



Action Item: 13 Oct. 2009

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 29 September 2009 Academic Senate Meeting

Present: Jamey Anderson, Jan Austin, Brenda Antrim, Simon Balm, Dianne Berman, Mary Bober, Sara Boosheri, Karen Breedlove, Greg Brookins, Ken Buckner, Fran Chandler, Tim Cramer, Guido Davis Del Piccolo, Judith Douglas, Georgia Farber, Tina Feiger, Kathy Flynn, Ken Geddes, Candyce Goodfellow, Craig Hammond, John Henderson, Matthew Hotsinpiller, Sharon Jaffe, Lucy Kluckhohn Jones, Anne Marie Karlson, Amber Katherine, Steve Kaufman, Lesley Kawaguchi, Jo Kidd, Deborah Kraut, Helen LeDonne, Laura Manson, Jennifer Merlic, Peter Morse, Andrew Nestler, Eric Oifer, Jim Pacchioli, Wendy Parise, Rick Pernisco, Pauli Peter, Vicki Rothman, Michelle Scholefield, Christine Schultz, Jacqueline Scott, Eleanor Singleton, Marci Spiegler, Susan Sterr, Michael Strathearn, Richard Tahvildaran-Jesswein, Gary Todd, Esau Tovar, Rhoda Tuit, Christina von der Ohe, Robert Ware. Ted Wilkinson, Carol Womack

Excused: Mary Colavito, Terrin Adair-Lynch, Suzanne Borghei, Mary Colavito, Jinan Darwiche, Terry Green, Marina Parise, David Zehr

Absent: Richard Goldenson, Jennifer Jesswein, Bill Lancaster, , Mitra Moassessi, Maria Munoz, Gary Strathearn, Robert Taylor,

Guests:

- I. Call to Order: President Eric Oifer called the meeting to order at 11:20 a.m.
Eric introduce Louise Jaffe, SMC Board of Trustees chair

II. Public Comments: none

III. Action Items:

1. Approval of the Minutes for September 15, 2009

http://www.smc.edu/Projects/37/2009-2010_Agenda_Minutes/Senate.Minutes_9_15_09.pdf

Accepted as presented

2. Committee Appointments

Senate Committee Membership

Social Committee - Terry Green, Chair

Marina Parise

Michael Strathearn

Legislative Affairs - Tina Feiger, Chair

Tina Feiger

Maria Alvarado

Sharon Jaffe

Suzanne Borghei

Environmental Affairs - Amber Katherine, Chair

Benny Blaydes

Dana Morgan

Pete Morris

William Selby

Gary Strathearn

Professional Development - Judith Douglas, Chair

Steve Hunt

~~Steve Hunt~~

Maria MunozPatricia Burson

Marci Spiegler

Valerie Nairy Narey

Sabbaticals & Awards - Esau Tovar, Chair

Kathy Flynn

Candyce Goodfellow

Anne Powers

Mary Bober

S/ILO - Christine Schultz & Lesley Kawaguchi, Co-Chairs

Jennifer Merlic

Eric Oifer

Tina Feiger

One more member needed on SLO and Sabbaticals; delete Steve Hunt(dup) from Prof. Development; change Valerie Nairy to Narey.

**Motion (M/S Richard Tahvildaran-Jesswein /AmberKatherine)
to confirm additional committee appointments.**

Vote--unanimous

3. 2nd Read - Zero Waste AR - Amber Katherine, Chair Zero Waste Administrative Regulation

Zero Waste practices will be integrated into all college events, including all departmental events and functions of college organizations. Zero Waste practices include, but are not limited to, the following:

1. All "to go ware" will be compostable.
2. Proper signage and placement of Zero Waste Stations will be arranged.
3. Event logistics, including date, time, location, number of expected attendees, and type of food, will be clearly stated in the event request form.
4. Volunteer staffing of the Zero Waste Stations is strongly recommended. (Training of volunteers may be arranged through the Center for Environmental and Urban Studies.)
5. All college vendors will integrate Zero Waste practices into any college events they support.
6. Notification regarding SMC's Zero Waste Board Policy will be provided to external food providers supporting college events, and compliance will be included in the terms of their contracts.

Zero Waste Event Guides are available through the Center for Environmental and Urban Studies, 1744 Pearl Street, Santa Monica, CA 90405.

Amber Katherine stated that there were no substantive changes except change "must" to "will" throughout.

Guides are now available online.

AR will now go to DPAC. Q: #6 refers to board policy; is there one? A: No, but there will be.

