



SMC ACADEMIC SENATE

Agenda for Tuesday, Sept. 11, 2007

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

- I. Call to Order
- II. Public Comments:
- III. Action Items:
 1. Approval of the Minutes for August 28, 2007 –
http://homepage.smc.edu/randall%5Ftoni/Acad_Sen_Minutes_06_07/AS_Minutes_28_August_2007.doc
 2. Adoption of New Courses – Mary Colavito, Curriculum Committee Chair
 3. Confirmation of Academic Senate Joint New Faculty Ranking Committee
- IV. Information Items:
 1. President's Report – Richard Tahvildaran-Jesswein
 - a. Area C Meeting – Saturday, Oct 20th, at the Pasadena Hilton
 - b. ASCCC Fall Plenary – Nov 1st-3rd, at the Anaheim Marriott
 - c. Academic Senate Committee Appointments
 - d. Academic Senate Legislative Process
 2. Special Presentation: President Chui Tsang
 3. IDS Update – Guido Davis Del Piccolo, IDS Chair
- V. Old Business Discussion:
- VI. New Business Discussion:
 1. Common Text Book Adoptions
- VII. Announcements
- VIII. Adjournment

Next Scheduled Meeting: September 25, 2007

ACTION ITEM SUBJECT 1: APPROVAL OF THE MINUTES OF August 28, 2007.

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 28 August 2007 Academic Senate Meeting

Present: Eve Adler, Maria Alvarado, Brenda Antrim, Jan Austin, Barbara Baird, Simon Balm, Teri Bernstein, Mary Bober, Suzanne Borghesi, Greg Brookins, Ken Buckner, Mary Colavito, Jose Cue, Rebecca Curtis, Guido Davis Del Piccolo, Gordon Dossett, Judith Douglas, Georgia Farber, Tina Feiger, Gilda Feldman, Kathy Flynn, Suellen Gauld, Candyce Goodfellow, Nancy Hanson, John Henderson, John Hoover, Janie Jones, Amber Katherine, Lesley Kawaguchi, John Kennedy, Lucy Kluckhohn Jones, Laura Manson, Melissa Michelson, Pete Morris, Peter Morse, Andrew Nestler, Eric Oifer, Jim Pacchioli, Toni Randall, Vicki Rothman, Christine Schultz, Jacqueline Scott, Lantz Simpson, Satish Singhal, Eleanor Singleton, Howard Stahl, James Stramel, Gary Strathearn, Michael Strathearn, Richard Tahvildaran-Jesswein, Marc Trujillo, Sal Veas, Bob Ware

Excused: Sara Brewer, Janet Harclerode, Melody Nightingale, Marci Spiegler, Susan Sterr

Absent: Espy Bolivar-Owen, Tim Cramer, Ken Geddes, Richard Goldenson, Terry Green, Craig Hammond, Bill Lancaster, Helen LeDonne, Karen Perkins, Sue Ann Pinner, Juan Quevedo, Robert Taylor, Muriel Walker-Waugh

Guests: Kathy Sucher, Dennis Frisch, Georgia Lorenz, Fran Chandler, Hon. David Finkel, Mitra Moassessi

I. Call to Order – Chair Richard Tahvildaran-Jesswein called a quorum at 11:24 a.m.

II. Public Comments - none

III. Action Items

A. **Approval of the June 5, 2007 Minutes** – Unanimously approved as corrected (G. Farber excused rather than absent).

B. **Confirmation of [Basic Skills Initiative Team](#)** (M/S Oifer/Manson) **vote: 53 in favor**

1. We are required by the state to form a team. Fifteen members, but everyone is welcome to contribute and participate. Antrim added to the membership list. Clarification that this focuses on math and Eng skills.

C. **Confirmation of the Honor Council for 2007-2008** – Members: Dawna Kemper (Eng adjunct), Stacey Beauregard (Eng adjunct), Esau Tovar (Counseling)
(M/S Antrim/Kluckhohn Jones) **vote: 53 in favor**

1. The Honor Board's first mtg is 9/11, and its members will be appointed at that time.

Discussion:

Suggestion that the Board be made up of primarily teaching faculty from a variety of disciplines. Reminder that all appointees must be approved by the Senate.

