SMC ACADEMIC SENATE  
Tuesday, September 28, 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 September 14th, 2010  
2. Adoption of New Courses – Guido Davis Del Piccolo, Chair – Curriculum  
   http://www.smc.edu/Projects/37/Curriculum/Curriculum_Actions_09_15_10.pdf
3. ASR07-10 College of the Future Resolution
4. Academic Senate Committee Appointments

IV. Information Items:

1. Committee Reports  
   a. CTE Strategic Plan and Scan – Laura Manson – Chair CTE  
   b. Add Code Policy Recommendation – Greg Brookins, Chair Student Affairs  
   c. Administrative Retreat Rights changes – Jamey Anderson, Chair Personnel Policies  
   d. 2010-2011 Sabbatical Proposals – Esau Tovar, Chair Sabbaticals, Fellowships & Awards

V. Announcements

1. International Potluck Dinner Social – Saturday, October 9th – 5pm – Email Marina Parise to RSVP  
   Dates welcome – no children please. Parise_marina@smc.edu

VI. Adjournment

To Report Absences Click HERE

Next Scheduled Meeting: October 12, 2010
Action Item No. 1 – Approval of the Minutes for September 14, 2010

Action Item No. 2 – Adoption of New Courses – Guido Davis Del Piccolo, Chair Curriculum
http://www.smc.edu/Projects/37/Curriculum/Curriculum_Actions_09_15_10.pdf

Action Item No. 3 – College of the Future Resolution

Santa Monica College
Academic Senate
ASR07-10
August 31, 2010

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 not-for-credit 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
Revised, Academic Senate – September 14, 2010
Executive Committee Vote (14-2-2) – September 21, 2010
Action Item No. 4 – Academic Senate Committee Appointments

Careers and Technical Education Committee (CTE)

Laura Manson, Chair
Joy Tucker
Ford Lowcock
Vicki Rothman
Salvador Carrasco
Fariba Bolandhemat

Social Committee

Janie Jones, Chair
Terry Green
Marina Parise
Sara Boosheri

Information Services

Sal Veas
Simon Balm
Ellen Cutler
Jinan Darwiche
Maria Erickson
Steve Hunt
Walter Meyer
Information Item 1b – Add Code Policy Recommendation – 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
Announcements:

Santa Monica College’s Academic Senate
Social Committee
Invites you
to join us at our

International Potluck Dinner Social
On Saturday, October 9th, 2010
5-9pm

Address will be provided upon R.S.V.P.
(location in Santa Monica – close to SMC)

Please bring with you an international *Main course, *Side
dish or *Salad
and a favorite bottle of wine or beverage.
Dessert & Coffee to be provided by the Academic Senate

RSVP by October 6th, to Marina Parise @ x8723 or email at
Parise_Marina@smc.edu with the type of dish you wish to
bring and # of persons attending

Spouses/partners are welcome