(M/S Amber Katherine/ Judith Douglas)

Vote--- 54 in favor, 1 opposed, I abstention

IV. Information Items:

1. President's Report - Eric Oifer
**INFORMATION ITEM NO. 1a - Full-Time Faculty Ranking
Committee Timeline
Eric Oifer, President**

- October 9th - Ranking Committee meets at 10am in HSS 261 (Academic Senate Office) to establish the criteria and information it will use to make its recommendation to Dr. Tsang. No later than October 14 this information, along with standard information and data from Academic Affairs, will be forwarded to Dept. Chairs.
- October 28th - Chairs will submit their requests to VP Shimizu, VP Lawson and Eric Oifer.
- November 11th - The request packets will be distributed to Ranking Committee members.
- November 20th - The Full-Time Ranking Committee will meet from 10 am to 3pm in the Loft to produce the recommendation it will forward to Dr. Tsang.

We are hiring 10 fulltime faculty
1st mtg a week from Friday. Will establish criteria, which will go to chairs. Chairs submit requests by Oct 28. Academic Affairs will put together a packet of info for the committee.

Will continue to have discussions . Next step: Dr. Tsang gets the recommendations,

Q: What's the timeline? A (Eric): Dr. Tsang will want to see how the midyear budget holds. Per Randy Lawson, we have to maintain funding for faculty positions in order to get federal funding. Our timeline is not tied to the budget process.

2. Curriculum Report - Guido Davis Del Piccolo, Chair

Curriculum Cttee had a fruitful meeting on a few items:

- forms used for Distance Ed. courses. DE Committee was represented. Will talk and report further.
- SLOs and program ILOs. New SLOs will go to the SLO Committee for discussion; if further discussion is needed, it will be with the department's participation.
- Curriculum Committee is hoping to put the curriculum process online.

V. "Town Hall" - Discussion/Debriefing: Academic and Professional Impact of Budget and Economy.

Guests: Counseling - Laurie Guglielmo; Academic Affairs - Georgia Lorenz; Enrollment - Kiersten Elliott

Eric invited members of the Administration, Counseling, and Enrollment to talk with us. Counseling is always on the front lines. Georgia was asked to talk about decision making re scheduling.

Kiersten was asked to tell us what we are doing for students before and after their arrival.

Kiersten Elliott said that deadlines coming up—enrollment notification for Winter and Spring sessions will be going out soon. We used to send them info on the Clery Act (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act), the bookstore, gave info on their Library holds, etc. This was not effective, and it was very expensive. Many went to old addresses. Now Enrollment will send postcards and indicate the website with all of this info.

Students will be told to log into Student Self Service for info on how to get financial aid, pay fees.

Kiersten asked for suggestion on how to get students to update their address in SSS. They will again promote don't drop and shop.

Q: Since the Library is the only open lab on campus, can you give us info on what info will be available on this website?

A (Kiersten): Will send URL out to campus to check it out before it goes live.

Georgia Lorenz said that re: the schedule of classes, they were trying to take a balanced approach—maximum access, minimum budget constraints. We are generating more FTE this fall. We have reached 100 % efficiency. Ours is still the largest winter session in the state. Enrollment pressure will be more intense.

Spring will be reduced, but the impact will be less than fall. Federal money was overestimated; final number is \$35 mil to all California community colleges. SMC will try to use the money to backfill categoricals to 30%

Laurie Guglielmo said that pressure has been more intense in counseling. August and November are their busiest months, mainly because of enrollment and UC applications. During the last week of summer and first week of fall, students were very frustrated. They could not get into classes.

Counseling realized that they needed to give students a heads up. FAQ was passed out to students while waiting to see counselors. Classes were more than 99% full. Counselors were seeing more students who were accepted at 4-year schools but could not afford to go there. There were a lot of displaced students. All other community colleges are suffering the way we are, so their students were shut out of classes and they came to SMC. They were just trying to get in somewhere.

Counselors provide as much info as they can. They sent out a targeted Eblast to everyone enrolled encouraging them to see a counselor NOW for the Winter and Spring. They are also encouraging students to enroll on their enrollment date. Counseling will be reducing their district budget by 50% this Winter and will only be open Monday thru Thursday 8-4 p.m.; counselors will be unavailable at night and on weekends. Tell students not to drop and shop. They are trying to get info to students as quick as they can.

Georgia said that all students except nonresidents should be encouraged to file a change of address on SSS. Nonresidents need to file in person.

Postcards will go out Oct. 28, but on the 18th the students' enrollment date will be posted on SSS. Enrollment will start on Nov. 16 for continuing students and the week of Nov. 23 for new students.

