending Santa Monica College who meet the criteria below will be required to complete both an English/ESL and a Mathematics assessment test prior to enrolling in a fall or spring semester. Enforcement will be carried out through the college's student information system at the time of registration and will result in an "assessment hold" being placed on the student's record. The hold shall be removed once both tests are completed at SMC or appropriate prerequisite waivers granted by a counselor or department chair are entered into the system. Students with disabilities should contact the Disabled Students Center regarding accommodations.

Mandatory assessment will be enforced in the following manner:

- A. All students enrolling in more than 6 units during their first semester (fall or spring) will be required to complete the assessment tests, regardless of their academic goals.
- B. Students enrolling in up to 6 units during their first semester (fall or spring) may enroll in such units without having to complete the assessment tests by the time the semester starts. These students, however, will be required to complete both tests before enrolling in the next regular semester.
- C. Students who wish to enroll only in activity or performance courses may be exempt from mandatory assessment.

2. Eligibility for English/ESL and Mathematics Classes

Before enrolling in any Santa Monica College English, ESL or Mathematics class, a student must ~~take~~ complete the Santa Monica College English, ESL or Mathematics ~~Placement Examination~~ assessment administered by the Assessment Center.

Santa Monica College assessment scores are valid for one calendar year.

Students may have one or more ~~placement~~ assessment tests waived by a counselor or appropriate department chair or designee based on the following:

- A. Placement/Prerequisite Waivers Based on Completed College Coursework
Placement recommendations and prerequisite waivers may be issued upon completion of relevant college-level coursework with a grade of C or better. Students must present a transcript to a counselor or appropriate department chair for verification and processing. The student must file an official transcript with the Admissions Office.
- B. Waivers Based on Other Colleges' Assessment/Placement Programs
Santa Monica College will accept placement test results from other colleges under the limited circumstances noted below, on a case-by-case basis. Only official test results mailed in or faxed by the institution will be accepted. Placement tests must have been completed within the last calendar year preceding enrollment.

1. Out-of-State and “Out-of-Area” Students Applying to SMC: Out-of-state students may complete the English/ESL and mathematics placement test at a college of their choice to fulfill the SMC mandatory assessment requirement, provided the placement examinations are those in use at SMC. Local cut scores and multiple measures will be applied in determining placement level eligibility.
2. Students with Previous College Experience: Students who previously attended and completed coursework other than English, ESL, or mathematics at another institution may complete the English/ESL and/or mathematics ~~placement examination~~ assessment at that college, provided ~~the placement examinations~~ they are those in use at SMC. Additionally, students must have been in attendance at that college within the last calendar year preceding SMC attendance. Local cut scores and multiple measures will be applied in determining placement level eligibility.

C. Waivers Based on Advanced Placement Examinations

College Board Advanced Placement test results may be used ~~in~~ to determine a student’s English, mathematics, and chemistry eligibility. Official AP results must be filed with the Admissions Office. Facsimiles, copies, or hand carried AP results will not be accepted under any circumstances. Placement/prerequisite waivers may be issued in the manner outlined below. Unit credit applicable to the SMC Associate Degree requirements may also be granted. AP credit may be used for IGETC and CSU GE certifications; however, units granted by SMC do not reflect units granted by transfer institutions. Students are encouraged to discuss applicability of AP credit with a counselor.

1. A score of 3, 4, or 5 on the AP English Language & Composition or Composition & Literature exam will qualify a student for ~~English 1~~ English 2 and give 3 units of credit for English 1.
- ~~2. A score of 3 on the AP English Language & Composition or Composition & Literature exam will qualify a student for English 2 and give 3 units of credit for English 1.~~
3. A score of 3 on the AP Calculus AB exam will qualify a student for Math 7 and give 5 units of credit for Math 2.
4. A score of 3 on the AP Calculus BC exam will qualify a student for Math 8 and give 5 units of credit for Math 7.
5. A score of 4 or 5 on the AP Calculus AB exam will qualify a student for Math 8 and give 5 units of credit for Math 7.
6. A score of 4 or 5 on the AP Calculus BC exam will qualify a student for Math 10, 11, 13, 15 and give 5 units of credit for Math 8.
7. A score of 3, 4, or 5 on the AP Chemistry exam will qualify a student for Chemistry 11 and give 5 units of credit for Chemistry 10.

3. Retesting Procedures

- A. Students who are dissatisfied with their initial English, ESL and mathematics or chemistry assessment(s) results may retest through the Assessment Center.
- B. Students may retest once anytime after a two week waiting period. Subsequent retesting is permitted once every calendar year.

- C. Students are responsible for any charges incurred for retesting.
- D. Once a student enrolls in an English, ESL or a mathematics course at SMC, the student may not re-take the placement examination assessment for that subject area.