D. **Adoption of the [Academic Senate Objectives for 2007-2008](#)** – Richard distributed objectives for 07-08 established by the AS Exec Cmmt during their August retreat.

(M/S Katherine/Strathearn) **vote: 52 in favor, 1 opposed.**

1. Four of the 07-08 objectives are carryovers from last year – the textbook plan proposed by Assoc Students is temporarily on hold, but AS would like to continue to work on this.

2. **[05-07 Objectives](#)** – previously distributed electronically

E. **2007-2008 Part-time Faculty Senator Appointments** – Two spots open on Acad Senate because two adjuncts left for fulltime jobs. Contact Richard if you know of possible candidates to replace them.

Discussion:

Question about financial remuneration for such positions. FA is working on this. They are attempting to establish an Ancillary Fund to support adjunct faculty.

F. **2007-2008 Committee Appointments** –

1. Curriculum Cmmt: Richard names Esau Tovar for a one-year opening; Suzanne Borghei is already in the other one-year spot; Gary Taka (Math) for a 3-year term.

(M/S Buckner/Feiger) **approval of Taka and Tovar appointments; vote: 53 in favor**

2. Social Cmmt: Richard names Terry Green as co-chair

(M/S Jones/Kennedy) **vote: 53 in favor**

3. Grade Appeals Cmmt: Richard names John Hoover, Ken Buckner, and Harvey Stromberg as permanent members

(M/S Buckner/Bernstein) **vote: 52 in favor, 1 abstention.**

Alternates (Gary Todd, Eng, nominated - Richard will follow up).

IV. Information Items

A. President's Report – Richard Tahvildaran-Jesswein

1. Senate Committee assignments - Richard reminded senators that all must serve on a Senate committee. He distributed a sign-up sheet and asked senators to return email request sent out earlier. Some cmmts have a limited number of voting members because they are joint with a 2:1 ratio of fac to administrators. Any number of non-voting members may attend. The sign-up sheet will in the future include the times of mtgs of standing cmmts.

2. Academic Senate offices update- HSS 261 is up and running – check with Lisa Burns to schedule its use

3. Enrollment update – we're ahead of F05 by a few hundred.

4. For 08-09 Dr. Tsang has stated we'll hire at least 9-10 FT faculty members. Richard is forming Faculty Hiring Ranking Cmmt. (9/24 Richard will present these to the Senate.) Dr. Tsang will address the AS on 9/11 regarding this.

B. **Global Citizenship Presidential Task Force update** – Gordon Dossett and Georgia Lorenz, Co-Chairs

1. Meetings of the entire task force are: 9/27 3:30-5:00, 10/26 10-11:30, 11/27 3:30-5:00 in the Loft

2. Subcmmts: International Students, Janet Harclerode, Chair; Curriculum, Mary Colavito, Chair; International Business and Ed, Sal Veas, Chair; Study Abroad, Gordon Dossett, Chair

3. Dossett and Lorenz explained background of the task force and its structure

Discussion:

How is the work of the task force related to SLO's? They will certainly be part of the discussion, but as the task force hasn't met yet, specifics haven't been discussed. What will the larger task force meetings cover? These will serve to make sure there is coordination between subcmmts and to create a definition of "global citizenship."

Is DE part of the Curriculum Subcmmmt? Hasn't yet been discussed. All senators are invited to contact subcmmmt chairs if they'd like to actively participate. Dr. Tsang has requested that we change name to "Presidential Global Citizenship Task Force" unless there are objections.

V. Old Business Discussion -none

VI. New Business Discussion

A. **Common textbook adoptions** – Q if we want to create a task force to work on this. Voted to roll this over rather than appoint a task force at this time.

Discussion:

Assoc Students Pres (Jason Van Buren) says this is at the top of their agenda. They probably need more staff to implement their plan. Clarification of what “common textbook adoption” means. It doesn’t mean that everyone in a dept would comply or be required to. Question is whether the AS would like to make a formal recommendation to colleagues to consider doing this.