Suggestion: since some students think their eCollege email and address are linked to SSS, add a popup window in eCollege instructing them to go to SSS to make sure their info is correct. Email change in eCollege/eCompanion does not change in SSS.

Brenda Antrim said that the Library will also be cutting back in Winter; it will be open M-T 9-3, and closed nights and weekends.

Georgia said that this Winter 100% of classes will end at 3 p.m.

Q: Is there a priority for people who pay us bond money. A: (Richard) By state law we are required to have open enrollment.

Laurie—DSPS covers the center for students with disabilities, (physical accommodations), mental health professionals, and a learning disability center; students can be assessed to determine what accommodation is needed. Accommodations may be things like longer times on tests, etc. . The High tech training center provides computers and other technology tools for students who need extra help special, e.g. software for the blind. These services must be provided whether we have funds or not

Winter Session will offer second level or b level courses. Entry level courses will be offered again in the spring.

Suggestion: reinstitute waiting lists. We should capture what is going on; we could then report the number of students waiting for classes.

Q: Are we still accepting applications for Winter? A: Yes—Nov. 23 is the enrollment start for noncontinuing students. Winter schedule will be available online only in mid Oct.

Eric thanked to Laurie Guglielmo, Georgia Lorenz, and Kiersten Elliott for joining us. He also said we need to agendize this discussion aobut categorical cuts. This is important and many of us are not aware of the specifics. We also have local and state liaisions; we need to talk about what we can be done by citizens.

VI. New Business Discussion: none

VII. Announcements

1. Call for Global Citizenship Initiative Faculty Leader
ANNOUNCEMENT NO. 1 - Call for Global Citizenship Initiative Faculty Leader

To apply please electronically submit a letter of interest to me (oifer_eric@smc.edu) and copy Vice President Jeff Shimizu (shimizu_jeffery@smc.edu). We will be accepting applications through October 4, 2009. Applications will then be reviewed by the Academic Senate President and the Vice President Academic Affairs.

Santa Monica College
Faculty Leader, Global Citizenship Initiative

The Santa Monica College Academic Senate and Office of Academic Affairs mutually agree to establish the position of Faculty Leader, Global Citizenship Initiative. The Faculty Leader will clarify and articulate the goals and objectives of Global Citizenship to the College community. The Leader will work to achieve those goals and objectives through SMC's shared governance processes.

The Faculty Leader (or designee) will serve as liaison to appropriate Academic Senate Joint Committees and the Administration in order to enhance and further the College's Global Citizenship Initiative. The Faculty Leader will develop Global Citizenship by focusing on the specific areas of curriculum, professional development, study abroad, and students. Goals in these areas will be developed and achieved by working through appropriate and existing Academic Senate Joint Committees. Additionally, the Faculty Leader will work with appropriate parties to develop a method for assessing Global Citizenship goals, objectives and outcomes.

Together, the Faculty Leader, the Academic Senate President, and the Vice President of Academic Affairs will identify specific goals and tasks for the Faculty Leader in a given academic year. These goals and tasks will be achieved through the participatory governance processes and, specifically, the scope and function of the following standing Joint Committees of the Academic Senate: Curriculum, Professional Development, Student Affairs; Sabbaticals, Fellowships and Awards; Program Review, S/ILO, Environmental Affairs, CTE, and Department Chairs. Progress toward those goals and objectives will be assessed by the Academic Senate President and the Vice President of Academic Affairs.

The Faculty Leader may serve as an Ex Officio member of the Academic Senate's Executive Committee according to the governing rules of the Academic Senate. The position has been approved for 20% reassign time. The term-of-office for this Faculty Leader is two (2) years and is renewable according to the Academic Senate and the Office of Academic Affairs' mutually agreed to conventions for Faculty Leaders. Global citizenship Faculty Leader deadline is Sunday.

2. Accreditation - Richard Tahvildaran-Jesswein

Richard said that the accreditation steering committee continues to meet. See the email from Bruce Smith with links to Standards 1 and 2. The rest will come soon. Accreditation Chairs will make themselves available to the SMC community. If you have comments, write to them via email. Brown bag lunches will begin in Oct to enable a dialogue about the draft. Night sessions will be held, too. Please read the drafts.

3. Dr. Tsang to address Academic Senate at the October 13, 2009 Senate Meeting

Per Amber Katherine, Eric made arrangements to meet with architects at AET Friday at 1 pm everyone invited. ILOs on sustainability are built into our buildings.

VIII. Adjournment 12:29 pm

Next Scheduled Meeting: October 13, 2009 Dr. Tsang will join us.