4. English, ESL, & Mathematics Assessment Results Challenge Procedures

Santa Monica College has in place a *Prerequisite, Corequisite, and Advisories* policy (BP 5272). Based upon the intent of such policy, the following procedure will be followed in granting challenge requests for students dissatisfied with their English, ESL, and Mathematics assessment scores:

- A. All students must have retested before going to the appropriate department to request an assessment test results challenge.
- B. If still dissatisfied with the scores of the second test, the student may request an assessment challenge only if his/her test results' standard error of measurement (SEM) indicates that placement in a higher-level course is likely. If this criterion is met, the student may then proceed to the appropriate department to schedule a challenge examination. The Assessment Center will advise chairs if a student is eligible for an assessment challenge through the department.
- C. Students challenging their English or ESL retest results will be asked to complete a written essay in response to a topic of the department's choosing. The essay will be read and graded by three faculty members, and will be assigned a placement recommendation.
- D. Students challenging their Mathematics retest results will be asked to complete an objective exam(s) which will be scored by the department chair or designee. A score of 70% or better on the challenge test(s) is required to move to a higher level course.
- E. Placements will go into effect immediately, will be valid for a period of one calendar year, and shall be final.

5. Chemistry Challenge Examination Results and Request for Waivers

Students wishing to enroll in Chemistry 11 must first complete Chemistry 10 or successfully complete the Chemistry Challenge Examination. Students may retest once only after an initial waiting period of two weeks following the first examination.

Reviewed and/or Updated: 12/13/2006

**ACTION ITEM SUBJECT 8: SECOND READ – AR 4331 ACADEMIC RENEWAL – JOSE CUE, CHAIR
STUDENT AFFAIRS**

**ARTICLE 4300 STUDENT PROGRESS AND GRADUATION
AR 4331 Academic Renewal**

Academic Renewal is a process intended to facilitate degree and certificate completion and/or removal from academic probation. The student must meet with a counselor and complete an academic renewal petition. A maximum of 30 semester units may be disregarded under this policy. Final approval of the petition will be granted by the [Admissions and Records Office](#).

To qualify for academic renewal, the student must meet the following criteria:

1. The student's educational objectives have changed such that repetition of [the](#) coursework [at SMC](#) is no longer appropriate.
2. [The student has not repeated the coursework at SMC or any other institution.](#)
3. Coursework to be disregarded is limited to "D" and "F" grades.
4. The student must have completed a minimum of 36 semester units of 2.0 GPA or a minimum of 24 semester units of 2.5 GPA or a minimum of 15 semester units of 3.0 GPA at an accredited college subsequent to the coursework to be disregarded. Units must be consecutive and must have begun anytime after the coursework to be disregarded.
5. There must be a lapse of at least two years since completion of the most recent coursework to be disregarded.

All coursework will remain legible on the student's permanent record ensuring a true and complete record. The student's permanent record shall be annotated so that it is readily evident to all users of the record that any course disregarded may not satisfy certificate, degree, or general education course requirements.

Reference: Title 5, Section [55044](#); Education Code Section 76224
Reviewed and/or Updated: [12/09/2007](#)

ACTION ITEM SUBJECT 9: SECOND READ – AR 3230.1 – PROCEDURE FOR HIRING HOURLY TEMPORARY FACULTY – PETER MORESE, CHAIR PERSONNEL POLICIES

ARTICLE 3200 ACADEMIC PERSONNEL

~~AR 3230 Part Time Faculty~~

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 the hourly temporary faculty needs analysis and consistent with the District's equal employment opportunity program. Equal Employment Opportunity Plan.

A. Search Procedures

~~The position announcements will be distributed through the District's established posting procedures, as well as through additional listings identified by the department. 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. The Academic Personnel office will perform an initial screening for minimum qualifications before distributing applications to departments for consideration. No applicant may be considered unless referred to the department through the academic personnel office.~~

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 to screen and interview potential hourly temporary faculty.

~~The department chairperson shall convene and chair a selection committee to screen and interview potential hourly faculty. The selection committee will consist of at least the department chairperson, a probationary/tenured /faculty member preferably from the subject area, and an equal employment opportunity representative.~~

The selection committee will consist of at least: the department chair/faculty leader or designee, who will chair the committee; 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. The chair may choose to include on the committee other people with expertise in the subject area. Only the Equal Employment Opportunity representative will be non-voting.

~~Individual committee members are expected to be present for each committee meeting and the chair of the committee shall have the authority to exclude members who fail to regularly attend.~~

~~The committee will identify a pool of candidates qualified to be hired. The academic personnel office will then notify all applicants as to their status in the pool.~~

~~The department chairperson will make recommendations of faculty assignments from the candidate pool or current hourly faculty with satisfactory evaluation status. Probationary/tenured faculty who have a satisfactory evaluation status may be considered for hourly overload assignments. If a department chair's recommendation of hourly faculty assignment is not accepted, the appropriate Academic Administrator, upon request of the department chairperson, shall promptly communicate in writing the reasons to the department chairperson.~~

~~In an emergency situation where the full process cannot be completed before the assignment is to begin, an interview will be conducted by at least the department chairperson and one other member of the selection committee.~~

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.

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 Dean, Human Resources shall be responsible for monitoring the department's hourly faculty hiring process and procedures.~~

~~The Dean, Human Resources shall ensure that all members of the selection committee are given appropriate training in the District's Equal employment opportunity program and administrative regulations.~~

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.