VII. Announcements – none

VIII. Adjournment – (M/S Strathearn/Katherine) Meeting adjourned at 12:35 p.m.

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

New Courses

GR DES 65: Web Design 1. This course is designed as an introduction to web design for students with a basic knowledge of computers and graphic design applications. Students will learn to think critically about web design and apply basic conceptual design principles. Components of design such as color, typography, layout and composition will be discussed. Other topics include: an overview of the web and how it works, designing a navigation interface, web graphics, information architecture, HTML, web hosting, and file/site management. Students will design and create a simple web page utilizing basic features of a web authoring software.

Units: 2 CSU Department Vote: 8-0 Prerequisite: GR DES 18 or ET 11

GR DES 66: Web Design 2. This computer-based course is focused on the successful design and implementation of web sites and builds on the concepts and fundamental techniques covered in Graphic Design 65. Students will learn different technologies in delivering online content. Dynamic HTML, web hosts and servers, search engines, web graphics, web animation, and authoring tools will be covered. Design issues such as effective communication, technical constraints, typography, navigation, and information architecture will be addressed. Students will design and create a multi-page web site utilizing advanced features of a web authoring software.

Units: 3 CSU Department Vote: 8-0
Prerequisite: GR DES 65 or GR DES 64 and ET 37

GR DES 67: Web Design 3. This computer-based advanced web course builds on the conceptual and technical knowledge acquired in Graphic Design 66, and focuses on developing and creating complete, commercial quality web sites. Working in teams, students will participate in a directed design and implementation of a medium –sized commercial web site. Technical topics include: Cascading Style Sheets (CSS), advanced page slicing, layer-based menus, optimization schemes, and site maintenance. Students will also learn how to embed audio, video and vector-based animation on their web sites. Other topics include: client management, production methodology, content accessibility, teamwork, and site production budgets. Students will conceptualize, design, and produce a complete and dynamic commercial-quality web site with multimedia components.

Units: 3 CSU Department Vote: 8-0 Prerequisite: GR DES 66 or ET 34

KIN PE 13: Beginning Spinning. This course will introduce students to a form of high intensity exercise that involves using a stationary exercise bike in a classroom setting. The benefits of this type of indoor cycling are cardiovascular endurance and overall conditioning. Spinning is a combination of athletic racing, strength training, rhythmic movements and visualization.

Units: 1 CSU, UC Department Vote: 7-0

OFTECH 25: Medical Coding/Billing-2. This course continues the study of medical coding/billing. Students develop skills in applying ICD-9-CM, CPT, and HCPCS LEVEL II codes to the following specialty areas: integumentary system, orthopedics, cardiovascular system, obstetrics/gynecology systems, radiology, pathology, and laboratory procedures.

Units: 3 Department Vote: 12-0 Prerequisite: OFTECH 24

OFTECH 26: Medical Coding/Billing-3. This course develops further skills in medical coding/billing. Emphasis is on using reference materials for medicine and inpatient hospital-based coding; filing health insurance claim forms; and billing, collection, and payment procedures.

Units: 3 Department Vote: 12-0 Prerequisite: OFTECH 25

VAR PE 60: Conditioning for Intercollegiate Sport. This conditioning course provides a consistent laboratory for sport specific training and conditioning related to intercollegiate athletics participation. Emphasis is individual and team activities that contribute to advancement in their designated sport.

Units: 1 CSU, UC Department Vote: 34-0-1

Distance Education

GR DES 66: Web Design 2

OFTECH 25: Medical Coding/Billing 2

OFTECH 26: Medical Coding/Billing 3

ACTION ITEM SUBJECT 3: Confirmation of Academic Senate Joint New Faculty Ranking Committee.

2007 Ranking Committee:

Richard Tahvildaran-Jesswein, President

Sal Veas, Treasurer

Toni Randall, Secretary

Eve Adler, Vocational Education Committee Chair

Mary Colavito, Curriculum Committee Chair

Jose Cue, Student Affairs Committee Chair

Melody Nightingale, Program Review Committee Co-Chair

Lesley Kawaguchi, Student Equity Task Force Chair

Christine Schultz, Chair of Chairs

Eleanor Singleton, Equity and Diversity Committee Chair

Terry Green, Faculty At-Large

Gordon Dossett, Faculty At-Large
