SMC ACADEMIC SENATE
Tuesday, September 14, 2010
11:15-12:35 p.m. Business Building Room 144

I. Call to Order

II. Public Comments:

III. Action Items:
   1. Approval of the Minutes for August 31, 2010
   2. New Full-Time Faculty Position Ranking Committee Appointments
   3. Academic Senate Committee Appointments
   4. DPAC Subcommittee Appointments
   5. 2010-2011 Senate Objectives – 2nd Read

IV. Information Items:
   1. President’s Report – Eric Oifer
      a. Bridging Research, Information and Cultures Team
      b. College of the Future (with attachments)
      c. ASR03-09 Resolution in Support of Library Department Chair
   2. Committee Reports
      a. Add Code Policy and Best Practices – Greg Brookins, Chair Student Affairs

V. Announcements

VI. Adjournment

To Report Absences Click HERE

Next Scheduled Meeting: September 14, 2010
ACTION ITEM No. 1: Approval of the Minutes for August 31, 2010

ACTION ITEM No. 2: New Full-Time Faculty Position Ranking Committee Appointments

Guido Davis Del Piccolo
Mary Colavito
Sherri Bradford
Greg Brookins
Melody Nightingale
Jenny Merlic
Jamey Anderson
Wendy Parise
Janet Harclerode
Tina Feiger
Gary Todd
Sal Veas
ACTION ITEM No. 3: Academic Senate Committee Appointments

**Academic Support/Tutoring Task Force**
Janet Harclerode  
Gary Todd  
Jason Beardsley  
Marce Kelly

**Distance Education**
Wendy Parise  
Peggy Kravitz  
Judith Remmes  
Odamaris Valdivia  
Eve Mazarra  
Jenny Resnick

**Legislative Affairs**
Tina Feiger  
Suzanne Borghei  
Maria Alvarado  
Sharon Jaffe

**Personnel Policies**
Jamey Anderson  
Kay Azuma  
Patricia Burson  
Tracey Ellis  
Laurie Guglielmo  
Andrew Nestler

**Professional Development**
Judith Douglas  
Nancy Hanson  
Steve Hunt  
Nancy Grass-Hemmert  
Patricia Burson  
Valerie Nary  
Marci Spiegler  
Fereshteh Mobashen  
Jessica Plotner

**Sabbaticals, Fellowships and Awards**
Esau Tovar  
Mary Bober  
Kathy Flynn  
Candyce Goodfellow  
Anne Powers  
Marc Trujillo

**S/ILO**
Lesley Kawaguchi  
Christine Schultz  
Delores Raveling  
Jenny Merlic  
Janet Harclerode  
Eric Oifer  
Laura Manson

**Student Affairs**
Greg Brookins  
Lucy Kluckhohn-Jones  
Laurie Guglielmo  
Benny Blaydes  
Claudia Szekely  
Gary Todd

**Program Review**
Mary Colavito  
Rebecca Anderson  
Sara Brewer  
Patricia Burson  
Matthew Hotsinpiller  
William Lancaster (Spring Semester 2011)  
Fran Manion  
Melody Nightingale (Fall Semester 2010)  
Mary-Jane Weil

**Professional Ethics and Responsibilities**
Tim Cramer  
Brenda Antrim  
Jim Stramel  
Dana Del George
ACTION ITEM No. 4: Senate’s DPAC Sub-Committee Appointments

Budget:
- Janet Harclerode
- Eric Oifer

College Services:
- Marina Parise
- Open Seat

Facilities:
- Toni Randall
- Open Seat

HR:
- Tricia Burson
- Melody Nightingale

Tech:
- Sal Veas
- Wendy Parise
**2010-2011 Academic Senate Objectives**

1. Participate in the Bridging Research, Information and Cultures Technical Assistance Program (BRIC/TAP)

2. Implement and Assess SLO Portal Pilot

3. Pilot a series of faculty orientation workshops

4. Explore approaches to address cheating

5. Coordinate professional development opportunities information in support of the Colleges effort to develop a professional development plan

6. Enhance understanding of the SMC student population

7. Consider Senate’s endorsement/use of Earth Charter

8. Develop a plan for technology needs assessment that will address enhancement and replacement of equipment

9. Recommend to District ways to enhance tutoring and generate actionable data
College of the Future

Whereas, the College is committed to fulfilling its mission of offering open-access educational opportunities and our state funding base is insufficient to serve student demand for courses and services;

