



Action Item: 17 Nov. 2009

TO: ACADEMIC SENATE EXECUTIVE COMMITTEE  
FROM: RECORDING SECRETARY  
PREPARED BY: RECORDING SECRETARY  
Action: Approval of Minutes

Minutes of the 3 Nov. 2009 AS Executive Committee Meeting

**Present:** Jamey Anderson, Dianne Berman, Gregory Brookins, Mary Colavito, Tim Cramer, Guido Davis Del Piccolo, Judith Douglas, Tina Feiger, Amber Katherine, Steven Kaufman, Lesley Kawaguchi, Lucy Kluckhohn Jones, Lisa Lewis-Burns, Jennifer Merlic, Mitra Moassessi, Eric Oifer, Christine Schultz, Eleanor Singleton, Richard Tahvildaran-Jesswein, Gary Todd, David Zehr, Carol Womack.

**Excused:** Jinan Darwiche, Terry Green, Laura Manson, Marina Parise, Wendy Parise, Esau Tovar.

**Absent:** Simon Balm, John Henderson.

I. Call to Order President Eric Oifer called the meeting to order 11:18 a.m.

II. Action Items:

1. Approval of the Minutes for October 20, 2009

[http://www.smc.edu/Projects/37/2009-2010\\_Agenda\\_Minutes/Exec.minutes.102009.pdf](http://www.smc.edu/Projects/37/2009-2010_Agenda_Minutes/Exec.minutes.102009.pdf)

**Approved as presented**

2. Best Practices Document - Tim Cramer, Chair Professional Ethics & Responsibilities Committee

**Approved unanimously, with minor changes.**

3. Bylaws Changes - Richard Tahvildaran-Jesswein, Chair Election & Rules Committee

[http://www.smc.edu/Projects/37/By-laws\\_Revised\\_102909.current.pdf](http://www.smc.edu/Projects/37/By-laws_Revised_102909.current.pdf)

Change and update department names. Change ECE to Early Childhood Education/Education; Modern Languages to Modern Languages and Cultures; Career and Technical Education (was Voc. Ed.). Also change committee name to Department Chairs and Program Coordinators.

Delete internal revision dates. Strike everything but the revision date at the end of the document.

Appendix: retain revision date here, because it will be reviewed regularly. Add new paragraph for global citizenship. Re: the creation of subcommittees.

Add Equity and Diversity statement to top of appendix. (Before board policy 2200., right after new statement.)

The Global Council will continue to operate as a think tank. New initiatives would then go to the Senate to be translated into policy. The intent is to strengthen the relationship between the Global Council and the Senate and to bring academic and professional matters through the Senate and appropriate subcommittees. Formalization of this relationship is one of the Senate's goals for the year.

Question Re: addition of state Academic Senate officers to SMC Senate.  
A: they will serve on the Senate Assembly as voting members, not on the Executive Committee.

2 weeks notice is necessary for bylaws changes. Do not need 2 reads.

Vote—Nov 24 or Dec. 8.

**VOTE: Passed unanimously..**

4. AR 3123 Workplace/Campus Violence & Anti-Bullying - Jamey Anderson, Chair  
Personnel Policies Committee

This is based on board policy approved at the June meeting. The purpose of the AR is to clarify and carry out board policy. It includes students, too.

Committee is still designing the final copy of the form, which is to be filled out by HR or campus police.

Suggestions:

Add definition of bullying. A: Definition will be on the form.

Add cyber-bullying? Includes written acts of bullying.

Q: Does it pertain to clothing?

It will go to Senate for first read.

Jamey will bring it forward to Senate Assembly meeting.

### III. Information Items:

#### 1. President's Report - Eric Oifer

a. Ad Hoc Equivalency Committee

b. Presentation of facilities master plan? Will be done by Greg Brookins.

c. Evaluation consultation

Suggestion: get one envelope for front side of the evaluation form, and one for back side. Envelopes will be clearly labeled with name of instructor. Front goes to MIS, then back goes to dept chair, send to faculty members to read. Forms will be processed thru MIS, then posted on the SMC portal. For chairs, they will be posted in ISIS.

Faculty Association has created a subcommittee to work on the process. Some instructions are still not clear.

Thanks were extended to the Faculty Association.

2. Committee Reports:

a. Accreditation - Richard Tahvildaran-Jesswein

b. Legislative Affairs - Tina Feiger

c. Distance Education - Wendy Parise

d. Social Committee - Terry Green

IV. Unfinished Business:

1.

VI. Announcements

VII. Adjournment: 12:37 p.m.