

Executive Committee

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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, MAY 20TH, 2008

11:15-12:35p.m. Academic Senate Conference Room HSS 261

I. Call to Order

II. Action Items:

1. Approval of the Minutes for May 6, 2008
http://homepage.smc.edu/randall_toni/Acad_Sen_Minutes_06_07/EXEC_AS_MTG_05_06_08.doc
2. Recommendation to create Senate Joint SLO Committee – Richard T.J.
3. VTEA Proposal – Eve Adler, Chair Vocational Education
4. ASR03-08 - Recommendation in support of November Bond Measure

III. Information Items:

1. President's Report – Richard Tahvildaran-Jesswein
 - a. 2008-2009 Executive Committee Assignments & Reassigned Time
 - b. Permanent date/time for Joint Standing Committees
 - c. Letter to faculty pertaining to voluntary Academic Senate Dues
 - d. Faculty Leader – IDS
 - e. Academic Senate Fall Retreat – Tuesday, August 19th, 2008
 - f. Faculty Recognition

2. Committee Reports:

- a. Jim Stramel – Professional Ethics Chair – Best Practices
- b. Amber Katherine & Pete Morris, EAC Co-Chairs
- c. Teri Bernstein, Distance Education Chair
- d. Tina Feiger, Legislative Action Chair

IV. Old Business Discussion:

V. New Business Discussion:

VI. Announcements

VII. Adjournment

ACTION ITEM SUBJECT 1:

Approval of the Minutes for May 6, 2008

http://homepage.smc.edu/randall_toni/Acad_Sen_Minutes_06_07/EXEC_AS_MTG_05_06_08.doc

ACTION ITEM SUBJECT 2: Recommendation to Create Senate Joint SLO Committee – Richard Tahvildaran-Jesswein

FINAL DRAFT 5-12-08

Student and Institutional Learning Outcomes Committee

Membership: Faculty and Administrators.

Structure/Scope:

The committee serves as a workgroup to ensure campus-wide collaboration in the ongoing processes of developing, gaining proficiency in, and fully integrating learning outcomes and assessments. The committee, as workgroup, will serve to facilitate the efforts of various internal campus governance structures. Specifically, the committee will serve to enhance connectivity between the Academic Senate's Curriculum, Department Chairs, Professional Development, and Program Review committees. The committee will also serve as a bridge linking student and institutional learning outcomes to college-wide strategic planning initiatives (e.g. academic initiatives and budget planning).

Functions:

- A. Further promote a campus-wide commitment toward student learning and success.
- B. Encourage and foster dialogue on student learning and success within and among all units on campus.
- C. Further engage the campus in developing, gaining proficiency in, and fully integrating learning outcomes and assessments.
- D. Assist in the preparation of college reports pertaining to learning outcomes.

ACTION ITEM SUBJECT 3: VTEA Proposal – Eve Adler, Chair Vocational Education

**Vocational Education Committee
2008-2009 VTEA Allocations**

Amount Funded: \$ 562,109.00
Admin -5%: 28,105.45
ISC 11,951.00
Funds Available: 522,053.00

Program	Committee Review	Amount Funded
Business -- Architecture	No	\$ -
Business -- Auto	yes	\$ 34,943
Business -- Logistics/Insurance	yes	\$ 89,635
Communications – Broadcast Lab	yes	\$ 27,134
Communications – Digital Film making	yes	\$ 27,339
Communications – On-line newspaper	yes	\$ 1,284
CSIS	yes	\$ 45,440
DSS	yes	\$ 8,275
ECE	yes	\$ 7,700
Nursing	yes	\$ 25,267
Photography	yes	\$ 187,579
TOTAL ALLOCATED		\$ 454,596
BALANCE		\$ 67,457

ACTION ITEM SUBJECT 4: ASR03-08 Recommendation in Support of November Bond Measure – Richard Tahvildaran-Jesswein

To be provided under separate cover.

ACTION ITEM SUBJECT 5: Approval of Faculty Survey Language – On-line Student Evaluations.

INFORMATION ITEM SUBJECT 2a: Best Practices – Jim Stramel, Chair PERC

**INFORMATION ITEM SUBJECT 2c: Teri Bernstein, Chair Distance Education
(A joint committee of the Santa Monica College Academic Senate)
2007-08 Objectives and Accomplishments—the year-end report**

1. In conjunction with the Curriculum Committee, **continue to develop “best practices” materials**, including supplements to the original document. The purpose is to enhance both course content and effective student contact.

Status: Completed. The following documents were completed and disseminated:

- Best Practices--suggestions to maximize effective student contact in an online teaching environment, Spr 07;
- Methods and Resources (Best Practices part II)-- How to implement the best practices strategies using eCollege and other resources (information item for Senate);
- The Faculty Readiness Tool--How to get ready to teach an online course for the first time; and
- The Semester Starter Kit: A checklist to ensure that courses are ready for “prime time” before EACH semester begins.