Whereas, allocation of resources for higher education and life-long learning continues to be unstable, unpredictable and uncertain;

Whereas, the College seeks to expand programming and augment student pathways to baccalaureate completion, career development and other educational opportunities;

Resolved, the College shall explore the establishment and sustainability of additional contract education offerings such as for-credit opportunities for high school and non-resident students and relationships with accredited baccalaureate institutions. The College shall abide by Administrative Regulations 3211 (Recruitment and Selection – Permanent Faculty), 3230 (Recruitment and Selection – Temporary Faculty), 3231 (Equivalency Process for Part-Time Faculty Positions), 5100 (Curriculum), 5200 (Academic Freedom and Responsibilities), and 5300 (Academic Standards) as it develops and offers these for-credit opportunities.

Resolved, the College shall explore entrepreneurial projects, such as revenue-generating study tours and innovative fee-based programs; and

Resolved, these offerings shall be designed to enhance and support the College’s commitment to its mission and students, while strengthening its fiscal stability.

Eric Oifer, Academic Senate President
1st Read, Academic Senate – August 31, 2010
Revised, Executive Committee – September 7, 2010
College of Future Resolution Context

A key, if not the key component of both the California Community College and Santa Monica College Missions is the commitment to open access. As the SMC Mission states, provide “open and affordable access to high quality associate degree and certificate of achievement programs.” The financial challenge community colleges face is that our funding model does not adequately support the standard of open access. As our FTES increase and decline from year to year our funding from the state does not adjust appropriately. For instance, in 2008-9 SMC served about 1300 FTES over our base. In 2009-2010 SMC was around 1700 over base. In other words, in those years SMC was educating more students than the state was paying us to educate. Additionally, the state has traditionally funded a number of student services through paths outside the standard funding stream. For instance, several items that are part of matriculation services (e.g. EOPS, DSPS) have been funded by grant money. However, in the past couple years the state has reduced its level of financial support for such categorically funded programs. All this is to say that the Legislature, the Governor, the CCC Chancellor’s Office, the voters, the Legislative Analyst’s Office and the Department of Finance all expect community colleges to do increasingly more with increasingly less resources. The goal of the College of the Future Ad Hoc Joint Committee is to figure out ways we can do more with more. Knowing that more revenue is not coming from the state, we want to consider ways to produce more revenue ourselves. The purpose of that revenue would be to support what we are here to do, provide “open and affordable access to high quality associate degree and certificate of achievement programs.” In other words, the committee’s primary concern is to generate ideas that will support and enhance SMC’s efforts to meet its mission.

In addition to facing a climate in which public education institutions are facing reduced funding, we also find ourselves in a climate in which legislation is being developed to “fix” community colleges. For instance, AB 2400 was an attempt to allow San Diego and De Anza to pilot offering bachelor degrees. Another concept being studied by the legislature now is designed to use a second census date to determine apportionment. SB 1440 is designed to guarantee transfer to CSU for students who complete general education requirements. These bills may indicate a changing perception of what community colleges are and what they should be. This is a view held not just at Santa Monica College, but up and down the state and across the nation. Efforts to re-conceptualize how community colleges are organized and funded have been undertaken in the states of Washington and Florida. The California Community College Chancellor, Jack Scott has even tried to address the CCC’s inability to currently meet student demand with an ill-conceived agreement with Kaplan University.

It is in this context that the College of the Future Joint Ad Hoc Committee developed the resolution we are to consider. Please note the “whereases” assert our commitment to open-access educational opportunities and to expanding programming and augmenting student pathways to baccalaureate completion, career development and other educational opportunities.
SMC and CCC missions:
- Mission of the California Community Colleges (by the way, you are missing an “s” in Colleges in line one): www.ucop.edu/acadinit/mastplan/cccmission.htm
- Santa Monica College Mission, Vision, Values and Goals: http://www.smc.edu/apps/pub.asp?Q=1095

“Who’s who”
- Legislative Analysts Office: www.lao.ca.gov
- California Community Colleges Chancellor’s Office: www.cccco.edu
- California Department of Finance: www.dof.ca.gov
- The Accrediting Commission for Community and Junior Colleges ACCJC: http://www.accjc.org/