Assignments

- ~~1. Persons chosen for hourly faculty positions will be recommended to the Board of Trustees at the salary rate determined by the appropriate adopted hourly salary schedule.~~
2. All hourly 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.
- ~~3. The assignment of an hourly faculty member is recommended by the Department Chair and may be modified at the discretion of the appropriate academic administrator:~~
 - ~~A. If a class assigned to an hourly faculty member fails to attain sufficient enrollment to be offered,~~
 - ~~B. If a class which is part of a probationary/tenured faculty member's contractual assignment fails to attain sufficient enrollment to be offered and an hourly class is needed to complete the contractual assignment, the class section selected to complete the contractual assignment will be made by the appropriate academic administrator after consulting with the department chair.~~
 - ~~C. No class taught as an hourly assignment by any probationary/tenured faculty member which fails to attain sufficient enrollment shall result in the displacement of another faculty member to maintain the hourly assignment.~~
 - ~~D. When a class taught by an hourly faculty member is cancelled, no alternate assignment which displaces any other faculty member shall be made.~~
 - ~~E. No summer or winter assignments shall be reassigned to satisfy the conditions of paragraph 3B above.~~
4. The assignment for hourly faculty will not exceed sixty percent (60%) of the assignment for a full-time faculty member in the same discipline.

Long-Term Substitutes

1. The candidate pool for the long-term substitute(s) will be taken from among those persons identified through the procedures set forth. Candidates from the candidate pool and current hourly faculty in the discipline will be notified of the potential assignment and those indicating availability for the assignment will be referred back to the screening committee for review and further consideration as appropriate.

- ~~2. A screening committee chaired by the Department Chairperson and composed of one full-time faculty member, an affirmative action representative, and an administrative representative (as secretary) or designee for each of these positions will interview candidates and recommend finalists to the Superintendent/President. The Superintendent/President or designee, the Dean, Human Resources, and any other party identified by the Superintendent/President may interview the long-term substitute candidate(s) or the Superintendent/President may forward the selected candidate's name directly to the Board of Trustees or the Superintendent/President may determine to divide the assignment between two or more hourly faculty.~~
- ~~3. No person shall be employed at Santa Monica College for more than two complete semesters as a temporary full-time employee within a three-year period. (Ref. Ed Code 87481).~~

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 term. If an offer of employment is not made for the following term, 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. If a recommendation of hourly temporary faculty assignment is modified, the appropriate academic administrator, upon request of the selection committee chair, shall promptly communicate in writing the reasons to the selection committee chair.

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

Reference: Education Code Sections 87481, 87482(b)

Reviewed and/or Updated 9/2003

Action Item Subject 10 – Proposed Election By law Changes – Second Reading – Howard Stahl, Chair Election & Rules Committee

Section 4. Conduct of Senate Elections

1. The Elections and Rules committee shall solicit nominations to the Senate ~~four (4) weeks~~ prior to a general election. The Elections and Rules committee will accept nominations for a period of two (2) weeks or ten (10) business days.
2. Each electoral area will nominate persons from their area under the supervision of the Elections and Rules committee. An electoral area may conduct its own elections.
3. The Elections and Rules committee will verify the eligibility of the nominees and then forward the names of the nominees of each electoral area to the specific electoral area faculty and the Senate at large.
4. Within a reasonable time following the nomination period, the Elections and Rules committee shall submit ballots with the names of nominees of each electoral area to its own faculty members for election to the Senate.
 - a. Email will be utilized to distribute ballots and/or other technologies may be utilized with the approval of the Senate. A web-based voting system may be used. If a web-based system is used, no ballot validation rules shall be established. At an individual faculty member's request, a paper ballot may be used.
 - b. At least one (1) week or five (5) business days will be allocated for collection of marked ballots.
 - c. A cutoff time will be set and stated clearly in the emails for all ballots by the Elections and Rules committee. All votes received after the posted cutoff time will not be counted.
 - d. Ballots shall be designed so that voters can choose to abstain on any or all offices and/or questions.
 - e. Ballots shall be designed so that once cast, ballots cannot be changed.
 - f. Naming or identifying voters and/or non voters is prohibited.
5. If there are no nominations for an election within an electoral area, the nominations period for that area will be extended. No election in that area will occur if there are no subsequent nominations.
6. Elections to the Senate shall be held by secret ballot prior to the close of the third week in April if possible and the Elections and Rules committee shall report the results of the election to the entire college faculty.
7. Both real vote totals and percentage-of-votes cast shall be reported via campus e-mail and will be posted in the college mailroom.
8. Election shall require a majority of votes cast.
9. In the event of a tie or no majority, the Elections and Rules committee shall conduct a run-off election.
10. Newly elected Senators shall be seated at the close of the spring semester.
11. Elections to fill vacancies shall be held when required except where otherwise specified.
12. In the event of a challenge to an election result, the Executive committee shall be the sole judge of the election results.
13. Ballot totals shall be kept on file in the Senate office for one (1) year.