2. In conjunction with the Department Chairs Committee and other Senate committees, **develop a Distance Education Professional Readiness Tool**, that faculty can use to assess faculty skills prior to beginning to teach a DE course. The tool would also delineate several pathways (@ONE courses, mentoring, teaching on a similar platform, advanced use of the eCompanion site for on-ground support) to achieve readiness to teach online.

Status: Completed. See list in #1. A Handbook containing all four documents was prepared for Department Chairs, and handouts of the resource materials were prepared, as well as permanent links established on the Distance Education Committee website. In particular, the Readiness Tool and the Semester Starter Kit are tools department chairs can use to make sure that courses are ready to be launched.

3. **Discuss platform improvements, platform alternatives and platform parameter requirements**, survey faculty as needed, and make recommendations to administration and eCollege personnel as needed.

Status: partially completed; work ongoing. A survey of course tool use was prepared and conducted mid-year. Survey indicated that many faculty are unaware of the resources to help them achieve efficacy in the use of course tools, also additional information is needed regarding use of platform features. Pro-actively, Julie Yarrish brought in Jeff Borden twice to do in-house training on the current platform. Contract with eCollege was extended (by administration) for 2 years with option to renew for an additional year; we will be working with the roll-out of a major upgrade over the six months.

4. **Formulate requests for support for the Distance Education program**, to inform administration, through appropriate channels, of Distance Education needs.

Status: Completed, some follow-up needed. Strategic Planning report was forwarded to DPAC through the Technology Planning Committee as well as through Strategic Planning.

Administrator's report was made publicly to the Board in December, as well as the usual written report.

5. **Define Distance Education's role in SMC's mission, as part of Strategic Planning.**

Status: document completed. Document presented as an information item to the Academic Senate. Follow-up through DPAC needed on a regular basis, via the Technology Planning Committee.

6. Discuss and develop best practices for **protocols surrounding the administrative aspects of implementing SMC policies and procedures in an online environment.**

Status: draft completed; may be distributed by Department Chairs. Committee plans to re-work draft into colored flow-chart form for fall. This provides a project management approach to the timelines and deadlines of the online course development and delivery process.

7. **Review issues, as required, relating to DE interface with other campus constituencies.**

Status: accomplished. Faculty Association subcommittee FADE used DE faculty subcommittee for input to the contract process; we interfaced with Human Resources regarding the implementation of online evaluations and effected necessary changes; we interfaced with DPAC, Curriculum, Personnel Policies, FTE/enrollment/retention, and Department chairs as needed.

8. **Solicit input and participation from faculty new to teaching distance education courses and expand outreach** to experienced faculty via CConfer or other technologies.

Status: some progress; deferred to next year. Outreach via email to other DE faculty was increased; no WebX or CCC Confer meetings were held; goal will be to hold one such meeting each semester in 2008-09.

INFORMATION ITEM SUBJECT 2d: Tina Feiger, Chair Legislative Action

The Enrollment and Retention Taskforce which you had created in the Fall of 2006 has done some good work and below is a summary. We believe the work of this task force is now complete and the campus as a community has taken ownership of both of these issues, retention and enrollment and that was one of the goals of the task force.

Here is what we accomplished:

- a. We developed two lively flex day workshops to address the issues of retention, one was attended by 30 faculty including a Board Member and the second one, this Spring was attended by 24 faculty and staff.
- b. We developed an upbeat Sun Chart about good teaching practices to encourage retention which has been disseminated around the campus to faculty **through the Senate and through Department chairs.**
- c. We wrote a report for the Senate in 2007 apprising the body of our work to that point.
- d. We had initial meetings with the VP of Enrollment Services, the Director of Outreach, and other key players on campus to discuss the mission of improving enrollment and retention. **Our work was a discussion point at Distance Education meetings and became a focal point of their annual committee goals.**

We believe our task force was a catalyst in initiating the serious conversations that have begun in a variety of settings. Below is a summary of some of the ways our work is being incorporated campus-wide:

1. We created a list of talking points for the campus and the faculty are more in partnership to improve retention and enrollment.
- 2. The Distance Education committee has created series of four “Best Practices” documents that directly address ways faculty can increase effective student contact online, and improve retention and success.**
- 3. The Department Chairs have partnered with our Task Force in disseminating the Sun Chart and in disseminating the DE Best Practice documents.**
4. The Professional Ethics Committee is working currently on a Best Practices for the Classroom which will be the focus for the next Ethical Professor (EP).
5. The Student Affairs Committee developed a Model Syllabus.

Before we disband we have one last task. At the 'salon' on flex day in the Spring we created a set of situations that we believe were challenging to faculty in the classroom. We realize now that those discussions probably belong right in the lap of the departments. We will send those questions over to Department Chairs for use during their individual Flex Day. (If they think it would be valuable.)