Education Code and Code of Regulations, Title 5:
- California Code of Regulations, Title 5: http://government.westlaw.com/linkedslice/default.asp?Action=TOC&RS=GVT1.0&VR=2.0&SP=CCR-1000 (click on Title 5)
- California Education Code: you can search it at http://www.leginfo.ca.gov/calaw.html

California Assembly and Senate Bills
- SB 1440: Student Transfer Degree: http://info.sen.ca.gov/pub/09-10/bill/sen/sb_1401-1450/sb_1440_bill_20100820_amended_asm_v91.html
- AB 2400: Baccalaureate Degree Pilot: http://info.sen.ca.gov/pub/09-10/bill/asm/ab_2351-2400/ab_2400_cfa_20100430_102549_asm_comm.html
  - Status: AST HIST. ACTION : In committee: Set, first hearing. Hearing canceled at the request of author.

Four-Year Baccalaureate Programs
- Bellevue Community College: http://bellevuecollege.edu/programs/
- Comprehensive College Baccalaureate Association: http://www.accbd.org/
List of concerns/questions regarding the College of the Future ASR07-10:

1. Is there open enrollment within these Contract Ed offerings? That is, if there are seats, can other students add in?
2. Are we going to lose international students from our other classes?
3. Will curriculum development and planning remain with departments?
4. Who are we contracting with? Is it open to anyone?
5. Do we have assurances that we will not reduce services to resident students?
6. Where will these classes be offered? We are already at full capacity.
7. The resolution should explicitly cite our hiring and curriculum ARs
Resolution in Support of Library Department Chair

Whereas, The Santa Monica College Full-Time Library Faculty Members have voted to create a Library Faculty Chair;

Whereas, The Library Department has been led by a Chair previously (Call 1988-1990; Fall 1990-1996);

Whereas, The Senate asserts that all academic departments be led by duly elected Faculty Chairpersons;

Whereas, Santa Monica College’s long established best practice is to allow a faculty member to serve as a chairperson of academic departments, where legally permitted;

Resolved, That the Library Faculty Leader position be made a Department Chair; and

Resolved, That the Academic Senate, with its full strength and authority as the lead faculty representative on all academic and professional matters (Title 5 Section 53200), enter into direct talks with the Administration and District for the purposes of establishing a Library Department Chair.

Richard Tahvildaran-Jesswein, Academic Senate President
Adopted by full senate May 5, 2009 – All in favor, 1 opposed
INFORMATION ITEM No. 2a: Add Code Policy and Best Practices – Greg Brookins, Chair Student Affairs

The Issue: Instructors may be using enrollment procedures relating to add codes that are inconsistent with Title 5 Sect 58108 (Registration and Enrollment Procedures).

Title 5 policies possibly being violated:
1. Students will not be required to participate in any preregistration activity not uniformly required
2. The college or district shall not allow anyone to place or enforce nonacademic requisites as barriers to enrollment or in the successful completion of a class
3. Registration procedures that result in restricting enrollment to a specialized clientele shall not be used.

Best Practices

The Academic Senate Student Affairs Committee makes the following recommendations relating to add codes:

- Create an appropriate priority wait list for students who contact the Faculty members before the start of the term
- Make a list of the students’ names when giving out add codes
- Ask the wait list students to do their homework for the first couple of weeks of the term to make their transition into the class easier after they are accepted in the class
- Set up a lottery system to give out add codes on the first day of school
- Students who want an add code need to be present the first day of class
- F-1 students who cannot be present the first day of class should contact their instructor by e-mail at least 2 days before the first day of school
- Clear communication policy – Students should be reminded about the important dates and deadlines so they don’t miss the refund deadline if they drop a class – It is suggested to publish the important dates and deadlines for each session in the Corsair Newspaper.
- The Faculty should communicate their add codes to their students at least 24 hours before the refund deadline
- Enforce enrollment prerequisites in ISIS

The Student Affairs Committee advises against the following practices:

- Requiring diagnostic tests as a condition of taking a course
- Asking the student to buy a book as a condition for obtaining an add code
- Requesting pictures from the student as a condition for obtaining an add code
- Enforcing non-sanctioned prerequisites which are not published in the class schedule. This would include making “advisories” mandatory prerequisites for taking a class
- Rejecting a student’s request because of his/her verbiage in e-mail communication

Communication w/Instructors

- Department Chairs Meeting
- Faculty All
- Visit Department Meetings of Impacted Departments

Communication w/Students

- Admissions and Records
- Associated Students Meetings
- Student Focus Groups/panels