



Action Item: *Sept. 2011*

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

Minutes of the **24 May 2011** AS Executive Committee Meeting

**Present:** Jamey Anderson, Dianne Berman, Greg Brookins, Mary Colavito, Guido Davis Del Piccolo, Tina Feiger, Janet Harclerode, Janie Jones, Amber Katherine, Lesley Kawaguchi, Lucy Kluckhohn-Jones, Laura Manson, Vanessa Mejia, Jennifer Merlic, Mitra Moassessi, Pete Morris, Eric Oifer, Wendy Parise, Christine Schultz, Gary Todd, Esau Tovar, Sal Veas, Carol Womack.

**Absent:** Tim Cramer, Nancy Hanson, John Henderson, Steven Kaufman, Melody Nightingale.

**Guests:** Robert Myers, Valerie Narey.

I. Call to Order—meeting was called to order at 11:18 a.m.

II. Action Items

1. Approval of the Minutes for May 10, 2011

Minutes for May 10, 2011  
Minutes were approved as presented.

2. Tutoring Task Force Recommendations - Janet Harclerode, Chair  
See Janet's email'

The Institutional Effectiveness Committee met with departments that oversee tutoring.

Their goals include:

- standardizing and unifying tutoring processes across campus, including the tutoring information on the SMC website; all tutoring services will be listed, including EOPS, DSPS, etc.
- getting faculty more involved, as they are in the math and English departments.
- provide online tutoring for distance ed. students.

Suggestions:

- amp it up; offer more tutoring services, since 75% of our students come in below college writing level.
- look at research from Hannah at Institutional Research.
- provide tutoring for all students, counseling for all students.

The goal of the pilot is to offer common services at all points. Lesley said the State Academic Senate is now writing a paper on effective practices for tutoring.

### III. Information Items

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

##### a. Democracy Commitment

Eric will go to a program on enhancing civic education, held June 2-5 in Orlando. He will report back in the fall.

##### b. Budget/Winter Session

There has been no decision made yet. The District is looking for ways within the law to offer contract ed.

At this point, it looks like there will be no normal winter session.

- c. Global Citizenship and Basic Skills Faculty Leader Positions—deferred
- d. Long Term Senate Goals  
This will include yearly goals, plus long term goals. Eric would like all committees to set goals and bring them to the Assembly. If you have suggestions, send them to Eric by next week.

#### IV. Committee Reports

- a. Honor Council Activities and Discussion of AR 4412 - Honor Code/Honor of Student Affairs  
Bob Meyers will be invited to the Assembly.

After the Assembly meeting, Greg Brookins and Bob will meet to make sure we are addressing the issues raised by the Assembly. Classified staff will be chosen by Honor Council members for participation in the Board. Classified employees are long time members of the campus, while students are transient.

This is an issue related to student success and should be under the Senate's purview.

Friday meetings may be a problem for classified staff and part-time faculty. Sometimes having an outside voice is important (non-science)

Greg will make final changes based on this Executive Committee discussion, then the AR will go back to the Assembly; Bob Myers has suggested that the second read of AR4411 should not happen before second read of AR4412.

AR 4412 will go to the Assembly for a first read on Tuesday, May 31; Greg will bring both ARs to the Assembly on June 7.

b. Information Services Committee - Sal Veas, Chair

Sal said the Google project on hold; it will continue to be a pilot.

Because of SMC's budget issues, ISC needs to change the thinking of how technology is viewed on this campus. We cannot continue to replace computers. We are now cannibalizing computers. We need to change how we look at technology. Have created faculty profiles to give an idea of who we think we are. ISC recognizes that faculty has a major investment in handheld appliances. What kind of support is needed for these? Very few businesses would not capitalize on their employees' equipment.

This is a work in progress.

c. Whistleblower BP/AR - Jamey Anderson, Chair of Personnel Policies Committee

This is the last of several items to come from Human Resources. The State has mandated that we must have a whistleblower policy. HR wanted the Personnel Policies Committee's input. This new document defines whistleblowing and violations of safety and sets up procedures for how a report is taken and what happens to it. Retaliation is not allowed. The Committee has a draft now and will bring it forward the Assembly in the fall.

V. Announcements

1. Recognition/Retirement Event June 15, 2011 - Janie Jones, Chair of Social Committee.

Janie also thanked faculty for attending the El Torito fundraiser.

VI. Adjournment—meeting adjourned at 12:30p.m.

**Next Academic Senate Executive Meeting TBA**