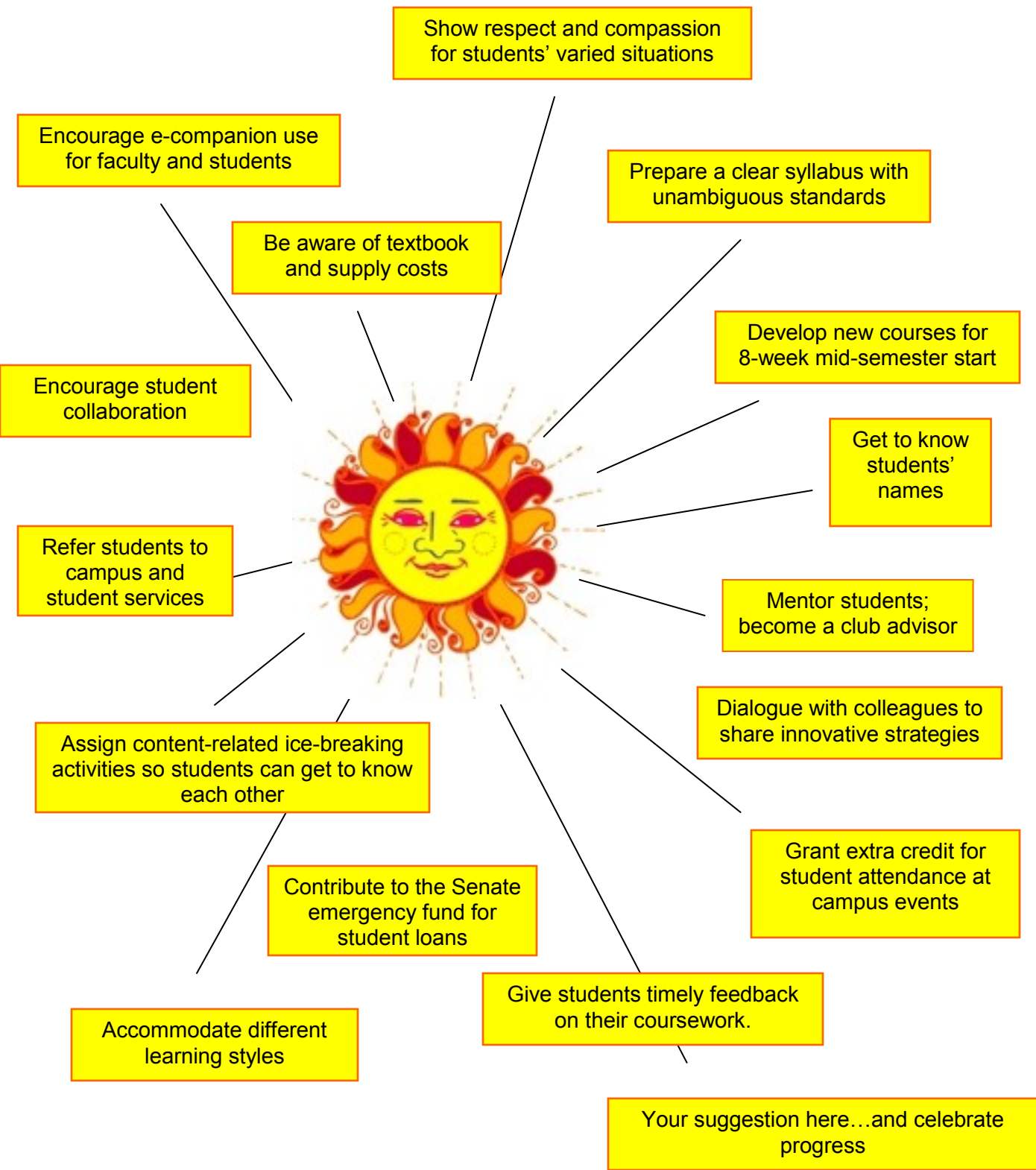
Respectfully submitted:

Tina Feiger

Teri Bernstein

Janet Harclerode..... (Or we can do it in alpha, of course)

Recruitment, Retention & Re-enrollment: What Faculty colleagues are doing that works...



SMC Distance Education Faculty-to-Faculty Handbook

Faculty Readiness Tool:

**How to get ready to teach
your first distance education course**

The Semester Starter Kit:

**A checklist to ensure your courses
are ready for “prime time”
before EACH semester begins**

Best Practices:

**Suggestions to maximize effective student contact in an online
teaching environment**

Methods and Resources: Best Practices, part II:

**How to implement the best practices strategies using eCollege and
other resources**

**support provided by
the Santa Monica College Academic Senate
Distance Education Committee,
in partnership with the Department Chairs
June 2008**